



TEXAS LIBRARY ASSOCIATION

3420 Executive Center Drive, Suite 301
Austin, TX 78731
512-328-1518

Please contact catherinel@txla.org for assistance
The completed form and receipts must be submitted via email to Catherine by the Unit Chair only.

REQUEST FOR REIMBURSEMENT

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DATE	AMOUNT
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Name of District, Division, Round Table, Committe, 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 TLA EXECUTIVE DIRECTOR

TLA UNIT CHAIR NAME TELEPHONE NUMBER

ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED WITHIN 30 DAYS OF THE EVENT'S END.