Travel Reimbursement Form

Reason for Travel: ________________________________________________________________

Date(s): _______________________ Location: __________________________________________

Committee (If applicable):  Board ___  Legislative Issues ___  Membership & Marketing ___
Professional Engagement ___ Summer Institute ___ Volunteer Engagement ___  Other____

Mileage

Number of miles traveled for this activity _________ x ________ cents/mile = $________

(Enter current mileage rate)       (Total mileage)

Literacy Action Network reimburses travel over 100 miles round trip at the 2019 federal rate
of .58 per mile.

Travel Destination From: _________________________ To _________________________
(Please fill out one form for each trip)     (City name)     (City name)

Travel-related Expenses (Meals and Lodging) List items and amounts and attach original
receipts. (Itemized bills are required for reimbursement.) Credit card statements will not be
accepted as evidence of a receipt. Amounts are not to exceed the following limits: $135.00
per night for lodging (including tax), $15.00 for breakfast, $15.00 for lunch, & $20.00 for
dinner.

_________________________________________________       = $ ______________
_________________________________________________     = $ ______________
_________________________________________________      = $ ______________

Total to be paid for reimbursement: = $ ____________

Make check payable to:
(A separate form must be submitted for each payee – i.e. reimbursements to consortium or agency for lodging, etc.)

Name: ___________________________________________________________________

Mailing Address: _____________________________________________________________

City: _________________________________ State: _______ Zip: ________________

Phone #: ___________________________ E-mail: ________________________________

I certify that the above request is correct and that expenses are Literacy Action Network business.

Signature          Date

Please make a copy for your records and return completed forms with receipts within 60 days of travel to:
Vicki Otis, Minnesota Literacy Council, 700 Raymond Ave., Suite 180, St. Paul, MN  55114

Revised 1-1-19