

**NDLA / North Dakota Library Association  
Request for Personal Reimbursement Form**

*\* Receipts required for all expenses except per-diem meals and mileage*

**\*\* See the legislative information link on NDLA's website for guidelines covering reimbursement for testifying during a North Dakota legislative session.**

**IN-STATE TRAVEL**

**OUT-OF-STATE TRAVEL (Destination is outside North Dakota)**

**A. Mileage:**

\_\_\_\_\_ miles @ \$0.54 per mile      \$ \_\_\_\_\_

\_\_\_\_\_ miles @ \$0.54 per mile up to 300 miles  
beyond the North Dakota border and  
\$0.18 per mile after that      \$ \_\_\_\_\_

**B. Meals: (indicate number & amount)**

\_\_\_\_\_ breakfast(s) up to \$7.00 each      \$ \_\_\_\_\_  
\_\_\_\_\_ lunch(es) up to \$10.50 each      \$ \_\_\_\_\_  
\_\_\_\_\_ dinner(s) up to \$17.50 each      \$ \_\_\_\_\_  
or \$35.00 per diem      \$ \_\_\_\_\_

\_\_\_\_\_ breakfast(s) up to \$9.20 each      \$ \_\_\_\_\_  
\_\_\_\_\_ lunch(es) up to \$13.80 each      \$ \_\_\_\_\_  
\_\_\_\_\_ dinner(s) up to \$ 23.00 each      \$ \_\_\_\_\_  
or \$46.00 per diem      \$ \_\_\_\_\_

**C. Lodging:**

\_\_\_\_\_ night(s) up to \$81.90/night+tax      \$ \_\_\_\_\_  
(Exceptions: Dickinson = \$96.30; Williston = \$110.70)

\_\_\_\_\_ night(s) (actual expense)      \$ \_\_\_\_\_

**D. Air Transportation (coach only)**      \$ \_\_\_\_\_

\*\*\*\*\*

**E. For Travel Expenses, Please Indicate the Following:**

Points Covered by Travel: From \_\_\_\_\_ To \_\_\_\_\_

Round Trip (Y/N) \_\_\_\_\_ Date(s) of Travel \_\_\_\_\_

Person(s) Traveling \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

**F. Other Expenses:**      \$ \_\_\_\_\_ Telephone      \$ \_\_\_\_\_ Postage      \$ \_\_\_\_\_ Honorarium

\$ \_\_\_\_\_ Other please describe) \_\_\_\_\_

**G. Expense Category(ies) (Exec Bd., SLAYS, etc.):** \_\_\_\_\_

**H. Total Amount Requested:** \$ \_\_\_\_\_

**I. Make Check Payable To:** \_\_\_\_\_

**J. E-Mail Address:** \_\_\_\_\_

**K. Day time phone:** \_\_\_\_\_

**L. Signature:** \_\_\_\_\_

**M. Please type or print your mailing address below.  
This address will be used to send your reimbursement.**

**Send form & receipts to:**  
AARON STEFANICH, NDLA Treasurer  
GRAND FORKS PUBLIC LIBRARY  
2110 LIBRARY CIRCLE  
GRAND FORKS, ND 58201