



OWWL LIBRARY SYSTEM

MILEAGE AND SCHOLARSHIP REIMBURSEMENT TO MEMBER LIBRARIES POLICY

PURPOSE

The OWWL Library System ("the System") has established this policy to detail requirements for reimbursements to Member Libraries for mileage and scholarship awards.

MILEAGE REIMBURSEMENT TO MEMBER LIBRARIES

To encourage participation in meetings and events occurring at System headquarters, the System offers supplemental mileage reimbursement to help cover Member Library staff travel costs in accordance with the following process:

- **Mileage calculation:** Mileage is calculated from the Member Library to System headquarters (round trip).
- **Reimbursement rate:** The rate paid will be 50% of the current IRS-approved rate per mile.
- **Mileage reimbursement form:** The Mileage Reimbursement Form may be downloaded from OWWL Docs.
- **Submission timeframe:** Claims may be submitted anytime during the System's Fiscal Year, which runs January to December. The final deadline for submission will be clearly noted on the Claim Form. Claim Forms submitted after the noted deadline cannot be reimbursed.
- **One claim per meeting:** Only one claim per library is allowed for each meeting.
- **Supplement, not replace:** System reimbursement supplements existing library mileage reimbursement policies. Only libraries with existing mileage reimbursement policies are eligible to receive mileage reimbursement from the System. Member Library staff should attach a copy of their library's relevant policy at the time of submission.
- **Payment process:** Reimbursement will be paid directly to the Member Library. The library is then responsible for distributing the total amount (50% from the System and 50% from the library) to the eligible staff member.

CONTINUING EDUCATION SCHOLARSHIPS TO MEMBER LIBRARIES

When the budget allows, the System offers a limited number of continuing education scholarships each year to support Member Library staff development. Scholarships are administered using the following process:

- **Eligibility:** Scholarship eligibility requirements are defined annually and detailed in the application form. Member Library staff members must be employed during the timeframe of the scholarship and conference to receive reimbursement. Scholarships are non-transferable.
- **Reimbursement:** All scholarships are reimbursements made directly to the Member Library; the library then reimburses the staff member for all eligible expenses. A copy of the library's policies may be requested at the time of award or reimbursement.
- **Approved uses:** Scholarship funds may be used to cover the following expenses (unless otherwise noted in the scholarship eligibility requirements):
 - Conference registration fees
 - Lodging costs
 - Not to exceed the duration of the conference
 - Capped at the rate of the primary conference hotel
 - Reasonable travel expenses (mileage) between the library and the conference location.
- **Supplement, not replace:** System scholarships supplement existing budgeted continuing education expenses at Member Libraries. Only libraries with existing continuing education reimbursement policies are eligible to receive a scholarship. The Member Library is expected to cover all eligible expenses that exceed the System's scholarship award amount in accordance with their policies.

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