



**Cheektowaga Public Library (CPL)
Anna M. Reinstein Memorial Branch
Julia Boyer Reinstein Branch**

The employees of the Cheektowaga Public Libraries may be reimbursed only for pre-approved out-of-pocket expenses incurred in the performance of their duties for the Cheektowaga Public Libraries.

Cheektowaga Public Libraries shall reimburse employees for the following:

- Attendance and fees associated with continuing education events and conferences.
- Travel expenses covering mileage and tolls. Mileage rates will be established by the [Internal Revenue Service \(IRS\)](#) and Toll charges will be reimbursed if supported by receipts.
- Materials purchased for programming or facility use.

Reimbursement claims must be approved by the Library Director or appointed designee. Expense reimbursements must be submitted on appropriate forms with appropriate supporting documentation. Original receipts must document claimed expenses and all corresponding receipts must be submitted for reimbursement within 30 days of incurred expense.

Reimbursement checks will be issued one week after receipts have been received and reviewed. Employees receiving reimbursements will have 90 days to redeem issued checks.

Adopted by the Cheektowaga Public Library Board of Trustees at a public meeting on July 19, 2023