Brown University Library Travel Policy (updated April 12, 2018)

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: https://www.brown.edu/about/administration/controller/policies

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/Director.

**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:** 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 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. 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.

**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 an Online Travel Request Form (available on the Library Staff Intranet at: [https://library.brown.edu/intranet/](https://library.brown.edu/intranet/) ) at least 10 business days before the anticipated travel. The completed form will be routed to your immediate supervisor.

**Travel Reimbursements**
Please review Brown’s annual spending guidelines before making purchases: [https://www.brown.edu/about/administration/controller/accounts-payable/annual-spending-guidelines](https://www.brown.edu/about/administration/controller/accounts-payable/annual-spending-guidelines).

All non-grant funded travel is charged to CC16400. Original receipts showing payment in full for all expenses $75 and above are required. Expenses can be submitted for reimbursement as soon as a purchase is made.

Meals expenses for domestic travel should be claimed as Meals Travel Domestic. Meals can be reimbursed up to $95/day as long as you include receipts that do not exceed the per meal limit for every meal. The University permits reimbursement for meal expenses up to $75/day without receipts. Meals can be claimed on one expense line in Workday. If you do not include meal receipts, you must include in the expense line memo field the number and type of meal you are claiming reimbursement for. Any meal charged to a hotel bill must be deducted from the hotel bill and included under the meals reimbursement. Per Diems for domestic travel are unnecessary.

Roundtrip flights from TF Green coach class to your business destination are reimbursable. You can fly out of Boston or Hartford if those airports are more convenient to where you live or if there is a flight schedule that better suits your business needs. The University will not reimburse hotel nights in Boston or Hartford before or after your flights. To be reimbursed for airfare you need to provide a receipt that shows payment and the itinerary for the trip. If you need to fly to one city for business but depart from another city for personal reasons, you have to price out a RT flight to the business destination on the same day you purchase your airfare. This must be submitted with your travel expense report. Brown will reimburse whatever flight is cheaper. Train travel should be coach unless there is a compelling business reason to take the Acela.

Within 30 days of the completion of travel, all travelers must submit an Expense Reimbursement though Workday. All reimbursements 90 days or older will be reimbursed through payroll and will be subject to taxes.