



## Missouri Evergreen

# Expense Reimbursement, Event

Please attach all corresponding receipts, sign, and submit to the Executive Board Treasurer.

Name \_\_\_\_\_ Library \_\_\_\_\_

Address \_\_\_\_\_

City, \_\_\_\_\_

State Zip \_\_\_\_\_

Current GSA Mileage Rate: \$0.56

Consult GSA website for meal and lodging rates based on destination.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

| Date | Description | Other Expense | Mileage | Amount |
|------|-------------|---------------|---------|--------|
|      |             |               |         |        |
|      |             |               |         |        |
|      |             |               |         |        |
|      |             |               |         |        |
|      |             |               |         |        |

**Total**

Signature

Date

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Date