



2017 Public Library Director's Summit The Red Lion Downtowner Hotel — Boise Travel Info ~ March 2 and 3, 2017

The Idaho Commission for Libraries will provide 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 the amount of the flight cost if you choose to drive. Mileage is reimbursed from city to city. The state mileage chart will be provided at the event.
- **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.
- **Lodging:** ICfL will pay for lodging if you are traveling at least 40 miles from Boise and requested a hotel room for March 1 and/or March 2. **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 ICfL. Room cancellations can be accepted up to February 24. You may be charged for room cancellations after February 24.



Rental cars will **not** be reimbursed.

There is a complimentary shuttle from the airport to the hotel.

There is **no** reimbursement if you travel less than 40 miles one way.

There is **no** per diem reimbursement.

The event will provide breakfast and lunch for both March 2 and 3.

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 **March 10, 2017**. Both sides of the form must be completed, using ink.

Attach receipts for your airline and parking, if any. Completed forms may be turned in before leaving the event or can be scanned and emailed with receipts to shirley.biladeau@libraries.idaho.gov after returning to your home base.

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.