

2. General

General Information and Responsibilities

Positions in MPLA as an officer, committee chair, and board member all require a commitment of time, effort and some travel. Individuals should be sure their institution is able to provide support in adequate release time for meetings and other work, travel to attend the annual conference which is not covered by MPLA, and possible additional travel expenses. Refer to the MPLA Expense Reimbursement Policies below.

State Representatives to the Executive Board are expected to be supported financially by their state associations in the performance of their responsibilities, including travel to attend board meetings, conferences, etc.

The Executive Secretary is able to provide letterhead stationery and computerized lists of the membership, arranged in various categories, e.g. by section, by state, or of the total membership by surname through MemberClicks.

General Association Policies

By Executive Board action (4/22/95). MPLA endorses the Revised ALA "Code of Professional Ethics." - **See Appendix A**

MPLA Expense Reimbursement Policies

The first paragraph above under "General Information and Responsibilities," provides for the reimbursement of the Executive Board members for certain authorized expenses incurred on behalf of the Association for travel, supplies and outside services. The Association is financially unable to do so for other positions.

Expenses should be documented over a period of time with appropriate receipts; however, some judgment should be exercised before submitting requests to the Executive Secretary for reimbursement of small sums which the individual or parent library might well bear.

MPLA will reimburse officers, committee chairs and Board members for the first meeting, but not the second as follows:

1. Board members will be reimbursed to attend one in person meeting held once a year. This reimbursement does not include attendance at the annual conference or Executive Board meeting which occurs at the annual conference, which will be paid for by the member. Reimbursement will cover the least expensive form of transportation (mileage

- or airfare); airport shuttle if necessary and one night lodging for the first meeting attended.
2. For board positions with a multiple-year term, such as Vice-President to President to Past President, the board member is responsible for travel and lodging expenses for only one meeting.
 3. When a board member who has already met the "one meeting" requirement sends a substitute to represent him/her at a board meeting, the substitute is eligible for reimbursement.
 4. When a board member resigns, the replacement will be expected to attend the first non-conference board meeting with reimbursement. Attendance at subsequent board meetings will be covered as stipulated in item 1.
 5. No reimbursement is given for travel expenses of Executive Board members to attend the annual conferences or Executive Board meetings which occur at the annual conference.
 6. State association representatives are expected to receive funding from their state associations to attend board meetings and conferences.

The reimbursement authorized above applies only to the following expenses:

1. Transportation at the lowest possible fare or mileage for the shortest route at the amount per mile allowed for federal income tax deductions.
2. One overnight room charge at the board meeting headquarters hotel, at the reduced rate negotiated with the hotel by MPLA. If the air fare transportation expense and related reimbursement can be significantly reduced by extending the stay an additional night, the second night charge can only also be reimbursed by approval from the MPLA President.

Request for reimbursement should be submitted to the Executive Secretary in writing and with the original copy of a receipt showing payment of the transportation and hotel expense. If mileage reimbursement is requested, a written statement detailing the miles should be supplied in lieu of a receipt. The Executive Secretary is not authorized by the Executive Board to provide reimbursement if the necessary documentation is not provided with the request.

In the event inclement weather prevents the planned attendance of a board member, and travel expenses have been incurred which the board member will unavoidably be responsible for, the board member will be reimbursed for those expenses.

With the exception of the meal provided at the board meeting or meetings, the board

member is responsible for meal expenses incurred during travel.

Paid staff, if they are asked to attend a meeting, will have their expenses covered. This applies to the Newsletter Editor, Webmaster, Portal Administrator, Executive Secretary and Leadership Institute Coordinator.

In consideration of the potential expense to the Association which this policy allows, each board member is asked to minimize board-related travel expense in every way possible.

The Administration Committee is directed to evaluate this reimbursement policy and its financial impact on the Association each year. Any necessary recommendation for change in the reimbursement policy should be included with the Committee's annual budget proposal to the Executive Board.

These guidelines are an attempt to indicate the current policy of the Association in the matter of expense reimbursements. Times change and unexpected problems and/or obligations occur. When this happens please ask before, not after, incurring an obligation on behalf of the Association.