

POLICY TITLE: Business And Professional Travel

ADOPTION/LAST REVISION: Adopted 12-13-88, Revised 10-11-94

A. Policy: The Library Board, each year, provides funds for professional development/business travel for staff. The number of days that any staff member can commit toward professional development will not exceed ten (10) in a calendar year unless an exception is made by the Library Board.

B. Definition of Travel

a. Business travel: Shall include all travel related to carrying out the responsibilities of the position. This will include all travel assigned by the Library Director in order to fulfill the needs of the library, travel for certification required by the Library Board and State Statutes, travel necessary because of library affiliations, and travel for purposes outlined in the job descriptions as set by the Library Board.

b. Professional development: Shall include attendance at workshops, conferences, etc. that are not directly related to the persons specialized job description or the functions of the position currently held but are related to library work in general and library career development.

C. Responsibilities: The Library Board of Trustees, which sets forth this policy, vests the responsibility of executing and interpreting this policy to the Library Director, or in his absence, the Director's designee. All travel requests must be approved by the Library Director. Current library policy allows the Library Director to use the travel funds allocated in our budget for travel and professional development as he deems appropriate and necessary. The Board routinely monitors activities and expenditures.

D. Procedure for Requesting Travel

1. Staff members should submit to their immediate supervisor, a "Professional Development and Business Travel Request" for all out-of-town meetings and functions. The final approval of the request and determination of type of travel (business or professional development) rests with the Director.
2. The Board monitors the Director's travel through his monthly reports and his reimbursement requests submitted for Board approval.
3. All approved travel requests shall be kept on file in the library's business office.