

Travel Expense Reimbursement Form

Non-Member Speaker at APRL Conference

APRL reimburses non-APRL member conference speakers for 1 night at the conference hotel and coach airfare up to \$500. APRL also provides such speakers with complimentary registration to the full conference and a complimentary ticket to the Friday night dinner.

Please complete this form and email the form & all 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 _____		
Lodging _____		
Total: _____		

(For APRL Internal Use)

Approved by: _____ on: _____
(date)

Check #: _____

Mailed on: _____
(date)