



LODGING POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding lodging for overnight stays while on City business.

Policy:

The City will reimburse employees for the actual cost of lodging when the employee is required to be out of town overnight for City business. Reimbursement will be for the single room rate only. Reimbursement will not be made for personal telephone charges, movie rental etc. Employees should attempt to receive the government rate or to stay in motels that offer the government rate. The City is exempt from the payment of State and Federal Taxes.

Procedure:

1. All requests for reimbursement must be made on the standard [COWR Expense Reimbursement Form](#) and supported by a receipt. Documentation of the reason that necessitated the travel or expense must be indicated on the form.
2. The employee should notify the motel of the City's exemption from the payment of State and Federal Taxes when making room reservations for an employee. The tax exempt number is 39-600-5663. A copy of a form letter indicating the tax-exempt number can be obtained from the MCM Collection Shared Drive or Human Resources and should be presented to the motel by the employee upon arrival.
3. The COWR Expense Reimbursement Form must be submitted to the Library Director for review and approval, then included with the other monthly bills presented at an upcoming Library Board meeting .

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.