

# NEYM Travel Reimbursement Request

The intention of these funds 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 Yearly Meeting committees or are appointed by the Yearly Meeting as representatives to other Friends organizations or workshop leaders at gatherings are eligible for travel reimbursement.

The current IRS rates for auto mileage reimbursements can be found on the IRS website at [www.irs.gov/tax-professionals/standard-mileage-rates](http://www.irs.gov/tax-professionals/standard-mileage-rates).

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 auto 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.

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## Request for Travel Assistance

Reimbursement for (check one):  Committee Travel  Representative Travel  Other: \_\_\_\_\_

Committee/Event attended: \_\_\_\_\_

Date & place of meeting: \_\_\_\_\_

Cost of public transportation (e.g. airfare, bus fare, taxi): \$ \_\_\_\_\_ Attach receipts for these!

**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: (     ) \_\_\_\_\_ and/or email: \_\_\_\_\_ contacts for questions

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For bookkeeping use only, please: received date \_\_\_\_\_ approved for payment \_\_\_\_\_

\_\_\_\_\_ account # \_\_\_\_\_ class # \_\_\_\_\_