



## **Board of Trustees Reimbursement Policy**

Fort Vancouver Regional Library (FVRL) has a seven (7) member appointed Board of Trustees responsible for providing and maintaining quality library services for the citizens of the regional library district as set forth in [RCW 27.12](#) and any other applicable laws.

A library trustee shall not receive a salary or other compensation for services as trustee, but may be reimbursed from FVRL funds for expenses incurred while fulfilling the necessary functions of the office.

- Library trustees are eligible to receive **mileage reimbursement** at the approved IRS mileage rate. Mileage will be calculated as actual miles traveled and should be reported on a monthly basis.
- Library trustees are eligible for **lodging expense reimbursement** related to attending FVRL board meetings when the mileage to the meeting location requires the board member to travel more than 150 miles round trip to attend, or when inclement weather would prevent a return home after a board meeting. Applicable reimbursable lodging expenses require:
  1. The cost of moderate accommodations as defined by the IRS per diem rates, within the destination area, will be used as the benchmark for the cost of reasonably priced lodging
  2. Actual cost of hotel, motel or rental property accommodations, including lodging taxes and parking fees included in any hotel or motel bill, shall be paid. Receipts are required for all hotel/motel/rental stays will be submitted to the Executive Director's Office within one week of the expense being incurred.
- **Meals** may be reimbursed at the per diem rate for an overnight stay. Meals may also be reimbursed for Board Members when travel time and FVRL meeting time exceeds four (4) hours combined. See the [Travel and Subsistence Policy](#) for further details about meal reimbursement.



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

Serving Clark, Skamania and Klickitat Counties, and  
Woodland and Yale Precinct in Cowlitz County

- Library trustees are eligible for pre-authorized library related **training and conferences**. See the [Travel and Subsistence Policy](#) for details.

Any personal expenses or entertainment expenses are strictly prohibited.

*Approved by Board of Trustees: Original Policy September 21, 2024.*

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • [fvrl.org](http://fvrl.org)

Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale