

VII. MEALS: Applicable Not Applicable

LLA will offer to provide or reimburse for meals in one of the following ways:

A. LLA will provide a ticket to the official lunch and/or dinner function(s) at which the contractor will be in attendance and will also allow \$15.00 for breakfast at the contractor's option (including all taxes and gratuities).

B. In the event the contractor is unable to utilize a ticket to an official meal function, a per diem rate for any meal of the contractor's choice may be paid, at the following rates:

Breakfast - \$15.00

Lunch - \$15.00

Dinner - \$35.00

C. If contractor will be in attendance for a full day or more, a flat \$65.00 per diem for meals (to include all taxes and gratuities) may be chosen by the speaker.

D. Meal expenses other than those specifically listed in this contract are not reimbursable.

VIII. INTERACTION WITH LOCAL MEDIA:

A. Will contractor do press conference? YES NO

B. Will contractor appear on local radio or television programs? YES NO

IX. DISCLAIMER: Any expenses incurred by the contractor and not specifically covered in this contract are not reimbursable.

X. CONTRACTOR SPONSOR(s): Indicate section, interest group or other LLA Unit to which honorarium and expenses are to be charged:

Section/Unit Name(s): _____

Approved (Must be signed by unit chair/coordinator): _____

XI. COMPENSATION ARRANGEMENTS: Paragraphs marked as "Not Applicable" are left blank and do not apply to this agreement.

XII. CANCELLATION: This agreement will bind both the LLA and the contractor and should only be cancelled by mutual agreement. The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, and curtailment of transportation or other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting.

This contract becomes valid when signed by the Section Chair (if applicable), Speaker and LLA President and returned to:

**Louisiana Library Association
Attn: LLA President
8550 United Plaza Blvd. Ste 1001
Baton Rouge, LA 70809
(225) 922-4642
(877) 550-7890 toll free
(225) 408-4422 fax
office@llaonline.org**

Approved: _____
LLA President (signature) Contractor (signature)

_____ Date Date

FOR OFFICE USE ONLY:
Date Contract Received _____ Date Speaker Paid _____
Check # _____ Amount _____