

Summer Performer

Mileage Reimbursement Request

This request must be submitted by September 15.

Reimbursement is for library Summer Library Program events held between May 15 and August 31.

Per-mile reimbursement may not exceed the IRS Standard Mileage rate.

Attach documentation showing library’s payments of mileage fees to performers.

Examples of documentation include:

* A copy of a performer’s invoice.
* An email from a presenter that states mileage expense.

**NOTE: The maximum reimbursement per library per year is $250.**

Library name and address:

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| **Date** | **Performer Name** | **Miles** | **Reimbursement Amount** |
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|  | **Totals** |  |  |

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| Signature |
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Submit this form by September 15th by emailing to lmiller@nekls.org. *last updated August 2019*