

## **TRANSPORTATION REIMBURSEMENT**

Rockford Public Library employees shall be reimbursed for public transportation or mileage and parking expenses incurred while using their private vehicle in performance of official duties, provided they have previously submitted to the Chief Financial Officer a proof of insurance for their private vehicle. The employee is responsible for maintaining a record of transportation costs and submitting to the Chief Financial Officer for reimbursement at least quarterly. Mileage shall be reimbursed at the actual IRS rate.