

Lake Erie Yearly Meeting
Form for Travel Reimbursement Request or Acknowledgement of Donation in Kind

Name _____

Address _____

Purpose of Travel (e.g. meeting attended) _____

Dates of Travel _____

Auto transportation *(Note: If you are donating miles traveled, the value must be based on the current IRS Regulations for travel for charitable works. While LEYM reimburses at \$.25 per mile, the IRS does not allow tax deductions at that rate.)*

Leg A

From _____ Place To _____ Place

_____ miles at \$.25 per mile equals \$ _____ Check here if donated: _____
 # of miles

Leg B

From _____ Place To _____ Place

_____ miles at \$.25 per mile equals \$ _____ Check here if donated: _____
 # of miles

Plane fare, other public transportation, and/or highway tolls *(Submit copies of plane tickets or other major items. Itemize below.)*

_____ \$ _____ Check here if donated: _____

_____ \$ _____ Check here if donated: _____

Other travel related expenses *(It is the policy agreed to by LEYM that Friends are expected to provide their own meals and find their own overnight accommodations, hopefully with Friends, leaving only the cost of travel itself to be covered by LEYM. However, if such cost-free accommodations cannot be found and Friends feel they require assistance in covering such costs in order to serve as LEYM representatives, the costs incurred are to be itemized below for reimbursement. Include copies of receipts of major expenses such as overnight accommodations.)*

_____ \$ _____ Check here if donated: _____

_____ \$ _____ Check here if donated: _____

_____ \$ _____ Check here if donated: _____

TOTAL TO BE REIMBURSED \$ _____ **TOTAL DONATED IN-KIND:** \$ _____

Reimbursement/advance made or donation acknowledged on date: _____ / _____ / _____

There were no gifts or services given in exchange for the donated time or monies.

Signed: _____ LEYM Treasurer