



Atlantic Provinces - Delaware Valley - Keystone - Maryland-DC - New Jersey - New York
Northern New England - Ontario Universities - Ontario Colleges - Quebec - Southern New England

Eastern Region of APPA, Serving Educational Facilities Professionals

Expense Reimbursement Form

Travel

Name					
Institution					
Address					
City		State/ Province		Zip/ Postal	
Phone		Email			
Purpose			Dates		
Location					

Expenses

Form of Travel	Cost
----------------	------

<input type="radio"/> Airplane	Round Trip Airfare	
<input type="radio"/> Train	Example: AmTrak or MARC	
<input type="radio"/> Personal Vehicle	Round Trip Mileage: <input type="text"/>	X \$.545 <input type="text"/>

Lodging

<input type="radio"/> Single Room Rate	<input type="text"/>	days @	<input type="text"/>	per day	<input type="text"/>
--	----------------------	--------	----------------------	---------	----------------------

Meals

<input type="radio"/> Itemized Receipts	<input type="text"/>
---	----------------------

Miscellaneous Expenses

<input type="radio"/> Parking	Examples: at airport, hotel, vendor location	<input type="text"/>
<input type="radio"/> Ground Transportation	Examples: Shuttle, Subway, Bus, Taxi, etc	<input type="text"/>
<input type="radio"/> Rental Car	Must be approved by ERAPPA Board	<input type="text"/>
<input type="radio"/> Other (list)	<input type="text"/>	<input type="text"/>
<input type="radio"/> Other (list)	<input type="text"/>	<input type="text"/>
<input type="radio"/> Other (list)	<input type="text"/>	<input type="text"/>

All claims will be paid in US dollars

Total Cost Estimate - US\$

Requestor
Signature

Signature	<input type="text"/>	Date	<input type="text"/>	Phillip Melnick ERAPPA Treasurer
-----------	----------------------	------	----------------------	-------------------------------------

Make Check Payable to:

<input type="text"/>	% Pennsylvania State University
----------------------	------------------------------------

For ERAPPA
Use

Check	Date	Submit to ERAPPA Treasurer along with original receipts.
Amount	Notes	

125 Physical Plant Building
University Park, PA 16802

Print Form