

Travel Reimbursement Form

Name: _____ **Institution:** _____

Address: _____ **Phone:** _____

_____ **Fax:** _____

_____ **Email:** _____

Check one: _____ **Purpose:** _____

Staff Exchange WCSL meeting Other

Pay to the order of: The Institution The Individual

Expenses

Compensation Rate = Actual hourly salary plus fringe benefits

Date	Itemized Explanation of Expense	Total
Enter # miles: _____		
_____ miles @ prevailing rate		

Grand Total:

Comments: _____

I certify that this statement is accurate for the actual expenses that were incurred by me.

Signature: _____ **Date:** _____

Scan and email the form and receipts to: westco@amigos.org

- OR - mail this form and all original receipts to:

Western Council of State Libraries Fiscal Officer, Amigos Library Services 1190 Meramec Station Road, Suite 207, Ballwin, MO 63021-6902 Phone: 800-843-8482 x2895; Fax: 636-529-1396

Audited by: _____ **Date:** _____



TRAVEL EXPENSES

Western Council will reimburse the cost of authorized travel, including transportation, meals and lodging, which are required for participation in Council or staff activities.

Original receipts or copies of original receipts are required for transportation, lodging and registration fees.

Meal expenses will be reimbursed at the current GSA approved federal [CONUS rates](#) in effect at the time of travel. Deductions for meals provided as part of meetings will be made in accordance with CONUS rules. Receipts are not required.

Mileage will be paid at the prevailing rate set by the IRS. The Treasurer will provide information on current rates with expense claim forms.

Mileage reimbursement to and from meeting destination will be reimbursed at the current IRS rate. Total mileage reimbursement shall not exceed the cost of an economy class airline ticket. Documentation for mileage and what the comparative cost for the airline ticket must be provided to the Westco Business office at the time the request for reimbursement is made."

Lowest available airfare will be obtained for Western Council travel.

Travel reimbursement requests must be submitted to the Treasurer or fiscal agent on Western Council expense claim forms within sixty (60) days of the last date of travel.

Western Council will reimburse expenses incurred by Western Council members when unavoidable changes to authorized travel must be made.