

Travel Expense Reimbursement Form

APRL Liaisons to ABA Committees

Please provide the following information, attach your receipts, and email this form & receipts to APRL Admin (admin@aprl.net).

Name: _____ Request Date: _____

Email: _____ Phone: _____

Mailing address for check: _____

ABA Committee for which you are APRL Liaison: _____

ABA meeting you attended: _____

Meeting Location: _____ Meeting Date(s): _____

Expenses:	Amount	Receipt Attached?
Transportation _____		
Lodging _____		
Total: _____		

(For APRL Internal Use)

Approved by: _____ on: _____ (date)

Check #: _____

Mailed on: _____ (date)

2019-12

APRL reimburses its liaisons to ABA committees up to \$400 for lodging & up to \$400 for transportation (up to \$800 total) for attending ABA meetings, up to 2 meetings per year, but does not reimburse for travel to the annual and semiannual meetings.