

LSTA CE Scholarship Reimbursement Request Form (2019-2020)

Complete and save the table below. Scan receipts and supporting documents. Submit this request and the scans no later than **July 15, 2020** via https://fs25.formsite.com/statelibrarync/LSTA_reimbursement/index.html

Allowable expenses for each scholarship include: conference registration fee, lodging, airfare, airfare baggage fees, airport-transportation fees, rental car/fuel charges, and mileage at your agency's rate. Meals, travel insurance and other additional costs are not allowable.

<i>Library Name:</i>		
<i>Attendee Name:</i>		
<i>Conference Name:</i>		
	Expense	\$ Amount Spent
	Conference Registration fee	
	Lodging	
	Airfare	
	Airfare baggage fee	
	Airfare-transportation fees	
	Rental car / fuel charges (provide receipt)	
	Mileage (provide support for rate & calculation)	
	Total (not to exceed award amount):	

[] This reimbursement request was approved by my library director.