

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

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

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: Tom Kangas, 3641 Weston Place, Columbus, OH 44805

Reimbursement/advance made or donation acknowledged ___/___/___

_____ LEYM Treasurer