

**NDLA 2007 Annual Conference
September 26 - 28, 2007
Jamestown, ND – Jamestown Civic Center**

INSTRUCTOR / SPEAKER EXPENSE FORM

Name: _____ Date of Presentation: _____
Title of Session: _____

Please include receipts for all expenses except mileage and per diem meals:

Transportation

Coach Airfare: \$ _____ Parking: \$ _____ Cab: \$ _____

Mileage: Number of Miles _____ \$ _____
(Reimbursed at \$.375 per mile not to exceed established coach airfare)

Lodging

Number of Nights _____ \$ _____

Meals

(per diem limit = \$25; breakfast = \$5, lunch = \$7.50, dinner = \$12.50; alcoholic beverages not reimbursed)

Date	Breakfast	Lunch	Dinner	Total

Miscellaneous (please explain) _____

Total Expenses \$ _____ **Honorarium as per agreement** \$ _____

Total Requested Amount \$ _____

Make Check Payable to: _____
Address: _____

I certify that the above expenses were incurred by me in providing a program for the NDLA Centennial Conference "Celebrating our Past, Embracing our Future."

Signature: _____ Date: _____

Please return form with receipts and direct questions to Donna James, Allen Memorial Library, 101 College St SW, Valley City, ND 58072-4098 ; Phone: (701) 845-7275 ; e-mail: donna.james@vcSU.edu

Conference Chair Approval _____ Date _____