

## Expense Reimbursement Request

Before an expense for travel, meals, or lodging may be approved under Indian Trails Public Library District Policy 1.23, the following minimum documentation must first be submitted, in writing, to the Board of Library Trustees.

1. Name of the individual who received or is requesting the travel, meal, or lodging expenses and the individual's job title or office:

Name: \_\_\_\_\_

Job Title/Office: \_\_\_\_\_

2. The date or dates and nature of the official Indian Trails Public Library District business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official Indian Trails Public Library District business event or program.

Name of Program: \_\_\_\_\_

Program Dates: \_\_\_\_\_

Program Location: \_\_\_\_\_

Purpose of Program: \_\_\_\_\_

3. An estimate of the cost of travel, meals, and/or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, and/or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimates if expenses have not yet been incurred, or (b) receipts if the expenses have already been incurred. \$ \_\_\_\_\_
4. You may also provide such other documentation as would assist the Board of Trustees of the Indian Trails Public Library District in considering your request for reimbursement. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required prior to action by the Indian Trails Public Library District with respect to the reimbursement request.

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_