

College and Career Ready Summit

The Riverside Hotel —Boise

August 16-17, 2012



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 or organization is greater than 45 miles one way, you may submit a travel reimbursement claim for mileage figured at the rate of 45.5 cents per mile.
- **Airfare and airport parking** will be reimbursed. Receipts must be attached to your travel reimbursement form. Make sure you save your official airplane coupon. For ticketless travel, attach a copy of the itinerary which includes the cost of the ticket. Airline reservations must be booked at least 2 weeks in advance of the meeting.
- **Meals:** If you travel more than 45 miles one way, you may claim actual eligible expenses based on the state per diem rate. For meals not provided at the meeting, actual expenses plus tips, not to exceed a maximum of \$7.50 for breakfast, \$10.50 lunch, and \$16.50 dinner; or \$30 if you are claiming a whole day may be reimbursed. 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 45 miles one way. You don't need to save meal receipts. Dinner will be provided on Thursday and lunch on Friday.
- **Lodging:** ICfL will reimburse 1 room per library or organization (to save costs, room sharing is encouraged) if you are traveling at least 90 miles round trip and requested a hotel room for Thursday. We can pay for a room for Wednesday, August 15th, only if airline schedules do not allow you to arrive prior to 3 p.m. on Thursday. We can pay for a room for Friday, August 17, only if no flights leave for your destination after 4 p.m. on Friday. You must pay for any phone calls, meals, or other miscellaneous items charged to your room.



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 45 miles one way.

To receive reimbursement you must attend both days.

A travel form will be provided at the meeting. The deadline for submitting your form is September 10, 2012. 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.