RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

EXPENSE REIMBURSEMENT

Requestor's Name	
Reimbursing Organization	RAILS

Date Submitted	
Address to send the check to:	

For RAILS Staff, please attach all receipts for expenses to this form and submit it to your supervisor for approval. Once approved, please submit this form to accounting@railslibraries.org
For RAILS Board and Committee Members, please attach all receipts for expenses to this form and submit it to stacy.palmisano@railslibraries.org

For Finance Use Only	Fund	Location	Department	Program code	GL Account:					
					In state	5247	5248		5249	5250
					Out of state		5258	5257	5259	5260

Travel Expenses

Date of Expense	Conference / Meeting / Reason for Travel	City, State for Conference / Meeting / Location	From: City, State	To: City, State	Miles	Mileage Reimb.	Meals	Airfare	Lodging	Parking, Tolls, Transit, etc.	Notes
						$ 0.00					
						$ 0.00					
						$ 0.00					
						$ 0.00					
						$ 0.00					
						$ 0.00					
						$ 0.00					
						$ 0.00					
						$ 0.00					
				Travel Totals:		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	

Other Reimbursements (Non-Travel) - Including Memberships, Conference Registration Fees, Supplies, etc.

Date	Description	Amount
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
		$ 0.00
	Other Totals:	$ 0.00
	Total to be Reimbursed:	$ 0.00

To facilitate reimbursements, we request that submitters please:

- Attach all receipts to this document.
- Fill out a separate reimbursement form for each conference / event.
- Enter meals by day and include detailed receipts. If you are in a group, please request separate receipts, if possible.
- Note if you are missing a receipt.
- For RAILS staff, please turn in reimbursement requests as incurred, but at least monthly.
- For RAILS board and committee members, please turn in reimbursement requests at or above $15 as incurred, or at least quarterly.
- Please submit all reimbursement requests for expenses incurred during the fiscal year no later than 10 days after the fiscal year-end (July 10).

Requestor Name and Signature	Please print full name here

Approver Name and Signature	Please print full name here

Version: July 2026