

## **Pentwater Township Library Reimbursed Expenses Policy**

Expenses incurred for authorized library activities by members of the Pentwater Township Library Board (Board) or library staff may include the cost of the activity, meals, mileage or other types of travel expenses as presented to the Board for consideration and approval. Approved meal and mileage expenses shall be reimbursed at the current IRS rates. All receipts shall be submitted and retained until the end of the fiscal year plus seven (7) years.

*Revised 1/05*

*Amended by the Board of the Pentwater Township Library on 03 20 2018.*