

REIMBURSEMENTS

To qualify for reimbursement, the expense must be included in the committee budget and have been previously approved by the committee chair.

To request reimbursement for LIRT expenses that you have already paid, please follow the process listed below. Committee chairs must let committee members know of the reimbursement procedures and provide them with a form.

1. If you have **travel expenses**, fill out the [Reimbursements for Travel Expenses form](#).
2. For non-travel expenses, write a memo to the LIRT liaison, describing the expense and the project it is attached to. You can contact the [LIRT Treasurer](#) if you need that information.

Example

Memo

To: LIRT LIASION

Date:

Re: Project Name Non-travel Expense Reimbursement

Attached you'll find receipts for purchase of plaques for the LIRT Awards. Please send a reimbursement check in the amount of \$X to Name and ADDRESS.

3. **Attach documentation for the expenses to the request for reimbursement. THERE ARE NO EXCEPTIONS.** Examples of proper documentation include the following: charge card bills, bills marked paid, photocopies of canceled checks, and receipts.
4. Send the memo, and the original copy of the receipt, credit card bill, etc, to:

Office for Human Resource Development & Recruitment (HRDR)
ALA Headquarters
50 East Huron Street
Chicago, IL 60611
5. Send a copy of the memo, and a photocopy of the receipt, credit card bill, etc, to:

The [LIRT Treasurer](#)
6. Committee members should also send copies to their [Committee Chair](#).