

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: 50-20-30**

**SECTION: Administrative Services**

**SUBJECT: TRAVEL**

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**SUMMARY**

This document states the Library Board's policy regarding travel on official business.

**Effective Date:**

Reviewed September 10, 2015  
October 10, 2018  
October 22, 2020  
October 13, 2022  
July 10, 2025

**POLICY**

a. The Johnson County Library adheres to the Travel Policy adopted by the Board of County Commissioners. The Library Board will approve the travel requests of the County Librarian in accordance with that policy. The Library Board does not approve the travel requests of other library employees.

**July 10, 2025**

**ARM 50-20-30 End**