

PACIFIC YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

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

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

Return to: Pacific Yearly Meeting Treasurer
17165 Via Toledo
San Lorenzo, CA 94580

Description of conference, board, or delegation: _____

Date of Meeting: _____ Location: _____

Designated PYM convener of delegation (if any): _____

Name and mailing 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. _____ \$ _____

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

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.)