

**PACIFIC YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS**

INDIVIDUAL REIMBURSEMENT REQUEST FOR DELEGATES AND LIAISONS

ORGANIZATION \_\_\_\_\_ CONVENER \_\_\_\_\_

REPRESENTATIVE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE OF MEETING: \_\_\_\_\_

DATE AND PLACE OF MEETING: \_\_\_\_\_

EXPENSE CLAIM

TRAVEL: AIRFARE/TRAIN/BUS (attach receipt)

GROUND TRANSPORT (attach receipt)

MILES DRIVEN from \_\_\_\_\_ to \_\_\_\_\_

CONFERENCE FEE: \_\_\_\_\_

ACCOMMODATIONS (if not part of conference fee, attach receipt): \_\_\_\_\_

OTHER EXPENSE (hardship or extraordinary expense – please describe):

\_\_\_\_ I WISH TO MAKE A DONATION OF ALL \_\_\_\_ OR \$ \_\_\_\_\_ OF MY EXPENSES TO PYM.

Signature \_\_\_\_\_

Payment will be made by PYM Treasurer to address specified by Delegate. Forms that are incomplete or illegible will be returned by the Treasurer and will result in a delayed payment. Send completed form, with receipts, to PacYM Co-Treasurer, 17165 Via Toledo, San Lorenzo, CA 94580 (treasurer@pacificyearlymeeting.org).