



## **NYLA Reimbursement and Disbursement Policy**

***Approved by NYLA Council on 9/4/25***

Expenses incurred by the Executive Board, Council, and Units for annual operations are chargeable to the Association and must align with the approved annual budget. Organizational budget totals are finalized by the Audit and Finance Committee and approved by Council.

Each Unit is required to submit an annual budget worksheet to establish its fiscal year budget. Units may expend funds at their discretion within their approved budget, provided all expenditures comply with NYLA bylaws, financial policies, and operational guidelines. Requests for funding beyond the approved budget require Council approval. Units must obtain approval before submitting reimbursement requests that exceed their total budget allocation.

All reimbursements and disbursements require documentation to be submitted to NYLA and approved by the NYLA Treasurer.

The Executive Director will provide a financial report at each Council meeting for review. This report will include the current fiscal year budget with actual expense totals included for each budget line. Council and Unit representatives should review this information to better understand current expenditures to date. Any discrepancies should be reported to the NYLA Treasurer and/or Executive Director.

Unit Council representatives are responsible for sharing all financial information with their respective boards. Unit Treasurers must maintain a detailed record of all reimbursements and disbursements for their unit to ensure a thorough financial history.

Completed reimbursement and disbursement forms and supporting documentation should be submitted to the NYLA office for payment.

Exceptions to these reimbursement and disbursement policies must be approved by the NYLA Council.

### **I. Reimbursements and Disbursements**

#### **Honoraria**

NYLA Council believes that the sharing of a librarian's professional knowledge is a professional obligation. Participating in NYLA professional development opportunities provides each member the chance to gain experience speaking and presenting to groups, build their personal brand, and establish name recognition within the profession. It is also an opportunity to give back to the organization and the broader library community.

Therefore, as a general policy, NYLA and its Units do not pay honoraria or speaker fees to NYLA members or librarians who reside or work in New York State, except in limited, approved circumstances.

Exceptions to this policy may be requested by contacting the NYLA office and must be approved by the NYLA Council in advance. Council may authorize payment of honoraria or speaker fees to NYLA members under the following circumstances, including, but not limited to:

- A NYLA member who plans and presents a NYLA Continuing Education Workshop or NYLA Unit pre-conference at the NYLA Annual Conference.
- A NYLA member who performs work for a NYLA Unit project funded by an external grant or donation.
- A NYLA Member who performs work for a project which clearly and specifically requires professional expertise outside of the field of libraries or librarianship and for which a fee is normally charged.

If a NYLA External Partner organization (as defined in the NYLA bylaws as including but not limited to ESLN, PULISDO, SLSA, NYALS, etc.) provides honorariums, the contracted speaker should contact the External Partner organization directly for payment/reimbursement.

All approved honorariums will be paid within the 30 days following the NYLA event.

### **Travel Reimbursement**

NYLA Units and staff are encouraged to hold meetings online whenever feasible. When in-person meetings are required, meeting organizers should choose locations that minimize travel and lodging costs.

Reimbursement for travel-related expenses will be made in accordance with this policy and within the limits of the approved budget. All expenses must be substantiated with original itemized receipts and submitted using the required reimbursement forms.

#### **NYLA Staff**

Staff traveling on official organization business or serving as designated representatives of the Association are eligible for reimbursement of approved travel expenses, provided those expenses were not paid directly by the organization.

The standards and limits established in the Lodging, Transportation, and Food and Beverage sections below apply uniformly to all staff travel, whether expenses are reimbursed to the traveler or paid directly by the organization.

Any exceptions must receive prior approval from the Executive Director (or from the NYLA Council in the case of the Executive Director's own travel).

#### **NYLA Executive Board and Council**

Expenses will be reimbursed for Executive Board members conducting Association business as officers or spokespersons, within the limits of annual budget allocations approved by Council.

Reimbursement will be provided for members of the Executive Board and Council to attend in-person Board and Council meetings, except those held during the Annual Conference.

Expenses will also be reimbursed for Committee Chairs, Unit leaders, or special guests who attend in-person at the invitation of the NYLA President. Luncheon expenses will be covered for Executive Board/Council members and invited guests during in-person meetings.

**National Delegates**

The ALA Councilor will be reimbursed for travel to the ALA Annual Conference. The AASL Delegate will be reimbursed for travel to the ALA and AASL Conference, and must be included in the Section of School Librarians' annual unit budget request. All travel and registration reimbursements require receipts and completed and signed Reimbursement forms to be submitted to the NYLA office.

**Transportation**

Travelers must select the most affordable transportation option that meets basic standards of comfort and convenience.

Public transportation is reimbursed at the economy rate.

Airfare will not be reimbursed for individuals residing within 200 miles of the meeting location.

Automobile travel is reimbursed at the current New York State Employees Rate, plus tolls (<https://www.osc.ny.gov/state-agencies/gfo/chapter-xiii/xiii4c-travel-mileage-rates>).

Rental cars are reimbursable only when no suitable public or personal transportation is available. Otherwise, reimbursement is limited to the lesser of: rental cost or personal mileage plus tolls.

**Lodging**

Approved travelers are responsible for making their own hotel reservations.

Lodging will only be reimbursed when overnight travel is necessary or when same-day travel is not feasible (i.e., cannot depart and return between 7:00 AM and 7:00 PM). Reimbursement is not available for individuals residing within 50 miles of the event location unless prior approval is granted.

NYLA staff or designated volunteers may arrange hotel room courtesy blocks with discounted rates. These are the preferred accommodations for NYLA events. If an approved traveler stays at an alternate hotel with rates exceeding the NYLA room block, reimbursement will be capped at the highest rate within the official room block. The traveler is responsible for any difference.

For events where no room block is available, individuals must select the most affordable lodging option that meets basic standards of comfort and convenience.

**Food and Beverage**

Meals are reimbursable only when overnight travel is necessary and prior approval has been granted by the Executive Director or NYLA Council.

When overnight travel is not required, breakfast is reimbursable if departure is before 7:00 AM, and dinner is reimbursable if the traveler's return is after 7:00 PM.

Meal expenses will be reimbursed up to the U.S. General Services Administration current per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

Itemized receipts are required. Tips will be reimbursed up to 22% of the pre-tax subtotal.

**Tax Exemption**

NYLA staff must use NYLA's tax-exempt forms when making eligible purchases such as hotel stays or meals in applicable states. For non-staff individuals, the use of tax-exempt forms is not required for NYLA-related travel, but sales tax will not be reimbursed for travel within New York state. Tax-exemption forms can be requested from the NYLA office for those traveling on organizational business.