

Request for Travel Advance Report Instructions

How to Fill Out the Request for Travel Advance Report

1. Please give your name and full address. Phone is optional, but email will allow the treasurer to contact you if necessary.
2. If you are traveling on committee business, please include the date and name of the committee on the "Activity and the Date it Occurs" box.
3. If you are an OVYM representative, be sure to include the date and name of the organization (e.g., FGC Central Committee) in the "Activity and the date it occurs" box.
4. The current reimbursement for the use of your own car is the current IRS business mileage rate (53.5¢ per mile). Please attach receipts for all expenditures over \$25. Currently, emailed copies of receipts are acceptable. Friends should consider whether their requests for reimbursement for the full mileage rate is "making a profit" off OVYM. Perhaps in some cases such as high mpg cars or current low gas prices, Friends could offer to donate back some of those expenses.
5. PLEASE NOTE THAT REQUESTING AN ADVANCE IS ONLY THE FIRST STEP IN YOUR OVYM OBLIGATIONS. You must keep receipts of your expenses and fill out a Travel Expense Report when you return home. Enter the total amount of the Advance in the proper box at the bottom of the Travel Expense Report. Follow the instructions on the Travel Expense Report or contact the Treasurer if you have questions.

Some things to remember:

1. For representative travel, OVYM considers \$300 *per event* to be the normal amount for reimbursement, but will reimburse as much as you need to serve the yearly meeting.
2. For OVYM committee travel, the maximum total reimbursement is \$300 *per year*.

If you have questions, call (513) 751-4352 or send an email to the Treasurer at wilson3cp@gmail.com.