

02-18-10	POL	N-1
STAFF TRAVEL		

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For travel for non-routine business (workshops, conferences, seminars, etc.), and when funding for such non-routine business is from a source other than Brown County, library employees shall seek prior approval as follows:

1. Completion and submission of appropriate travel form to Library Director.
2. In-state travel shall require the prior approval of the Library Director.
3. In-state travel by the Library Director shall require notification of the Library Board.
4. Out-of-state travel shall require the approval by the Library Board subsequent to approval by the Library Director.

For Brown County funded travel for non-routine business (workshops, conferences, seminars, etc.), library employees shall seek prior approval as described in **Brown County Administrative Policy HR-4: Travel Authorization**.