

CANADIAN YEARLY MEETING -- QUAKERS IN CANADA
91A FOURTH AVENUE, OTTAWA, ONTARIO, K1A 2L1
(613) 235-8553/ (888) 296- 3222. WWW.QUAKER.CA

TRAVEL VOUCHER FOR COMMITTEE TRAVEL

I am claiming from the Treasurer of Canadian Yearly Meeting the sum of _____ dollars
for travel expenses incurred in attending the meeting of _____ Committee on
_____, 20____. This represents travel from _____ to _____.

Fare: \$ _____ Less: \$ _____ (see a, below) Net: \$ _____.

Date: _____ Signature _____

Return to Canadian Yearly Meeting as soon as possible after the meeting for which claims are being made. Your refund will be sent to the address that you provide below. Please attach receipts for ALL travel (note *kms*, for travel by car).

Name: _____ Address: _____

DONATION: If you would like to donate some or all of your reimbursement back to CYM, please complete the following:

I, _____, direct that all of the funds, or \$ _____ of the funds to which I am entitled by way of reimbursement for _____, and would otherwise be forwarded to me by cash or cheque, be transferred to Canadian Yearly Meeting as my gift.

Date: _____ Signature _____

- a] Representative Meeting approved payment of travel costs, **less 10% or \$15, whichever is less**, for persons appointed to Yearly Meeting committees, Representative Meeting or Continuing Meeting of Ministry and Counsel.
- b] The CYM Bookkeeper can only pay expenses based on the appropriate, least expensive mode of travel, and may not exceed the travel budget.
- c] Friends living less than 450 km from a meeting will be reimbursed at bus transport rates only, except in special circumstances.
- d] If it is necessary to drive a car, *rates are \$0.35 per km (Representative meeting, November 2013).*
- e] Friends are encouraged to travel as inexpensively as possible, booking sufficiently in advance to take advantage of cheaper rates.
- f] CYM can claim 50% of GST paid on tickets if you enclose the original (or copy) with your claim. This should show the amount of GST paid.
- g] Payment of travel claims will be made as soon as possible after they have been received. Please submit claims as soon as possible following your travel.
- h] There is a small amount of money available to support travel to Yearly Meeting sessions and this is available to all Friends. Committee members and delegates do not have priority for travel assistance to Yearly Meeting.
- i] Other rates apply to Friends appointed to represent Canadian Yearly Meeting on outside bodies.
- j] If you have questions about this form, please contact the Clerk of Finance Committee (clerk-finance@quaker.ca).

FORM CYM-FIN-001-13