

Travel Policy

The ERPL Travel Policy applies to travel on ERPL business that requires an overnight stay or transportation other than by automobile. For same-day automobile transportation, see the Transportation Policy.

Due to budgetary considerations, ERPL will not reimburse travel expenses unless there is a critical need to travel. Employees are urged to attend events by Zoom or other methods that do not require actual travel, and must show that a Zoom option was not available.

All travel expenses:

- Must be pre-authorized. Both the employee's Team Leader and the Finance Team Leader must approve the travel.
- Must be charged to the ERPL credit card. Small amounts paid for when credit cards are not an option may be reimbursed, but this generally may not exceed \$75 per trip.
- Must have receipts. Even if charged, receipts show the detail breakdown of the charge, which are not shown on credit card statements. Charges without receipts shall be offset against the employee's next paycheck. Electronic receipts may be emailed to Accounting@ElRitoLibrary.org.
- Must be at the best possible price. Employees must show that they shopped for the best price for travel and lodging by providing alternate quotes from other vendors.

Allowable travel expenses are lodging, transportation, meals, taxi, and rental car. A rental car is only allowed if the total taxi fare between the lodging and event venue exceeds the cost of a rental (including gas).

All travel must be reported to the Finance Team on forms available from them.

Failure to follow the above rules will result in future travel requests from the employee being denied by the Finance Team.

Transportation Policy

Transportation occurs when a trip is made to an event venue in the employee's automobile. The Transportation Policy applies when the outgoing trip and return trip are on the same day, otherwise the Travel Policy applies.

Due to budgetary considerations, ERPL will not reimburse transportation expenses unless there is a critical need for the trip. Employees are urged to attend events by Zoom or other methods that do not require transportation, and must show that a Zoom option was not available.

Transportation mileage will be reimbursed at the rate of 45 cents per mile for each mile driven to and from the event venue.

Primary Purpose. The primary purpose of the trip must be for ERPL business. If the primary purpose is personal, but some ERPL business is conducted during the trip, the mileage will be considered personal and will not be reimbursable by ERPL.

Value. The value of the trip must be above the mileage cost. For example, driving 90 miles to get a \$5 item is not reimbursable, unless it can be shown that significant additional expense would have been incurred by ERPL had the trip not been made.

Pre-approval. All mileage expenses must be approved in advance by the employee's Team Leader and by the Finance Team Leader.

Meals. Employees need to pay for their own meals when not on a trip. During a trip, meals are generally eaten at restaurants, which are usually more expensive than self preparation. Therefore, meals during same-day trips will be reimbursed at a 50% rate to cover the additional cost. The maximum cost of a meal is as prescribed in the area of the event venue by the United State GSA M&IE rates for breakfast, lunch, and dinner for that area, see www.gsa.gov/travel/plan-book/per-diem-rates.

Substantiation. For mileage, an automobile mileage form (provided by the Finance Team) must be filled in, which indicates the vehicle make, model, and year, the starting odometer reading, the ending odometer reading, the event venue, and the purpose of attending the event. For meals, receipts must be provided on paper, or electronic receipts can be emailed to Accounting@ElRitoLibrary.org. Proper substantiation is required for employee reimbursement.

Personally Identifiable Information Policy

Per the ibm.com web site,

Personally identifiable information (PII) is any information connected to a specific individual that can be used to uncover or steal that individual's identity, such as their social security number, full name, email address or phone number.

As people have come to increasingly rely on information technology in their work and personal lives, the amount of PII shared with organizations has grown. For example, companies collect customers' personal data to understand their markets, and consumers readily give out their telephone numbers and home addresses to sign up for services and shop online.

Sharing PII can have its benefits, as it allows businesses to tailor products and services to the wants and needs of their customers, such as serving up more relevant search results in navigation apps. However, the growing storehouses of PII accumulated by organizations attract the attention of cybercriminals.

Hackers steal PII to commit identity theft, sell it on the black market, or hold it captive via ransomware. According to IBM's [Cost of a Data Breach 2024 report](#), the average cost of a data breach caused by a ransomware attack was USD 5.68 million. Individuals and information security professionals must navigate a complex IT and legal landscape to maintain data privacy in the face of these attacks.

In addition to the PII listed above, ERPL considers account numbers, passport numbers, and driver's license numbers to be PII.

Emails, due to the way they are relayed from sender to recipient, are exposed to prying eyes at multiple points. Browsers are more secure, but there are also ways in which they can be hacked.

Employees must be aware of the existence of hackers who are looking for PII and remain vigilant in all ERPL use of the Internet. In particular,

- If an email has attachments or links, do not click on those unless you are expecting that email from that person. Remember that senders' emails can be hacked, so just because it comes from a person you know, they might not be the one who sent the email.
- Never send PII in an email. If you must send PII:
 - Encrypt it and send the password to the recipient outside of email (e.g. via text or by phone call)
 - Enter it into the recipient's secure web site
 - Send it to the recipient via a phone call
 - Send it to the recipient via fax
- Faxes and phone calls are generally safer than emails because wiretap laws that protect telephone communications. There are weak or nonexistent wiretap laws regarding emails.

Since a breach of PII will expose ERPL to liability claims, any such breach will be dealt with by reassignment of the employee's duties, reprimand, probation, or dismissal, as determined by the severity of the breach on a case-by-case basis.