

Perry Public Library

70 North Main St
Perry, New York 14530

Claimant's
Name

Jessica Purvis
Request for Conference
fee, lodging, and travel
expenses. 6/4/26

Estimated Travel	
Teen Service Workshop	\$150 ⁰⁰
Conference fee	\$400 ⁰⁰
Hotel	\$450 ⁰⁰
Meals	\$200
Mileage/Tolls	\$100 ⁰⁰
Total	1300⁰⁰
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