

**BETHLEHEM PUBLIC LIBRARY**

**MILEAGE REIMBURSEMENT POLICY**

*Policy adopted by the Board of Trustees August 12, 2002*  
*Policy revised by the Board of Trustees February 12, 2018*

Employees who are required to travel for work-related business shall be required to use a vehicle provided by the library. If the vehicle is not available, the library will reimburse the employee at the IRS approved mileage rate. Prior approval shall be required from the employee's supervisor. If the employee declines to use the library-provided vehicle, when it's available, no reimbursement shall be made.