

NEYM Travel Reimbursement Request

The intention of this fund is to enable those who might not feel free to serve the Yearly Meeting because of personal financial constraints to do so without guilt or burden. Friends who serve on a Yearly Meeting committee or are appointed by the Yearly Meeting as a representative to other Friends organizations or gatherings are eligible for travel reimbursement.

The current IRS rates for mileage reimbursements can be found on the NEYM website at neym.org/resources/committees.

Friends are asked to request reimbursement up to the standard rate, if needed, to make their travel for Yearly Meeting service possible.

For Distributions

Requests for mileage reimbursement do not require receipts; *however, all other requests for reimbursement must be accompanied by receipts. Requests must be submitted within 3 months.* If you traveled to more than one meeting, please fill out a separate form for each meeting. Expect to wait 2 to 4 weeks for reimbursement. Complete the form below and send to: NEYM, 901 Pleasant St., Worcester, MA 01602.

Request for Travel Assistance (attach receipts)

Reimbursement for (check one): Committee Travel Representative Travel

Committee/Event attended: _____

Date & place of meeting: _____

Cost of public transportation: \$ _____ Attach Receipts!

AND/OR the mileage driven (no receipts required): _____ times requested rate: _____,
plus tolls (provide receipt or transponder log): _____

Total Requested: \$ _____

Your name: _____

Address: _____

City/State/Zip: _____

Telephone: () _____

Authorizing signature & date: _____

For bookkeeping use only, please.

received date _____ approved for payment _____ account # _____

check date _____ check # _____ check amount _____