



509 North Main
Maryville, MO
64468-1610

Phone: (660) 582.5281
Fax: (660) 582.2411

Maryville Public Library Policy

Section C: PERSONNEL

Subject 900.1: Outreach Travel Reimbursement Report, Page 1 of 1

Outreach Travel Reimbursement Report

Pre-Approved Destination*	Roundtrip miles from library	Actual mileage	Approved # of visits (max 120 per year for all sites)	Actual dates of visits	Current IRS rate	Requested Reimbursement (Column 3X5X6)
Maryville R-II Schools	1					
Maryville Head Start	2.4					
St. Gregory Barbarigo	1.6					
NWMSU LEET Center	1.2		Max 40 per year			
Other:						
Other:						
Totals			≤ 120 visits			

*Approved destinations and maximum # of visits are at the discretion of the Library Director and may vary based on changes community needs, annual budget limits, and library goals and objectives.

I certify that the above amounts are correct and that all items are reimbursable as Maryville Public Library-related travel items.

(Employee signature): _____ Date: _____

This report should be submitted quarterly, no later than four months after travel dates, to be eligible for reimbursement.