

STATEMENT OF AGREEMENT

This agreement is made between the Kentucky Library Association Professional Development Committee and _____ who agrees to speak in _____ on _____, 20____.

In recognition of the services to be provided, the Kentucky Library Association authorizes the following financial arrangements to be provided:

1. Transportation Costs _____
2. Hotel Lodging for the night(s) of _____
3. Per Diem Expenses for _____ day(s) at the rate of _____ per day.
4. Honorarium in the amount of _____

The Association further agrees to provide the following Audiovisual Equipment and/or other specifications:

1. _____
2. _____
3. _____
4. _____
5. _____

The Kentucky Library Association will honor only arrangements or specifications stated on this form.

Presenter Date
SS#:

KLA President-Elect

Chair or Designee of _____ Section

KLA President

NOTE: Kentucky Library Association policy provides for coach rate air travel only. Hotel and per diem expenses are applicable no more than one day before and one day after scheduled presentation. Any problems arising from noncompliance with this statement of agreement are the responsibilities of the initiating section of the Kentucky Library Association.

Payments will be made upon the presentation of proper receipts. Tax regulations require full documentation of all payments.

PROGRAM INFORMATION

Program Title : _____

Name of Speaker: _____

Program Coordinator _____

Date and Time of Presentation _____ Room Assigned _____