

APSA Doctoral Research Improvement Grant Conference Expense Claim Form

Name:					
Email Address:					
Submitted: <input type="checkbox"/> W-9 <input type="checkbox"/> W-8					
Conference attended:					
Dates of conference:					
Panel:					
Presentation title:					
Travel expenses being claimed					
Item	Details	Date	Currency (if not USD)	Amount	APSA use only
Total amount claimed				USD	

Signed: _____ Date: _____

*** Along with this form, please include a supporting receipt for each listed expense. For driving reimbursement, that should be calculated at the rate of 58 cents per mile, and documentation to support claimed mileage is required (i.e. MapQuest, Google map, etc.). Please see policy for additional details.*