

Baltimore Yearly Meeting Reimbursement/Donation Form for Organizational Representatives

Name: _____ BYM Position _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Purpose of Travel: _____

Dates of Travel: ____ / ____ / ____ to ____ / ____ / ____.

Expenses	\$ Amount of Expenses	\$ Amount of Expenses to be reimbursed to Representative	\$ Amount of Expenses to be donated as an In Kind Gift to BYM
Registration:			
Meals:			
Lodging:			
Transportation: (For autos, currently \$_____ per mile)	miles mileage exp other transp		
Miscellaneous:			
Total:			

Explanations: _____

Rep Signature: _____ Date: _____

Ctte signature (as needed) _____ Date: _____

BYM Office signature _____ Date: _____

Please send this form to: Baltimore Yearly Meeting – 17100 Quaker Ln. – Sandy Spring, MD 20860 - Fax: 301-774-7087 - Email – BYM@BYM-RSF.org

No goods or services were received for this donation of \$_____.

For reimbursements, BYM needs copies of all receipts.

For donations, BYM does not need receipts. The donor should keep those for tax reporting.

Please submit this form as soon as possible after your meeting.

INTERIM FINANCIAL PROCEDURE
BALTIMORE YEARLY MEETING

Philosophy: Baltimore Yearly Meeting wants anyone interested to be financially able to be our representative to other organizations. However, BYM has relatively little money for financial support for these activities.

Traditionally BYM has reimbursed half the costs for registration and lodging for Friends who need it, and has made some reimbursement for sizeable travel costs. BYM will pay for the time to attend the meetings including the previous night or following night[s] if necessary. However, it will not pay for extra vacation or sightseeing time.

It will be helpful to the Yearly Meeting to know the total expenses involved in representative activities. Therefore, representatives are urged to complete a form for any travel, regardless of whether they are reimbursed or fund their own travel. Those who donate their travel expenses will receive an acknowledgment.

GUIDELINES for financial assistance:

- Submit requests for financial help early – at least one month prior to the event.
- Representatives must submit receipts to be reimbursed; to be filed within 60 days of the end of the event or by the end of the calendar year, whichever comes sooner. Do not send receipts for expenses being donated; keep those for your tax records.
- Late registration fees and alcoholic beverages will not be covered.
- Food: request to be reimbursed for the amount over what you would normally spend if you were not at the event. Only the food of the participant will be covered; not accompanying guests.

Ways to consider saving money:

- Check to see if the organization sponsoring the event will help financially or if you can receive funding help from your Monthly Meeting. *(If you would like to record your Monthly Meeting's donation to your travel for your own records, you can place it in the "Miscellaneous" box on the far left column).*
- Consider staying at home if the meeting is a convenient distance to commute (approximately 25 miles or less) unless the organization will be having evening meetings, etc.
- If the meeting is not near home, consider accepting hospitality (staying in another person's home) if it is available. However, this is not a requirement if the participant would prefer to stay at a motel, bed and breakfast, etc. When choosing a motel, etc., try to find inexpensive lodging.
- Choose an economical means of transportation. Consider traveling with another person (carpooling) if feasible. When traveling by plane or train, travel coach class.