

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 below
- Bank wire (please include a void cheque when submitting this form)\
- E-transfer (please provide your email address, and note the limit amount is \$250 or less)

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: _____

Date: _____ Signature _____

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