

LIBRARY BOARD OPERATIONS APPENDIX 1A

FORM 1.9 - EXPENSE CLAIM

<div style="display: flex; justify-content: space-between;"><div>Year: _____</div><div>For the Month of : _____</div></div> <div style="margin-top: 10px;">Name: _____</div>	
Honorariums for Board/Committee Members: \$40.00	
Per Diem for Board/Committee Members for functions and Personal Development \$150.00/full day (4+ hours including travel time) \$100.00/half day (less than 4 hours including travel time) \$40.00/Personal Development session (less than 2 hours including travel time)	
Financial Coding for Town: 01-700-60-270013	
<div>DATE: _____</div> <div>Meeting or Event: _____</div> <div>Duration: _____</div> <div>Location: _____</div>	<div>Per Diem Amount: _____</div> <div>Honorarium Amount: _____</div>
<div>DATE: _____</div> <div>Meeting or Event: _____</div> <div>Duration: _____</div> <div>Location: _____</div>	<div>Per Diem Amount: _____</div> <div>Honorarium Amount: _____</div>
<div>DATE: _____</div> <div>Meeting or Event: _____</div> <div>Duration: _____</div> <div>Location: _____</div>	<div>Per Diem Amount: _____</div> <div>Honorarium Amount: _____</div>
<div style="display: flex; justify-content: space-between;"><div>Claimant: _____</div><div>Board Chair: _____</div></div> <div style="margin-top: 20px; display: flex; justify-content: space-between;"><div></div><div>Treasurer: _____</div></div>	