Travel Reimbursement Form

Name:	Institution:	
Address:		
	Fax: Email:	
Staff Ex	Purpose: xchange WCSL meeting Other	
Pay to tl	he order of: The Institution The Individual	
Expense	es	
-	on Rate = Actual hourly salary plus fringe benefits	I
Date	Itemized Explanation of Expense	Total
	Enter # miles: miles @ prevailing rate	
	Enter # miles: miles @ prevailing rate	
	Grand Total:	
Comment	ts.	
I certify th	hat this statement is accurate for the actual expenses that were incur	red by me.
Signatur	re: Date: _	
- OR - m	d email the form and receipts to: westco@amigos.org nail this form and all original receipts to: Council of State Libraries Fiscal Officer, Amigos Library Services 1190 Me	eramec Station
	ite 207, Ballwin, MO 63021-6902 Phone: 800-843-8482 x2895; Fax: 636	
Audited	by: Date:	
	by: Date: _	

Travel Expense Policy: http://www.westernco.org/sites/default/files/wc_policy_travel.pdf



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.