

## Travel Compensation Policy

Compensation for travel and accommodations is the largest cost of the KLF events. It is sensible that libraries make the most economical arrangements possible for travel. The KLF encourages carpooling whenever possible.

### Mileage:

LDAG meetings - the KLF will compensate mileage for one car per library for the at the rate stated on the claim form.

Board meetings - the KLF will compensate mileage for a maximum of two cars per library for the at the rate stated on the claim form.

Other KLF events - the KLF will compensate mileage for one car per library at the rate stated on the claim form at the discretion of the director.

Travel to the KLF Library Conference is not included in this policy.

### Accommodations:

LDAG meeting – compensation is one room for one night per library

Board meeting – compensation is two rooms for one night per library - this allows both the library director and a board member to attend the Board meeting.

Other KLF events – accommodations may be covered at the discretion of the Director.

### Food:

Meals away from home community will be covered as per claim form.

KLF will cover costs for meals served at the meeting or event for all attendees.