



Travel and Conference

The Library encourages staff development and training.

Attendance at workshops, meetings, courses, and conferences, when pertinent to the job duties or professional development of the staff member requesting such attendance, and when approved by the Library Director, will be considered as scheduled hours worked. As justification for attendance, the Library Director may require the requester to speak about the professional development opportunity at a future staff meeting.

Fees for seminars, meeting, webinars, and the like up to \$150 can be approved by the Library Director. Fees over \$150 must be approved by the Board, unless the Friends of the Roeliff Jansen Community Library are making a donation to cover the expense.

Staff members who use their personal automobiles for authorized Library business will be reimbursed at the current federal rate for travel. They will also be reimbursed for applicable tolls and parking fees.

Overnight travel must be approved by the Board. Best efforts must be made to obtain the best rate for lodging and transportation.

All receipts for expenditures should be submitted with an expense report to the Library's Bookkeeper within two weeks of the staff member's return. Expenses incurred without a receipt will not be reimbursed.

Adoption and Review of This Policy

The Finance Committee of the Board shall periodically, but no less often than every five years, review this Policy and propose to the Board for adoption any revisions that the Committee determines to be necessary or appropriate.

This Policy was last reviewed and approved by the Board on December 21, 2021.