



## INSTRUCTIONS FOR COMPLETING APPA EXPENSE REPORT

(Lines 1-3)	Breakfast	Enter costs including tips.
(Line 4)	Meals & Refreshments	Enter cost of meals and refreshments including tips. List names of persons in the block provided at the bottom of the sheet if it is a group meal.
(Line 8)	Mileage Reimbursement	<p>Enter amount of total mileage, the reimbursement amount is calculated on the line below automatically. MAPPAs uses the same rate at APPA or the IRS for the given year.  <b>(Current rate is .555) for 2012</b></p> <p><b>*For long-distance travel, if you choose to drive instead of flying.</b></p> <p>If your mileage cost is higher than the cost of a direct flight, coach-class airline ticket, APPA will reimburse the amount equal to the coach-class airfare.</p>
(Line 9)	Other Transportation	<p>Enter miscellaneous transportation such as rental cars, parking, tolls, etc.  <b>Car rentals need pre-authorization from the APPA office.</b></p>
(Line 10)	Telephone Costs	<p>Enter cost of telephone call.  <b>(APPA Business related calls only)</b></p>
(Line 11)	Other	Enter miscellaneous expenses with explanation.
(Line 12)	Honoraria	If applicable, enter social security number or FEID# in explanation box.