

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

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 \$.55 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 “Libraries: A Census”

Signature: _____ Date: _____

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

Conference Chair Approval _____

Date _____