

02-18-10 Rev. 6-20-19	POL	N-1
STAFF TRAVEL		

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For travel for non-routine business (workshops, conferences, seminars, etc.), library employees shall seek prior approval as follows and adhere to the Brown County Ordinance 3.11, Out of County Travel Reimbursement:

1. Completion and submission of appropriate travel form to Executive Director or his/her designee.
2. All out of county travel shall require the prior approval of the Executive Director or his/her designee.
3. Out of county travel by the Executive Director shall require notification to the Library Board.