



## FINAL DRAFT

### **MHLS Member Library Mileage Equalization Grant Program**

When funding permits, the Mid-Hudson Library System (MHLS) provides an equalization mileage grant to its member libraries based, in whole or in part, on the IRS business rate<sup>1</sup>. Reimbursement is contingent on member libraries providing their staff reimbursement at the IRS rate for travel to attend training or to participate in meetings sponsored by and located at MHLS. The number of claims, the amount of the match, and the total available funding shall be periodically determined by the MHLS Board of Trustees. The first 20 miles each way between MHLS and member libraries shall be excluded from reimbursement. Procedures for claims and payment shall be established by the MHLS Executive Director.

*Directors Association Recommendation to the MHLS Board Approved – December 6, 2013*  
*MHLS Board Approved – January 18, 2014*

#### **A. Recommendation on the number of claims, the amount of the match, and the total available funding – TBD by the MHLS Board of Trustees on March 22**

1. The total number of claims funded for calendar year will be reviewed by the MHLS Board on an as needed basis.
2. The amount of the MHLS match will be 75% of the IRS business rate paid semi-annually by MHLS to the Member Library.
3. The amount of the Member Library match will be 25% of the IRS business rate.
4. The amount of 2014 MHLS funding available for the program is \$15,500, as approved by the MHLS Board on December 7, 2013.

#### **B. Procedures for Claims – TBD by the MHLS Executive Director**

1. A Member Library Board passes a resolution providing their staff reimbursement at 100% of the IRS rate for travel to attend training or to participate in meetings sponsored by and located at MHLS. Member Library must file their Board resolution with MHLS Business Office before a claim can be paid.
2. All travel during the semi-annual reporting period must be compiled and reported on one Grant Form.
3. A Member Library will only be paid for one trip per each training or meeting sponsored by and located at MHLS.
4. A Member Library Director completes, signs, and submits to the MHLS Business Office the Member Library Mileage Equalization Grant Form on or before the Form's semi-annual due date.
5. A Library Mileage Equalization Grant Form received by MHLS after the semi-annual due date will not be processed and paid.

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<sup>1</sup> The IRS business rate is 56 cents per mile

