

Perry Public Library

70 North Main St
Perry, New York 14530

Claimant's
Name

Sarah Emerson

Estimated Travel	
Continuing Education	240.00
Travel-Hotel	Up to 187.50
Mileage-308 miles @ \$0.70	\$215.60
Meals not included in conference	\$50
Total	\$693.10
Approved	Date

Travel to OWWL System sponsored events only needs Library Director pre-approval.
Travel & expenses to other CE or conferences must be preapproved by the Board of Trustees.
Please return this form to the Director by the beginning of the month prior to intended travel.

Date	Description of Travel or Meals for Reimbursement (attach all receipts)	Amount

Certification

I, _____, certify that the requested reimbursement is true and correct,
that the items, services and disbursements charged were rendered to or for the library, and that the amount
claimed is actually due.

Date

Signature

Title

Perry Public Library

70 North Main St
Perry, New York 14530

Claimant's
Name

Briana Coogan-Bassett

Estimated Travel	
Continuing Education	240.00
Travel-Hotel	Up to 187.50
Meals not included in conference	\$50
Total	\$477.50
Approved	Date

Travel to OWWL System sponsored events only needs Library Director pre-approval.

Travel & expenses to other CE or conferences must be preapproved by the Board of Trustees.

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I, _____, certify that the requested reimbursement is true and correct, that the items, services and disbursements charged were rendered to or for the library, and that the amount claimed is actually due.

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