



## Expense Form

Submit this form to SWLS CE Validator Shauna Koszegi and attach all necessary receipts for your reimbursement. Please allow 4-6 weeks for SWLS to process your reimbursement. SWLS will reimburse the library OR the applicant in ONE check for all approved expenses.

	<b>Short Description</b>	<b>Amount</b>
<p><b>Registration, Tuition, or Training Fee</b></p> <p>See <a href="http://www.swls.org/library-staff/ce-scholarships">www.swls.org/library-staff/ce-scholarships</a> for a list of eligible expenses.</p>	<p>Example: SWAL Conference Registration Fee</p>	\$
<p><b>Mileage &amp; Transportation</b></p> <p>Mileage is reimbursed at the <a href="#">Federal rate</a> of \$.625/mile as of June 2022. Include parking and other transportation expenses (bus, train, etc).</p>	<p>\$.625 x number of miles = total mileage cost</p>	\$
<p><b>Meals</b></p> <p>Meals are reimbursed at the <a href="#">State rate</a> of \$59 a day maximum; \$13 for breakfast, \$15 for lunch, \$26 for dinner, \$5 for incidentals.</p>		\$
<p><b>Lodging</b></p> <p>Lodging is reimbursed at <a href="#">State rate</a> of \$96 per night unless otherwise stated.</p>		\$

**Enter Total Amount Here: \$ \_\_\_\_\_**

## Payment Information

Name: First and Last

Your Library:

Pay To: Your name OR the Library

Address: Where should we send the check?

Date: Today's date

Signature: \_\_\_\_\_

### **For questions or comments, contact:**

Shauna Koszegi  
Outreach & Continuing Education Consultant  
Southwest Wisconsin Library System  
skoszegi@swls.org  
608-822-2191 (office)  
608-609-5496 (cell)