

AMERICAN LIBRARY ASSOCIATION
QUALIFIED PARKING REIMBURSEMENT FORM
& Pennsylvania Transit Reimbursement

request

DIRECTIONS to request reimbursement

1. Complete the request form below, please print clearly.
2. Attach your parking receipt(s) to this form.
3. Send your form and receipt(s) to **Accounts Payable** at ALA, Chicago, IL 60601.

Reimbursements received by the 30th will be issued by the 15th of the following month.

Reimbursements will be done for up to 90 days prior to date of request, any amounts prior to that are forfeit.

EMPLOYEE INFORMATION

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