

TRAVEL REIMBURSEMENT FORM FOR COMMITTEE TRAVEL

I am claiming from the Treasurer of Canadian Yearly Meeting the following:

Travel expenses incurred in attending the meeting of _____ Committee.

On the following date(s): _____, 20_____.

This represents travel from _____ to _____.

Amount Claimed: \$_____.

Date: _____ Signature _____

Return to the Canadian Yearly Meeting office 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 mileage in 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 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 _____

- The CYM Accountant can only pay expenses based on the appropriate, least expensive mode of travel, and may not exceed the travel budget.
- Friends living less than 450 km from a meeting will be reimbursed at bus transport rates only, except in special circumstances.
- If it is necessary to drive a car, *rates are \$0.35 per km (Representative Meeting, November 2013)*.
- Friends are encouraged to travel as inexpensively as possible, booking sufficiently in advance to take advantage of cheaper rates.
- Attach original receipts with this form to be able to receive reimbursement.
- 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.
- Other rates apply to Friends appointed to represent Canadian Yearly Meeting on outside bodies.
- If you have questions, please contact the CYM Accountant (cym-accountant@quaker.ca)