

**SAMPLE MEMORANDUM OF UNDERSTANDING BETWEEN HOST LIBRARY AND SCHOLAR**

This is an agreement between \_\_\_\_\_ (scholar) and \_\_\_\_\_ (library).

It shall be understood that the duties and responsibilities of the participating scholar shall include the following:

1. Becoming familiar with the theme, concept, and overall series approach to the material
2. Preparing and delivering an approximately 30-45 minute introductory presentation on the material to be discussed.
3. Preparing several opening discussion questions to be used as a basis for either whole-group or small-group discussion; questions will be sent to project director at least one week before the program.
4. Meeting with project director and discussion leaders at least one-half hour before the program to review the discussion questions and program agenda.
5. In the case of cancellation due to inclement weather the library will notify the scholar of cancellation 24 hours in advance of the session. In the case of an emergency which necessitates an unexpected cancelation of the session the scholar should contact the library project director at \_\_\_\_\_.
6. If applicable circulating among small discussion groups after the presentation to answer questions and listen to what is said.
7. If requested, briefly highlighting before the large group the important ideas expressed in small-group discussions.

Be it resolved that \_\_\_\_\_ (scholar) shall be paid an honorarium of \$200 for the session on \_\_\_\_\_ (name of book) scheduled for \_\_\_\_\_ (date). The scholar shall be reimbursed for mileage and meal unless otherwise indicated below.

**Directions: Scholars complete this section only if you are donating travel costs as an in-kind contribution and are not requesting reimbursement. Check and initial next to the option that best fits your needs.**

I choose to donate the cost of mileage up to 175 miles roundtrip as an in-kind contribution  \_\_\_\_\_

I choose to donate the cost of all travel (mileage, meal, and overnight accommodations) as an in kind contribution  \_\_\_\_\_

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Let's Talk About It Scholar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please sign and date and return one copy to \_\_\_\_\_ (program director) at \_\_\_\_\_ (address) on

or before \_\_\_\_\_ (date).

## SAMPLE REQUEST FOR TRAVEL REIMBURSEMENT

<b>Print Name:</b>		<b>Today's Date:</b>
<b>Travel Date(s):</b>	<b>Location:</b>	<b>Purpose of Travel:</b>
<b>Transportation (attach receipts*) Mileage at annual IRS business rate</b>		<b>Total</b>
Mileage		\$
*Train fare		\$
*Taxi		\$
*Parking		\$
*Car Rental		\$
		\$
<b>Lodging (attach receipts*)</b>		<b>Total</b>
*Hotel		\$
<b>Meals (attach receipts*)</b>		<b>Total</b>
*Breakfast		\$
*Lunch		\$
*Dinner		\$
*Other		\$
Total Reimbursement Requested		\$
Less Adjustment		\$
<b>Total Approved</b>		<b>\$</b>
<b>Approved by Sponsoring Organization Project Director:</b>		<b>Date Approved:</b>
<b>Mail Reimbursement Check to the Following Address:</b>		
I certify that I have expended the amounts shown above for travel as indicated.		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Your Signature</b>		