

PACIFIC YEARLY MEETING

of the RELIGIOUS SOCIETY OF FRIENDS

Return to:

Pacific Yearly Meeting
PO Box 2692
Santa Rosa, CA 95405

**REIMBURSEMENT REQUEST FOR EXPENSES OF
FRATERNAL DELEGATES OR LIAISONS
APPOINTED BY PYM TO ATTEND OTHER
CONFERENCES OR MEETINGS**

To be completed by the PYM delegation convener if more than a single person is included in the delegation.

Description of conference, board, or delegation: _____

Date of Meeting: _____ Location: _____

Designated PYM convener of delegation (if any): _____

Name and current address of each delegate designated by PYM to attend the meeting or conference (strike out names of those who did not attend). Enter convener on line 1.

Amount to be reimbursed

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

TOTAL:

BUDGET (Total may not exceed this budget): \$ _____ \$ _____

Attach receipts and ticket stubs, or descriptions of expenses incurred by the delegates or liaisons.

Date submitted: _____ Submitted by: _____

(signature)

Travel and other expenses (registration, room & board, etc.) are reimbursed up to the total amount in the annual budget allocation or accumulated reserve funding available. If more than one person is attending a designated conference or meeting, it is the responsibility of the Convener to obtain an agreement as to how the available funds are to be allocated among the several persons. (See *PYM Travel Expense Reimbursement Policies* for more information.)