The Idaho Commission for Libraries will provide travel stipends by reimbursement based on the following criteria:

- **To receive reimbursement** you must attend both the workshop in your region and the March 25 workshop in Boise.

- **Personal vehicle roundtrip mileage**: If the distance you travel to the meeting location from your library is greater than 45 miles one way, you can submit a travel reimbursement claim for mileage figured at the rate of 45.5 cents per mile. If you choose to travel by air rather than personal vehicle, you will be reimbursed at the lower amount.

- **Airfare and airport parking** will be reimbursed for those traveling by air. 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. All attendees are responsible for making their own airline reservations.

- **Meals**: If you travel more than 45 miles one way, you can claim actual eligible expenses based on the state per diem rate. For meals not provided at the meeting, actual expenses plus tips will be reimbursed, not to exceed a maximum of $7.50 breakfast, $10.50 lunch, and $16.50 dinner; or $30 if you are claiming a whole day. 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 travel more than 45 miles one way. You don't need to save meal receipts. Lunch will be served at all workshops.

- **Lodging for regional workshops**: ICfL will reimburse one room per attendee if you are traveling at least 120 miles round trip. Attendees are responsible for making their own hotel arrangements and for paying reimbursable room charges.

- **Lodging for March 25 workshop**: ICfL will reimburse one room per attendee if you are traveling at least 120 miles round trip. We have reserved a block of rooms at the Boise Courtyard Marriott for March 24 and 25 to be paid via direct bill. If you need a room, please call 208-331-2700 to reserve your room. We will not be making the reservations for you. We will pay for only March 24 unless airlines schedules will require an additional night or if you have to drive three or more hours to get home from Boise. You must pay for any meals or other miscellaneous items charged to your room.

- **Rental cars will not be reimbursed**. There is a shuttle from the airport to the Courtyard Marriott. A shuttle will also be provided for transporting attendees to ICfL from the Courtyard Marriott and back or to the airport.

- **There is no reimbursement of any travel expenses if you travel less than 45 miles one way**.

A travel form will be provided at the regional meetings. The deadline for submitting your form is April 8, 2011. Fill out the travel form (both sides) completely and accurately, 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 ICfL.