



# Read to Me Rendezvous Travel Info

## Oxford Suites, Boise

### November 2—3, 2017

We encourage **public librarians** to attend **both days**. **School librarians should attend Day 2** (unless they also work in a public library).

The Idaho Commission for Libraries is providing travel stipends by reimbursement based on the criteria listed below.

- **Roundtrip mileage:** If the distance you travel to the meeting location from your library is greater than 40 miles one way, you may submit a travel reimbursement claim for mileage figured at the state rate per mile. If two of you are driving from the same library, you need to carpool. Only one person will be reimbursed. If you're traveling from northern Idaho and it's less expensive to fly, we can only reimburse you at the flight cost if you choose to drive. Mileage is reimbursed city to city. The state mileage chart can be found at [itd.idaho.gov/](http://itd.idaho.gov/)
- **Airfare and airport parking** will be reimbursed. Receipts must be attached to your travel reimbursement form. For ticketless travel, attach the receipt that includes the cost of the ticket. Airline reservations must be booked at least two weeks in advance of the meeting.
- **Meals:** If you travel more than 40 miles one way, you may claim actual eligible expenses based on the state per diem rate. For meals not provided at the meeting, you will be reimbursed at the current state rate. In order to claim breakfast, you must leave home before 7 a.m. To claim dinner, you must arrive home after 7 p.m. and be traveling more than 40 miles one way. You don't need to save meal receipts. Lunch will be served on Thursday and Friday, and breakfast will be served on Friday morning.
- **Lodging:**
  - **Public library staff:** ICfL will pay for **one room per library** on Thursday, November 2 if you are traveling at least 40 miles from Boise. If airline schedules will not allow you to arrive prior to the 9:00 am meeting start time, or you have to drive three or more hours (200+ miles) to get to Boise, we can provide a room Wednesday, Nov. 1. *Note: Public librarians attending only Day 1 or Day 2 are not eligible for lodging.*
  - **School library staff:** ICfL will pay for **one room per school** on Thursday, November 2 if you are driving more than two hours to Boise, or if airline schedules will not allow you to arrive prior to the 8:00 am meeting start time on Friday.



You must pay for any phone calls, meals, or other miscellaneous items charged to your room. ICfL will book your room, send you a confirmation number the week before the meeting, and have the room direct billed to us. If you need to cancel your room, please contact us ASAP as we will get charged for rooms that are not used.

- Rental cars will **not** be reimbursed. There is a shuttle from the airport to the hotel.
- There is **no** reimbursement if you travel less than 40 miles one way.

**To receive reimbursement you must attend both days (public library staff).**

A travel form will be provided at the meeting. The deadline for submitting your form is December 1, 2017. Fill out the travel form (both sides) completely and accurately using ink, and **attach receipts for your hotel, airlines and parking**. Final approval for travel expenses will be made by the Idaho Commission for Libraries' accounting office. Payments are normally made within four (4) weeks after the claim is received and approved by the Commission.