

2017 Indiana Green Expo Speaker Expense Reimbursement

The Indiana Green Expo is willing to reimburse you for expenses that your employer does not customarily pay. The Indiana Green Expo is sponsored by non-profit organizations to support research and education for the green industry. Therefore, we strive keep Expo expenses as low as possible.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Dates of travel: _____

Expenses:

(See speaker letter for Travel and Reimbursement Guidelines)

Travel Coach fare or \$0.575/mile for ground transportation. (Please attach receipts for airfare)	\$ _____
Housing (Please attach hotel receipts)	\$ _____
Meals (Please attach receipts)	\$ _____
Other (please specify) _____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

I certify that the above amount is just and correct, that the amount claimed is legally due, and that the amount claimed has not been paid by any other sponsoring party.

Signature: _____

Thank you for participating in the 2017 Indiana Green Expo. Please contact me if I can be of help.

Please return by Feb. 1, 2017 to:

Dr. Aaron Patton
Department of Horticulture & Landscape Architecture
625 Agriculture Mall Drive
Purdue University
West Lafayette, IN 47907-5042
Ph: 765-494-8039 Fax 765-496-6335