

NDLA 2010 Annual Conference  
"Libraries: A Census"  
September 29 – October 2, 2010  
Grand Forks, ND – Canad Inns

**Request for Personal Reimbursement Form**

**Use this form for expenses coming out of the 2010 Conference budget.**  
**Receipts required for all expenses except per-diem meals and mileage**

**IN-STATE TRAVEL**

**OUT-OF-STATE TRAVEL**

(Destination is outside North Dakota)

**A. Mileage:**

\_\_\_\_\_ miles @ \$0.55 per mile \$ \_\_\_\_\_

\_\_\_\_\_ miles @ \$0.18 per mile \$ \_\_\_\_\_

**B. Meals:** (indicate number & amount)

\_\_\_\_\_ breakfast(s) up to \$5.00 each \$ \_\_\_\_\_

\_\_\_\_\_ breakfast(s) up to \$7.80 each \$ \_\_\_\_\_

\_\_\_\_\_ lunch(es) up to \$7.50 each \$ \_\_\_\_\_

\_\_\_\_\_ lunch(es) up to \$11.70 each \$ \_\_\_\_\_

\_\_\_\_\_ dinner(s) up to \$12.50 each \$ \_\_\_\_\_

\_\_\_\_\_ dinner(s) up to \$19.50 each \$ \_\_\_\_\_

or \$25.00 per diem \$ \_\_\_\_\_

or \$39.00 per diem \$ \_\_\_\_\_

**C. Lodging:**

\_\_\_\_\_ night(s) up to \$63/night+tax \$ \_\_\_\_\_

\_\_\_\_\_ night(s) (actual expense) \$ \_\_\_\_\_

**D. Air Transportation (coach only) \$ \_\_\_\_\_**

**E. For Travel Expenses, Please Indicate the Following:**

Date(s) of Travel: \_\_\_\_\_ Person(s) Traveling: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

**F. Other Expenses:** \$ \_\_\_\_\_ Telephone \$ \_\_\_\_\_ Postage \$ \_\_\_\_\_ Honorarium

\$ \_\_\_\_\_ Other (please describe): \_\_\_\_\_

**G. Total Amount Requested: \$ \_\_\_\_\_** **H. Make Check Out To: \_\_\_\_\_**

**I. I certify that the above expenses were incurred by me (Your Signature): \_\_\_\_\_**

**J. E-Mail Address: \_\_\_\_\_** **K. Day time phone: \_\_\_\_\_**

**L. Mailing Address: \_\_\_\_\_**

**Please return form with receipts and direct questions to Rita Ennen, Stoxen Library, Dickinson State University, 291 Campus Drive, Dickinson, ND 58601 ; Phone: (701) 483-2883 ; Fax (701) 483-2006 ; e-mail: [Rita.Ennen@dickinsonstate.edu](mailto:Rita.Ennen@dickinsonstate.edu)**

Conference Chair Approval \_\_\_\_\_ Date \_\_\_\_\_