

Request for Reimbursement

Office Approval :

**FEDERATION OF STATE HUMANITIES COUNCILS**  
***Museum on Main Street***  
**c/o LuAnn Kern, Co-Director/States**  
**2425 Briarhill Dr, Lansing, MI 48917**

TRAVEL: Includes lowest possible coach airfare; train; bus; car rental; taxi; parking; and tips related to travel.  
 MILEAGE: Reimbursed at 45 cents per mile (as of January 1, 2008)

MEALS: Costs must be incurred in direct connection with Federation business related to the Museum on Main Street program. Specify whether meal is breakfast, lunch or dinner. Maximum allowance is \$10-breakfast, \$12-lunch, \$23-dinner or \$45 maximum per day.

**ORIGINAL RECEIPTS ARE REQUIRED FOR ALL EXPENSES EXCEPT MILEAGE AND METRO FARES.**

DATE	Description/Purpose	Travel	Hotel	Meals	Misc.	TOTAL	Code
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
All <b>original</b> receipts must be attached to this form.		Totals:	0	0	0	0	
		Sub-totals from back:	0	0	0	0	

Make check payable to:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL EXPENSE:	0
AMOUNT DUE YOU:	
AMOUNT DUE THE FEDERATION:	0
AMOUNT CONTRIBUTED:	

I verify that the information on this form is true and correct:  
 (Payment will NOT be made without a signature.)

Signature \_\_\_\_\_

