

## MWDL Member Repositories Meeting Attendance Reimbursement 2019

**Basic Information:**

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

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

The Mountain West Digital Library is offering partial travel reimbursement for one representative from each Member Repository that is located over 50 miles from the meeting venue to attend the MWDL Conference Meetings in June 2019. To claim this reimbursement, please submit this form, a completed Form W-9 for the person/institution to be reimbursed, and any applicable itemized expense documentation.

**Reimbursement Amount:**

The reimbursement maximum amount is determined by the distance (one-way) from the representative's institution to the meeting location.

Institutional Address:

\_\_\_\_\_

(Check one)

- \_\_\_ 50-150 miles (one-way): \$100 maximum reimbursement
- \_\_\_ 150-299 miles (one-way): \$200 maximum reimbursement
- \_\_\_ Over 300 miles (one-way): \$300 maximum reimbursement

**Eligible Expenses (you may submit eligible expenses up to maximum allowed):**

Lodging: \_\_\_ night(s) @ \_\_\_\_\_ per night, \$ \_\_\_\_\_ total amount paid

Mileage: \_\_\_\_\_ miles round trip = \$ \_\_\_\_\_ total using (circle one):  
\_\_\_ \$0.58/mile personal vehicle

Airfare: \$ \_\_\_\_\_ total amount paid

**Certifications:**

I certify that the above information above is accurate, and that I attended the MWDL Member Repositories Meeting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement of supervisor/administrator:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_