



E-004

Richmond Heights Memorial Library STAFF TRAVEL

All travel expenses for staff must be authorized by the Director and must be incurred for the professional growth of staff members or be made in the interest of the Library. All travel expenses will be included in the Director's Report in a timely fashion. Any such expenses shall not exceed the current year's travel budget.

*Adopted by the RHML Library Board of Trustees January 16, 2001
Revised and adopted by Board of Trustees, January 2003.*