

COMMITTEE: \_\_\_\_\_

CLERK: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

LOCATION OF MEETING: \_\_\_\_\_

Please fill out the table below for ALL committee members who attend the meeting. The committee clerk should submit the completed form to the Treasurer, who will send reimbursement to each committee member as appropriate.

Name & Mailing Address	Travel Expenses (Circle "none" or fill in)	Other Covered Committee Expenses	Disposition of Reimbursement	Supplemental Expenses Request? (Must be initialed by clerk)
1.  e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check __ Donate to PYM __ Donate to a PYM fund Specify:	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain):  Approved by clerk: _____
2.  e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check __ Donate to PYM __ Donate to a PYM fund Specify:	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain):  Approved by clerk: _____
3.  e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check __ Donate to PYM __ Donate to a PYM fund Specify:	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain):  Approved by clerk: _____
4.  e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check __ Donate to PYM __ Donate to a PYM fund Specify:	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain):  Approved by clerk: _____

**Please Note:** Those who drive will be reimbursed at the PYM Guideline rate of 25¢/mile for the round trip atlas mileage from their *home monthly meeting* to the *monthly meeting* closest to the location at which you met. Air/ground transportation will be reimbursed for actual expenses up to the Guideline maximum of 25¢/mile for the round trip meeting-to-meeting mileage. In cases where this creates a hardship, the Committee Clerk should request Supplemental Committee Expenses to cover expenses in excess of the Guideline maximum.

<b>Name &amp; Mailing Address</b>	<b>Travel Expenses</b> (Circle "none" or fill in)	<b>Other Covered Committee Expenses</b>	<b>Disposition of Reimbursement</b>	<b>Supplemental Expenses Request?</b> (Must be initialed by clerk)
5.  e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	___ Mail me a check ___ Donate to PYM ___ Donate to a PYM fund Specify:	___ Hardship request for expenses over cap ___ Other extraordinary expenses (explain):  Approved by clerk: _____
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9.  e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	___ Mail me a check ___ Donate to PYM ___ Donate to a PYM fund Specify:	___ Hardship request for expenses over cap ___ Other extraordinary expenses (explain):  Approved by clerk: _____

Return to: **Pacific Yearly Meeting**  
PO BOX 2692, Santa Rosa, CA 95405-0692

Revised 2010-12-21 / EF