

Updated July 23, 2013

CLRC Car Pool Policy

Due to the high cost of gas and in an effort to extend continuing education opportunities to members outside Onondaga County, where CLRC offices are located, CLRC has instituted the following policy.

- Mid York Library System (MYLS) staff drivers will be reimbursed for carpooling with 2 or more people in the car to CLRC event sites greater than 25 miles from the MYLS office at 1600 Lincoln Ave., Utica, NY. (This is a bit less than the half-way point between the Syracuse and Utica offices). Reimbursement mileage can include pickups, if drivers do not pool at the MYLS office. This reimbursement will be paid directly to the Mid-York Library System office after expenses are submitted to CLRC. Mileage will be paid at the prevailing federal rate, currently .565/mile.
- Any non-Onondaga County, non-MYLS staff driver can be reimbursed for carpooling with 3 people or more in the car (including the driver) to events in counties other than the home county of the driver. The reimbursement will be submitted to CLRC and the driver will be reimbursed at the prevailing federal rate.
- Onondaga County drivers will be encouraged to carpool with CLRC staff from the CLRC offices at 6493 Ridings Rd. to events outside Onondaga County. If carpooling needs exceed the number of CLRC drivers, Onondaga County drivers may be reimbursed at the prevailing federal rate if the event is held more than 25 miles from CLRC offices. Mileage will be calculated from the CLRC offices to the event location.
- CLRC will cover the cost of tolls on the New York State Thruway. Drivers must submit toll details along with expenses.
- Parking costs will not be covered by CLRC.
- Other carpooling arrangements may be made as needed at CLRC's discretion.
- All carpooling reimbursements must be pre-approved (prior to travel) by CLRC's Executive or Assistant Director, unless alternate arrangements are made.
- CLRC is not liable for non-CLRC staff drivers. The mileage reimbursement is offered as a courtesy to our members, extended to encourage greater participation in CLRC events, and may be withdrawn at any time.
- This policy applies only to events that explicitly state a car pooling option. Committee meetings, board meetings, and the Annual Meeting are excluded from the car pool policy.