



Area Committee Reimbursement Request Form

As of January 1, 2010 each Area Committee has an annual budget of \$500 to cover costs associated with Committee activities, such as charges for photocopies, teleconferences, phone calls, and postage. No prior approval is needed. Receipts and this AAPT reimbursement form should be sent to the Executive Officer by the Area Chair. This money may not be used to support travel costs or to purchase refreshments for meetings. However, the money can be used for such things as providing audiovisual equipment not being ordered by AAPT for a sponsored invited speaker.

Area Committee: _____ Date: _____

Person Requesting Reimbursement: _____

Address _____

City _____ State _____ Zip _____

Briefly Describe Reason for Request: _____

Amount of Requested Reimbursement \$ _____

Approval: _____ Date: _____
Area Committee Chair

Approval: _____ Date: _____
Executive Officer

This form should be mailed with receipts to:

AAPT Executive Office
One Physics Ellipse
College Park, MD 20740-3845