



FINGER LAKES
LIBRARY SYSTEM

2016-2019 READY TO READ TRAINING TRAVEL REIMBURSEMENT REQUEST



Date: _____

Your Name: _____ Library Affiliation: _____

Name of Training: _____ Date of Training _____

Payable to: _____

This is a (select ONE) Person Institution

Address: _____

City: _____ State: _____ Zip: _____

Traveling From	Traveling To	Mileage Round Trip	Total
			\$

This form is for participants from FLLS member libraries that attended a training class for Ready to Read at New York State Libraries to receive reimbursement for mileage.

A total of \$100 per year, per member library is available for the 3-year grant cycle.

Mileage is calculated by the IRS Standard Mileage Rates for that year under the Business Category: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

In order to receive payment:

- Proof of mileage document (printout from Google Maps, Mapquest, etc.)
- An evaluation of the training must be submitted.

Please return completed form and mileage documentation to the Finger Lakes Library System
Attn: Youth Services, 1300 Dryden Road, Ithaca, NY 14850.

PAYMENT AUTHORIZATION:

Training Cohort _____ Date: _____

Executive Director _____ Date: _____

Business Manager _____ Date: _____

Approved _____ Evaluation Submitted _____ Denied (Reason) _____