

NDAGA MILEAGE REIMBURSEMENT INSTRUCTIONS AND FORM

r. 10/23

Please review and complete this form for all mileage reimbursement requests:

Requested by: _____ **Phone:** _____
Address: _____ **Email:** _____

Exhibition Title: _____

DATE	TRAVEL REASON	ORIGIN	DESTINATION	MILEAGE

NOTES:

- Mileage is reimbursed by NDAGA up to \$100 for exhibition transportation between venues only.
- Mileage for round-trip pickup of exhibition from final venue also qualifies for a separate reimbursement.
- For example, a tour with three exhibitions (Minot, Williston, Bismarck) is paid three reimbursements; mileage from Minot to Williston, Williston to Bismarck, and for round trip pickup of the exhibition at end of tour.
- Self-delivery of exhibition by artist or delivery by gallery personnel qualify for mileage reimbursement.
- Mileage reimbursement forms may be submitted after each exhibition, multiple exhibitions, or within 30 days of end of tour for total mileage.
- Mileage is reimbursed at the current state rate for North Dakota: \$0.655/mile for 2023-24.
- Additional travel expenses, per diem, or lodging do not qualify for reimbursement by NDAGA.
- Travel to receptions or events does not qualify for reimbursement by NDAGA. Arrangements should be made with host galleries.