

**MEMBER/NON-STAFF  
TRAVEL EXPENSE REPORT\***

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

Meeting Attended: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Original receipts are required for all expenditures**

<b>Expense</b>	<b>Amount</b>
Air Travel	_____
Ground transportation (including taxis)	_____
Car mileage (@ \$.28 per mile)	_____
Hotel	_____
Meals	_____
Other (explain)	_____
Subtotal	_____
Less personal expenses Charged to hotel bill (if any)	_____
Total reimbursement	_____

Check should be made payable to: \_\_\_\_\_

Check should be mailed to:

Your signature: \_\_\_\_\_

Please mail this form to:

Attn: Darlena Davis, HRDR  
American Library Association  
50 East Huron Street  
Chicago, IL 60611

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\* This form is to be used for reporting to ALA expenses incurred by members or others. It should be forwarded to the appropriate ALA staff liaison for review and forwarding to Financial Services for processing.

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