

**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 22 cents = \$ \_\_\_\_\_ Donation

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\*Note: the incremental portion of mileage reimbursements above the 14 cents per mile standard charitable mileage expense rate are includable in the taxable income of the volunteer.

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 \$ \_\_\_\_\_

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Total donation in kind \$ \_\_\_\_\_

Mail to: Tom Kangas, 3641 Weston Place, Columbus, OH 43214 or email to LEYMTreasurer@gmail.com

(08/2022 update)