

**TEXAS LIBRARY ASSOCIATION**

3420 Executive Center Drive, Suite 301

Austin, TX 78731

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](http://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.**