

**OLA BOARD APPLICATION FOR MEETING ATTENDANCE
REIMBURSEMENT FORM**

Guidelines:

- Reimbursement is available for OLA Executive Board and committee meetings
- Applicant must provide documentation that demonstrates that attendance at an OLA board meeting resulted in out-of-pocket expenses for substitute staff (either to the applicant or to his or her employer)

Board Member's Name Stephanie Thomas **Division** OASL

Date of Meeting Attended 10/4/13 **Location** Hood River Public Library, Hood River, OR

Statement of Need: *In order to attend the 10/4/13 OLA board meeting as President-Elect of the Oregon Association of School Libraries, I had to have a substitute teacher assume my position as Teacher Librarian at Parkrose High School for the regular workday. Our district does not provide funding for association meetings, thus I am requesting to have permission to receive reimbursement for the cost of the substitute teacher librarian.*

Signature: Stephanie A. Thomas **Date:** 10/14/13

Check one:

I am requesting OLA reimburse me

Applicant's Address _____
City _____ State _____ Zip _____

My employer (library or school district) will bill OLA

Employer Name: Parkrose School District # 3

Address: 13636 NE Prescott St,
City Portland State OR Zip 97220

Billing address: Oregon Library Association, PO Box 3067, La Grande OR 97850
OLA Association Manager Shirley Roberts (sroberts.ola@gmail.com; 541-962-5824)

Amount: \$ 223.46

Submit this form and attach proof of payment/invoice/documentation, etc. to OLA President within thirty (30) days following the closing session of the meeting by e-mail to: Penny Hummel, 2013-14 OLA President, phummel.ola@gmail.com

Approved by OLA President: Penny Hummel **Date** 11/5/13
(Forward to Shirley Roberts, OLA Association Manager for check to be issued).

For Association Manager:
Check #: _____ **Date of check:** _____ **Code:** _____