



AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS
Member/Non Staff Travel Expense Report

This form is to be used to report to ALA expenses incurred by AASL members. Please mail this form to:
American Association of School Librarians, 50 E. Huron Street, Chicago, IL 60611.

Name: _____

Meeting Attended: _____

Dates of Travel: _____

All receipts are needed except meals which will be reimbursed at the ALA per diem rate. Please include airline receipts even if travel was booked through the ALA travel service. Tape all small receipts to an 8½ x 11 sheet of paper.

Expense	Amount
Air Travel	_____
Ground Transportation (including taxis)	_____
Car Mileage*	_____
Tolls, Parking	_____
Hotel (room & tax charges only)	_____

Meals Not Part of Meeting

Please indicate the date and circle the meals you are requesting per diem for. *Receipts for meals are not required.* You will be reimbursed the full ALA per diem allowance for that meal.

Date	Breakfast	Lunch	Dinner	Total
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
	\$10	\$15	\$25	
			Total:	

Supplies _____

Postage _____

Copies _____

Subtotal _____

Total Reimbursement _____

Checks should be made payable to:	_____
Checks should be mailed to:	_____
Your signature:	_____

*If you prefer to drive, please make sure that your trip cost is less than or equal to the lesser of what it would have cost to fly or \$500.00. Please contact AASL for the current mileage reimbursement rate.



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Check List

Please be sure to submit the following items along with the completed *Member/Non Staff Travel Expense Form* to the AASL Office.

- Complete social security number.
- Original airline receipt (include those flights direct-billed to ALA).
- Original receipt for hotel.
- Original receipts for all taxi's and ground transportation.
- A mileage summary. If you prefer to drive, please make sure that your trip cost (mileage x \$0.485/mile) is less than or equal to the lesser of what it would have cost to fly and \$500.00.
- Original receipts for parking and tolls.
- Original receipts for all supplies, postage, and copies.
- Completed Travel Expense Report.

An original receipt must accompany anything for which you request to be reimbursed, other than mileage and tolls.

Please do not include reimbursement requests in the form of a letter.

*Note that car mileage reimbursement is dependent on the IRS National Guidelines. The mileage return rate is subject to change. Please check with the AASL office to verify the latest reimbursement rate.