



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 \$.58 <input type="text" value="0"/>

Lodging

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

<input type="radio"/> Itemized Receipts	<input type="text"/>
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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"/>
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Make Check Payable to:	<input type="text"/>
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For ERAPPA
Use

Check Amount	Date	Notes
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Submit to ERAPPA Treasurer
along with receipts at
prm1@psu.edu

Phillip Melnick
ERAPPA Treasurer
% Pennsylvania State
University
125 Physical Plant Building
University Park, PA 16802

PrintForm