



2016 Public Library Director's Summit Travel Info The Grove Hotel —Boise

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 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/
- **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 (coach) 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 meals not provided at the meeting at the per diem rate for this event. 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. Dinner will be provided on Wednesday evening; Breakfast and lunch will provided on Thursday.
- **Lodging:** ICfL will pay for lodging if you are traveling at least 40 miles from Boise and requested a hotel room for Wednesday, January 27. We can only pay for a room for Tuesday, January 26 if airline schedules will not allow you to arrive prior to 1:00 p.m. on January 27. 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. ****Please contact Shirley Biladeau if you are requesting an additional night of lodging.**



Rental cars will **not** be reimbursed. There is a complementary 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.

A travel reimbursement form will be provided at the meeting. The deadline for submitting your form is February 15, 2016. 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.