

Travel Expense Reimbursement Form Non-Member Speaker at APRL Conference

APRL reimburses conference speakers for 1 night at the conference hotel and coach airfare up to \$500, but does not reimburse travel expenses for speakers who are APRL members.

Please provide the following information, attach your receipts, and email this form & receipts to your panel moderator within 30 days of the conference.

Name: _____ Request Date: _____

Email: _____ Phone: _____

Mailing address for check: _____

Conference Location: _____ Conference Date(s): _____

Panel Moderator: _____

Expenses:	Amount	Receipt Attached?
Airfare _____		<input type="checkbox"/>
Lodging _____		<input type="checkbox"/>
Total: _____		

(For APRL Internal Use)

Approved by: _____ on: _____ (date)

Check #: _____

Mailed on: _____ (date)