

**Library request for reimbursement form**  
*(Follow up with LSUA leave and travel request forms)*

**Office use:**

Name \_\_\_\_\_ Registration est. \$ \_\_\_\_\_

Event \_\_\_\_\_ Travel est. \$ \_\_\_\_\_

Place \_\_\_\_\_ Meals est. \$ \_\_\_\_\_

Dates of Event \_\_\_\_\_ Lodging est. \_\_\_\_\_

**Adjusted Total est. \$ \_\_\_\_\_**

*(Only check the first that applies)*

\_\_\_\_\_ LALINC or LOUIS event

\_\_\_\_\_ Attendance required by library director

\_\_\_\_\_ 1st National conference

\_\_\_\_\_ 2nd National conference (50% of below)

\_\_\_\_\_ 1st in-state conference

\_\_\_\_\_ 2nd in-state conference (50% of below)

\_\_\_\_\_ Juried or invited presentation involved. (90%)

Briefly explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Officer (75%)

Office & Committee: \_\_\_\_\_

\_\_\_\_\_ Member, not officer (60%)

Committee or Board: \_\_\_\_\_

\_\_\_\_\_ Attendee only (40%)