

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. 54/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: _____