

# 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](http://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

*All requests for reimbursement must be accompanied by receipts and 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 (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: \_\_\_\_\_ times requested rate: \_\_\_\_\_, plus tolls : \_\_\_\_\_

**Total Requested:** \$ \_\_\_\_\_ Attach Receipts!

Your name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Authorizing signature & date: \_\_\_\_\_

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For bookkeeping use only, please.

received date \_\_\_\_\_ approved for payment \_\_\_\_\_ account # \_\_\_\_\_

check date \_\_\_\_\_ check # \_\_\_\_\_ check amount \_\_\_\_\_