

TEXAS LIBRARY ASSOCIATION
3355 Bee Cave Road, Suite 401
Austin, Texas 78746-6763
512/328-1518
512/328-8852 Fax

FOR OFFICE USE ONLY	
CHECK #	_____
AMOUNT \$	_____
ACCOUNT	_____
DATE	_____

REQUEST FOR REIMBURSEMENT OR PAYMENT OF A BILL

_____ \$ _____
DATE AMOUNT

Name of Committee, Division, Round Table, other Unit

STATE PURPOSE AND DESCRIPTION OF CHARGE (ATTACH RECEIPTS):

NOTE: If travel is by car, the mileage allowance is calculated at the current State of Texas mileage rate. The current rate is listed on the following URL: www.cpa.state.tx.us/comptrol/texastra.html. In the absence of actual odometer mileage, TLA will use the State of Texas mileage guide.

MAKE CHECK PAYABLE TO:

MAIL CHECK TO:
(Please give address)

SIGNATURE OF AUTHORIZED OFFICER

TLA UNIT

TELEPHONE NUMBER

ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED BY JUNE 30 OF THE CURRENT FISCAL YEAR.