



Western Association
of Prelaw Advisors

Travel Reimbursement
Request Form

This form should be completed and submitted to the WAPLA Treasurer after travel.

Name _____

University _____

Reason (check as appropriate):

- Conference _____
- Training _____
- Other, explain _____

Travel Explanation (Attach additional documentation and letters)

Dates of Travel

From: _____ To: _____

Location _____

Expense

Cost

Expense		Cost
TOTAL		

SPECIAL NOTES:

1. Travel reports, including all receipts, are due a maximum of 30 business days post-travel.
2. Expenses without receipts are the responsibility of the traveler.

All receipts should be submitted, with this form, and a self-addressed stamped envelope to:

TIM GARRISON, WAPLA Treasurer
Professor of History
Portland State University
P.O. Box 751
Portland, OR 97207

For more information, email:
tim.garrison@pdx.edu