

**OREGON LIBRARY ASSOCIATION
EXPENDITURE REIMBURSEMENT REQUEST FORM (ERRF)**

Date:

Make Payable To:

Address:

Phone Number:

Fax:

Committee:

Authorized By:

Budget Line to be used for expenditure:

Each request must be authorized by the appropriate committee or round table chair, division president, or the OLA President or Treasurer. Requests without an appropriate signature will be referred back to the committee, round table or division. This can result in significant delay in processing payment.

CHECK APPLICABLE CATEGORIES AND ENTER AMOUNT IN EACH. PLEASE REMEMBER TO ATTACH RECEIPTS.

X	Category	Amount	To Lobby Public Opinion?	To Lobby Legislative Body?
	Supplies			
	Postage			
	Printing			
	Travel: If mileage for OLA member, use formula: total round trip _____ miles minus 100 = reimbursable _____ miles @current IRS business mileage rate			
	Other (describe):			
	Total	\$		

Submit to:
Shirley Roberts
Oregon Library Association
PO Box 3067
La Grande OR 97850
Phone: (541) 962-5824
Fax: (541) 962-3335
sroberts.ola@gmail.com

Questions or Problems:
Valery King
OLA Treasurer
Oregon State University Library
Phone: (541) 617-7093
valery.king@oregonstate.edu