**Franklin Public Library**

**Training and Conference Expense Policy**

Revised August 2025

The Board of Trustees of the Franklin Public Library supports continuing education for its professional staff and advocates building a strong communication network with the library community. Without a doubt, Franklin library patrons and the Franklin library will realize benefits from this participation and representation.

To that end, the Board will designate funds in the annual budget for the library director and professional staff to participate in relevant training and to attend library conferences. The budget will be managed by the library director. Staff may request reimbursements and approve staff reimbursements based upon the following policy:

**Expenses for travel within Michigan:**

* Registration fees and/or tuition reimbursed up to 100%
* Mileage: roundtrip mileage reimbursed at the current IRS rate (to/from home or library, whichever is nearer).
* Meals: total of receipts up to $5o/day, is reimbursed.
* Lodging: overnight lodging associated with a multi-day conference is reimbursed if conference is more than 60 miles away. The accommodations should be reasonable, e.g. the conference site or mid-price range. In lieu of hotel/motel accommodations, an individual may choose to stay with a friend of family member. In such case, a hostess gift with a maximum value of $100 is a reimbursable expense. Receipt(s) for purchase are required. (Example: plant, dinner)

**Exceptions to the above policy:**

* Library director exceptions are to be approved in advance by the Board
* Library staff exceptions are to be reviewed by the library director and, if approved, the director is to apprise the Board of these decisions.
* Any expense reimbursement requests for travel outside Michigan must be submitted to the Board for pre-approval.