

**Nebraska Library Association**  
Expense Disbursement Form

Requested by: \_\_\_\_\_

Committee /Section/Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Check Payable to: (If same as above, leave name blank)  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expense Detail:**

Travel: Enter dates & Starting Point/ Destination in Explanation

Auto \_\_\_ Miles @ \$.65.5/ mile \_\_\_\_\_  
 Airfare \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Printing / Copying \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Stipend \_\_\_\_\_  
 Other (explain below) \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGN, DATE, ATTACH RECEIPTS**

**SIGNATURE**

**DATE**

**Send completed form to:**

NLA Treasurer  
P.O. Box 21756  
Lincoln, NE 68542-1756

Send Questions to: [nlatreasurer@gmail.com](mailto:nlatreasurer@gmail.com)

Please check appropriate boxes:

- Accountant
- AFCON
- ALA Councilor
- ALA Emerging Leaders
- ALA Membership
- Auditing Co
- Board of Directors
- By-Laws & Handbook Co
- Communications Co
- Contingency
- Continuing Education Co
- C&U Expense
- Diversity Co
- Dues Paid/Refunded
- Executive Director Stipend
- Executive Director Supplies/Expenses
- Finance Co
- Freedom to Read Foundation
- Insurance
- Intellectual Freedom Co
- Internet Site Coordinator Stipend
- Internship Grants
- ITART Expense
- Legacy Fund Transfer
- Legislative Co
- Legislative Monitoring Stipend
- Lobbyist Stipend
- Lobbyist Expenses
- Memberclicks/PayPal
- MPLA Membership
- MPLA Representative
- MPLA Leadership Stipends
- National Legislative Day Expenses
- National Legislative Day Contribution
- Nebraska Legislative Day Expenses
- Nebraska Legislative Day Meals
- Nixon Scholarship Fund Transfer
- Nominating Co
- One Book One Nebraska
- President
- Publication(s) Editor Stipend
- Publications Processing
- Sales Tax
- Scholarship & Awards Co
- Secretary
- Section/Round Table Allocations
- Treasurer
- TSRT Expense
- Vice-President
- Web Page
- YART Expense
- Other:

**For Office Use Only:**

Check Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Date \_\_\_\_\_