

Schedule for conference reimbursement amounts for the 2024-2025 Fiscal Year

	5136-Registrations- Conferences & Seminars	510- Travel
ALA- Philadelphia, PA (June 26-July 1)	\$460	\$2,400
OLA- Norman, OK (March 12-15)	\$300	\$0
TLA- Dallas, TX (April 1-4)	\$420	\$1,700
Computers in Libraries (Arlington or DC)	\$640	\$2,000
Black Caucus- New Orleans, LA (July 24-27)	\$325	\$1,700

For guidance on policy and procedures related to travel and registration expenses please review the following:

SF600 Travel and Registration Expense Reimbursement Policy

https://my.metrolibrary.info/drupal/policy_procedures/sf/sf-600-travel-and-registration-expense-reimbursement-policy

SF 600.1 Travel and related expenditure procedures and guidelines

https://my.metrolibrary.info/drupal/policy_procedures/sf/sf-6001-travel-and-related-expenditure-procedures-and-guidelines

SF 600.2 Mileage Reimbursement Guideline

https://my.metrolibrary.info/drupal/policy_procedures/sf/sf-6002-mileage-reimbursement-guidelines

Applicable forms can be found at

<https://my.metrolibrary.info/drupal/business-office/documents>