

**CANADIAN YEARLY MEETING**  
91A FOURTH AVENUE, OTTAWA, ON K1S 2L1  
(613) 235-8553 / (888) 296-3222 / [www.quaker.ca](http://www.quaker.ca) / [cym-office@quaker.ca](mailto:cym-office@quaker.ca)

**TRAVEL REIMBURSEMENT FORM FOR COMMITTEE TRAVEL**

I am claiming from Canadian Yearly Meeting the following:

Travel expenses incurred in attending the meeting of \_\_\_\_\_ . On the following date(s): \_\_\_\_\_, 20\_\_\_\_\_.

This represents travel from \_\_\_\_\_ to \_\_\_\_\_.

**Amount Claimed: \$**\_\_\_\_\_.

I would like to be reimbursed by:

\_\_\_ Cheque – please provide your address: -----  
\_\_\_ Bank wire (please include a void cheque when submitting this form)

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Return to the Canadian Yearly Meeting office as soon as possible after the meeting for which claims are being made. Please attach receipts for ALL travel (including boarding passes for planes, trains, etc. and note mileage in kms if 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 \_\_\_\_\_

- CYM 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 all receipts with this form to be able to receive reimbursement.
- Reimbursements cannot be disbursed unless all receipts are submitted within 60 days.
- Other rates apply to Friends appointed to represent Canadian Yearly Meeting on outside bodies.  
If you have questions, please contact the CYM Office [cym-office@quaker.ca](mailto:cym-office@quaker.ca)