



**Idaho Library Association**  
 P.O. Box 8533  
 Moscow, ID 83843

9/22/2009

## 2010 Travel Reimbursement Request

**PLEASE NOTE:** Original receipts are required for reimbursement of lodging or commercial transportation (bus, plane, or train) expenses. (The passenger copy of a ticket, not itinerary, is the official receipt). If a private car was used, reimbursement is at \$.45/mile.

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Travel from:** \_\_\_\_\_ (departure place) **to:** \_\_\_\_\_ (destination)

**Meeting attended:** \_\_\_\_\_

**Transportation costs (plane, train, car @ \$.45/mile):**

Dates: \_\_\_\_\_ to \_\_\_\_\_

**Total:** \$ \_\_\_\_\_ (A)

**Lodging costs (including taxes):**

Dates: \_\_\_\_\_ to \_\_\_\_\_

@ \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_ (B)

**Meal costs:**

Not to exceed \$30/day in-state or \$39/day out-of-state. Incomplete days should be charged as follows: \$7.50, lunch \$10.50, dinner \$16.50.

<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Daily Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total Meals:** \$ \_\_\_\_\_ (C)

**Other Costs:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Other:** \$ \_\_\_\_\_ (D)

**TOTAL CLAIMED**  
**(A+B+C+D):**

\$ \_\_\_\_\_

**Make check payable to (please print):**

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Payment Policy:** The ILA will not pay expenses, including those involving travel costs incurred by committee members, officers, or other individuals, if request for reimbursement is submitted to the Treasurer more than 45 days after the expenses have been incurred or after December 15, which ever comes first.

I hereby certify the above record of expenses are true and correct and payment has not been received:

**Signature of traveler:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Treasurer use only)*

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Category:** \_\_\_\_\_

**Mail this form to:** Steve Poppino, ILA Treasurer  
 CSI Library  
 PO Box 1238  
 Twin Falls, ID 83303-1238