

LAKE ERIE YEARLY MEETING TRAVEL EXPENSE FORM

Name and address: _____

Please include copies of receipts for reimbursement.

With regard to lodging, when possible, Friends are asked to arrange lodging with Friends in the area of travel.

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 21 cents = \$ ____ Donation ☐

From _____ to _____ miles at 21 cents = \$ ____ Donation ☐

*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 ☐

5. Other travel-related expenses—e.g., registration (including food bundled into the fee, if any), and lodging. (Friends are expected to cover travel food costs not bundled into registration costs.)

_____ \$ _____ Donation ☐

_____ \$ _____ Donation ☐

_____ \$ _____ Donation ☐

Total to be reimbursed \$ _____

Total donation in kind \$ _____

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

(01/2026 update)