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Maryville Public Library Policy

Section C: PERSONNEL

Subject 800.1: Outreach Travel Reimbursement Report, Page 1 of 1

Adopted May 2022

Outreach Travel Reimbursement Report

Pre-Approved Destination*	Roundtrip miles from library	Actual mileage	Approved # of visits	Actual dates of visits	Current IRS rate	Requested Reimbursement (Column 3X5X6)
Other:						
Other:						
Totals						

*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.