

**Camden County Library District
Policy Manual**

Section 1. Employees.

Subsection 43. Expense Reimbursement.

Employees must have the approval of the Director or Assistant Director prior to incurring an expense on behalf of the Library. To be reimbursed, employees must submit a receipt within 90 days of the date of the expense.

Driving a personal vehicle on library business will be reimbursed at the current IRS rate. Use the appropriate mileage form available from the Assistant Director.