

**NDLA 2009 Annual Conference
 "Evolution of the Library"
 September 23 - 26, 2009
 Dickinson, ND – Days Hotel – Grand Dakota Lodge & Conference 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 \$.45 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 Conference "Evolution of the Library"

Signature: _____ Date: _____

Please return form with receipts and direct questions to Laurie McHenry, Thormodsgard Law Library, University of North Dakota, 2968 2nd Ave N Stop 9004, Grand Forks, ND 58202-9004 ; Phone: (701) 777-3475 Fax (701) 777-4956 ; e-mail: lauriemchenry@mail.und.nodak.edu

Conference Chair Approval _____ Date _____