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 Pl., Columbus, OH 43214

Reimbursement/advance made or donation acknowledged __/__/___
___________________________________ LEYM Treasurer