

SAYMA Single Trip Travel Expense Record Form

Instructions

1. Please use this form to document travel expenses when traveling on SAYMA business and to request reimbursement for some or all of the expenses.
2. You may complete the form electronically, using Microsoft Excel. In that case, the form will calculate total amounts automatically. Or you may print the form and fill it out. In that case, it will be necessary to total the amounts manually.
3. *Identifying information.* Please supply your name and address.
4. *Purpose of travel.* Say why you traveled, e.g., Ministry and Nurture Committee meeting.
5. *Budget line.* To which budget category should the expense be charged? For example, Del to WQOs, for travel to represent SAYMA at a wider Quaker organization.
6. *Points of travel.* Please say where and when you traveled.
7. *Transportation items.* Enter costs for transportation in appropriate lines. For personal auto use, enter either the cost of gasoline and oil for the trip OR the mileage, but not both. The sum of transportation items is subtotal 1.
8. *Meals and lodging.* List the costs of meals that weren't provided by SAYMA or your hosts, and list the cost of hotel accommodations you used. The sum of meals and lodging is subtotal 2.
9. *Miscellaneous expenses.* Please list any that you incurred. The sum is subtotal 3.
10. The total cost is the sum of subtotal 1, subtotal 2, and subtotal 3.
11. If you wish to donate part or all of the cost of travel to SAYMA, please indicate the amount (up to the total in #10 above). SAYMA will acknowledge your donation, which is tax deductible.
12. The amount you wish to be reimbursed is the total cost less any contribution you care to make.
13. If using a paper form, please sign it. If completing it electronically, type your name on the signature line. Please include the date you signed the form.
14. Mail the form with receipts to the SAYMA treasurer, or e-mail the Excel file to the treasurer <treasurer@sayma.org> with scanned receipts or jpeg images.