

LAKE ERIE YEARLY MEETING  
TRAVEL EXPENSE FORM

Name and address: \_\_\_\_\_  
\_\_\_\_\_

*For any item that is a donation in kind to LEYM, please check the Donation box.*

1. Purpose of travel (e.g., meeting attended) \_\_\_\_\_

2. Dates of travel \_\_\_\_\_

3. Auto transportation

From \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_ miles at 45 cents = \$ \_\_\_\_\_ Donation

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

\_\_\_\_\_ \$ \_\_\_\_\_ Donation

\_\_\_\_\_ \$ \_\_\_\_\_ Donation

\_\_\_\_\_ \$ \_\_\_\_\_ Donation

5. Other travel-related expenses. It is the policy of LEYM that Friends 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 that they require assistance in covering such costs in order to serve as LEYM representatives, the costs incurred are to be itemized below for reimbursement. Please include copies of receipts of major expenses such as overnight accommodations.

\_\_\_\_\_ \$ \_\_\_\_\_ Donation

\_\_\_\_\_ \$ \_\_\_\_\_ Donation

\_\_\_\_\_ \$ \_\_\_\_\_ Donation

Total to be reimbursed \$ \_\_\_\_\_

Total donation in kind \$ \_\_\_\_\_

Mail to: Mike Hinshaw, 1641 Southwood Dr., Ashland, OH 44805

Reimbursement/advance made or donation acknowledged \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ LEYM Treasurer