

## New York Yearly Meeting STAFF TRAVEL EXPENSE

*Attach all receipts to form & keep copies*

Name \_\_\_\_\_ Travel location \_\_\_\_\_

Address \_\_\_\_\_ Dates of travel \_\_\_\_\_

\_\_\_\_\_ Who authorized? \_\_\_\_\_

Reason for travel \_\_\_\_\_

### A – Registration fees

Include the original registration form	<b>Registration total</b>	\$
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### B – Transportation\*\*

Public transportation		\$
Tolls & parking		\$
<b>Mileage</b>	Odometer arriving home	
	Odometer leaving home	
	Total miles	@ \$0.535/mile
<b>Transportation total</b>		\$

### C - Lodging

Lodging Location	<b>Lodging total</b>	\$
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### D - Meals

	Breakfast	Lunch	dinner	
Day 1				\$
Day 2				\$
Day 3				\$
Day 4				\$
<b>Meal total</b>				\$

<b>TOTAL TRAVEL COST</b>	\$
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### Requested Reimbursement\*\*

Requested reimbursement amount, amount that will be charged to the account	\$
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\_\_\_\_\_  
Please sign and date

**Transfer Location, dates traveled, reason, and requested reimbursement to your Section's voucher right column top area.**

*\*\*Transportation costs are the lowest that advance purchase would permit (i.e. RI air Buffalo/New York City \$158.80 for 2 week non-refundable, 3 day is \$528.80). One should not expect reimbursement for the higher fare.*