



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
Airplane	Round Trip Airfare	
Train	Example: AmTrak or MARC	
Personal Vehicle	Round Trip Mileage:	
Lodging		
Single Room Rate	days @ per day	
Meals		
Itemized Receipts		
Miscellaneous Expenses		
Parking	Examples: at airport, hotel, vendor location	
Ground Transportation	Examples: Shuttle, Subway, Bus, Taxi, etc	
Rental Car	Must be approved by ERAPPA Board	
Other (list)		
Other (list)		
Other (list)		

All claims will be paid in US dollars

Total Cost Estimate - US\$

Requestor
Signature

Signature		Date	
Make Check Payable to:			

For ERAPPA
Use

Check	Date
Amount	Notes

Submit to ERAPPA Treasurer
along with (*original*
receipts optional).

Phillip Melnick
ERAPPA Treasurer
The Pennsylvania State University
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University Park, Pa 16802
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Print Form