Brown University Library Travel Policy (effective July 1, 2011)

Scope

This policy outlines travel procedures for professional and administrative (exempt) staff of the Brown University Library. Exceptions are addressed below. All travelers should be aware of the University’s guidelines for travel outlined at the Office of the Controller’s Web site: http://www.brown.edu/Administration/Controllers_Office/payable/travel/policies.html

Types of travel

Professional travel: Professional travel supports librarians and other exempt staff in fostering professional growth and development and in maintaining appropriate levels of professional engagement. Costs are reimbursed up to an annual maximum as outlined below. Trips to meetings and conferences of library organizations (e.g., ALA, Code4Lib, SAA, SLA, IFLA) are typical examples of professional travel. Professional travel requires approval by the staff member’s supervisor. Paid release time is given.

Administrative travel: Travel undertaken at the request of the University Librarian to represent the Library in an official capacity. With some exceptions, such travel is largely restricted to the senior administrative leaders of the Library. This travel is considered mandatory and is covered in full. Paid release time is given.

Training and development travel: Employee travel required by a supervisor to acquire new skills directly related to the performance of the employee’s job and to the strategic goals of the Library. Required training typically includes instruction provided in workshops, institutes, seminars, or classes rather than at association meetings or conferences, although there may be exceptions. This travel is considered mandatory and requires the approval of the staff member’s supervisor and the appropriate senior administrator or Associate University Librarian.

Discretionary travel: Travel undertaken in pursuit of a professional or personal interest not directly related to the employee’s primary responsibilities. No financial support is available for such travel. In some cases, however, paid release time may be granted by the employee’s supervisor if the activity has some potential for benefiting Library operations in a meaningful fashion. If no leave is granted, employees must use vacation time for this type of travel.

Travel by non-exempt staff: On rare occasions, a non-exempt staff member may be required to travel on Library business or for training. Such travel will be considered mandatory and the appropriate guidelines for administrative or training and development travel will apply. Library Human Resources or the University Director of Labor Relations (or both) should be consulted to ensure that obligations under the prevailing collective bargaining agreement and the Fair Labor Standards Act (including overtime provisions) are understood well before travel is approved.

Funding for travel
Professional travel may be reimbursed up to a maximum of $1200 per fiscal year; some exceptions apply and are outlined below. The allocation may be spread across multiple trips in a fiscal year. Travelers may seek reimbursement for transportation, lodging, conference registration/fees, and meals and incidentals. In accordance with University travel policy, meals and incidentals will be reimbursed according to the current federal per diem guidelines issued by the U.S. government (U.S. domestic rates available online at: http://www.gsa.gov/portal/category/21287. Foreign rates available at: http://aoprals.state.gov/web920/per_diem.asp).

Travelers are responsible for making every effort to find reasonable rates for lodging and transportation and to take advantage of discounted registration rates wherever possible.

Because administrative and training and development travel are considered mandatory, travel costs are fully funded. Travelers remain responsible for finding the best possible rates for lodging and transportation, and the per diem rates for meals will still apply unless other arrangements have been made in advance.

Supplemental funding

To encourage growth and active professional engagement for newer librarians, staff at the rank of Librarian I or Librarian II are eligible for a travel supplement of $250 per fiscal year. In addition, staff at any rank (including exempt/professional staff that are not part of the Personnel Program for Librarians) are eligible for a travel supplement of $250 per fiscal year if they chair a committee of a recognized professional organization, hold elected office in an appropriate professional organization, or are giving an invited presentation at a conference. Documentation may be required for payment of this supplement.

Travel forms

All travelers must complete a Travel Request Form (available on the Library Staff Intranet at: http://library.brown.edu/intranet/) at least 10 business days before the anticipated travel. The completed form should be signed by the party appropriate for the type of travel and sent to the Head of Financial Services in the Office of the University Librarian.

Within 30 days of the completion of travel, all travelers must submit a Travel Expense Form (available on the Library Staff Intranet at: http://library.brown.edu/intranet/) for reimbursement. Original receipts showing payment in full are required, except for meals when using the per diem guidelines. Reimbursement for expenses submitted more than 30 days after the completion of travel will not be guaranteed.