



Scholar Invoice & Reimbursement

Rate Sheet and Instructions - Current for 2022-2023

Quick Reference Guide

See page 2 for detailed instructions and rules. Incomplete invoices will result in delayed payment.

- The online invoice link can be found on the scholar page at: <https://libraries.idaho.gov/lta/scholars/>
- For questions, contact LeAnn Gelskey: LeAnn.Gelskey@libraries.idaho.gov or (208) 639-4148

2022 Reimbursement Rates & Form Tips

Item	2022 Rate
Total Claim	NA
Speaker Fee (formerly called honorarium)	\$200 per session
Mileage	\$0.625/mile
Lodging	Reimbursed at cost. Itemized receipt required.
Miscellaneous Expenses	Reimbursed at cost. Prior approval required. Itemized receipt required
Meals (see page 2 of instructions for cut-off times)	Paid via per-diem <ul style="list-style-type: none">• \$55 full day• Breakfast \$13.75• Lunch \$19.25• Dinner \$30.25

Completing and Submitting the Scholar Invoice

- A separate invoice must be completed for EACH discussion session you facilitate.
- Receipts must be provided for all charges except meals and mileage
- Invoice and receipts can be submitted electronically, or we can mail you an invoice if necessary.
 - **Electronic submission** – The LTAI scholar invoice is now available electronically through a JotForm. All receipts must be scanned and added to the form. If you have any trouble completing the form, contact LeAnn.Gelskey@libraries.idaho.gov
 - **Hard copy submission** – If you have any troubles, you can request a paper invoice. This invoice along with original receipts can be mailed to:
Idaho Commission for Libraries, C/O LTAI LeAnn.Gelskey
325 W. State St, Boise, ID 83702

LTAI Scholar Invoice Form – Detailed Instructions

Section #1 - Speaker Fee

Program scholars receive speaker fee of \$200 for each discussion they facilitate. This fee is intended to cover the scholar’s time facilitating each event. Preparation time and travel time are used as an in-kind match.

NOTE: Speaker fee payments totaling \$600 or more annually must be reported to the IRS, and a copy of form 1099-MISC will be sent to you in January if your payments have reached \$600 in the previous calendar year.

Section #2 - Travel Costs Eligible for Reimbursement

Mileage: The rate for 2022 is \$0.625/mile. Fuel is not reimbursed at cost. Receipts are not required. Total mileage is recorded for the round trip from the scholar’s home to the program location and back. Mileage should be determined using Google Maps (or comparable tool) and based on the most direct/efficient route.

Meals: Maximum meal allowance is \$55 per day and includes meals and gratuity. Meals are not reimbursed at cost. Receipts are not required. If all three meals are being claimed for a particular date, use the full-day rate of \$55, otherwise calculate partial per diem using the amounts listed below.

Meal	Rate	On Departure Date	On Return Date
Breakfast	\$13.75	Must leave home before 7am	Must arrive home after 8am
Lunch	\$19.25	Must leave home before 11am	Must arrive home after 2pm
Dinner	\$30.25	Must leave home before 5pm	Must arrive home after 7pm

Example – On your departure date you leave home at 1pm, travel to the program location, conduct your program, and stay the night. You depart the next morning, arriving at home at 12pm. You would claim \$30.25 for your departure date (dinner), and \$13.75 on your return date (breakfast).

Lodging will be reimbursed at actual cost. An itemized receipt issued by the hotel showing check-in/check-out dates is required (not a credit card receipt). Lodging should be secured at standard rates for the area. Unusually expensive/luxury accommodations or excessive lodging costs (such as additional rooms for family members) are not allowable. The ICfL will not reimburse travelers for additional expenses such as in-room movie rentals, laundry services, or room service.

Sections #3 & #4 – Misc. Expenses and In-Kind Hours

Miscellaneous Expenses – These expenses must be cleared with the ICfL **BEFORE** they are incurred. In general, miscellaneous expenses are discouraged, but are allowable where deemed necessary. All expenses must be directly related to the program and only when no other options are available. Purchasing a copy of the book is NOT an allowable expense, as a copy is available on loan from the ICfL.

In-Kind Hours – Scholars are asked to contribute their time spent preparing for and traveling to each session as an “in kind” donation to the program. The ICfL will calculate the estimated value of these hours and will report this as an in-kind match as required by funders and other partners.

Other Info & Reminders

Don’t forget to submit a program feedback form after each session. Payment may be delayed or held until a feedback form is completed. A link to the form is available on the scholar resource web page.

Please see the scholar handbook, available on the scholar resource page, for additional information about the program, logistics, timelines, expectations, working with libraries, and how to prepare for your discussion sessions.