

NDLA 2014 Annual Conference
“Providing Library Services to North Dakota for the Next 125 Years”
September 17 – 20, 2014 - Bismarck, ND
Ramada Bismarck Hotel & 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 \$.565 per mile not to exceed established coach airfare)

Lodging

Number of Nights _____ \$ _____

Meals

(per diem limit = \$35; breakfast = \$7, lunch = \$10.50, dinner = \$17.50; 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 “Providing Library Services to North Dakota for the Next 125 Years”

Signature: _____ Date: _____

Please return form with receipts and direct questions to Al Peterson, 4101 34th Ave NW, Mandan, ND 58554 ; Phone: (701) 527-1400 ; e-mail: alpeterson@nd.gov

Conference Chair Approval _____

Date _____