

TRAVEL EXPENSE REPORT		OHIO VALLEY YEARLY MEETING 3960 Winding Way Cincinnati, OH 45229	
NAME		ADDRESS	
ACTIVITY AND THE DATE IT OCCURRED		CITY/STATE/ZIP	
		TELEPHONE	
		EMAIL	
ITEMS			AMOUNT
AIRFARE:			
GROUND TRANSPORTATION:			
LODGING:			
MEALS AND TIPS:			
REGISTRATION:			
OTHER FEES:			
MILEAGE REIMBURSEMENT	MILES:		
OTHER COSTS (Please Describe):			
TOTAL COSTS:			
MINUS ADVANCE (If Any):			
AMOUNT DONATED TO OVYM:			
REIMBURSEMENT AMOUNT:			
SIGNATURE			DATE
INSTRUCTIONS			
Submit this form and all receipts for expenditures over \$25 to: If you do not have receipts (purchases under \$25), you may submit this form via email without your signature. Type your name into the Signature space. If you have receipts, print this form, sign and mail it.		Wilson Palmer – OVYM Treasurer 821 Dunore Road Cincinnati, OH 45220 wilsoncp@fuse.net	

Travel Expense Report Instructions

How to Fill Out the Travel Expense Report:

1. Please give your full name and full address. Phone and email are optional, but will allow the treasurer to contact you if necessary.
2. If you are traveling on committee business, please include the date and the name of the committee on the "Purpose of Travel" line.
3. If you are an OVYM representative, be sure you include the date and the name of the organization and the activity (e.g., FGC Executive Committee) in the "Purpose of Travel."
4. The current reimbursement rate for the use of your own car is the current IRS business mileage rate. Please attach receipts for all expenditures over \$25.
5. If you donate your costs, use the full \$0.56 per mile reimbursement rate for your donation. This shows OVYM the value of your contribution. If you report this donation on your income taxes, the IRS only allows a rate of 14¢ per mile. Recalculate before entering a value on Schedule A. Also, see the note below. Also, see below.

There are three options:

1. **Reimbursement.** Fill out the form and the YM treasurer will write you a check.
2. **Donate:** Fill out the form and indicate how much you wish to donate on the second to last line. The treasurer will give you a check for the balance, if any.
3. **Reimburse and donate back.** Fill out the form, get a check, and make a donation directly to the YM.

If you donate travel costs (all or in part) to OVYM, you might be able to itemize to get an income tax deduction. The IRS only allows 14¢ per mile for the use of your car, but gives full value (up to a point) for "in-kind" donations. If you include both mileage and other expenses, and you are being reimbursed for part of the expense, you should note which part (the mileage is usually chosen) is being reimbursed. The treasurer should send a letter that acknowledges your contribution in January of the following calendar year.

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, maximum total reimbursement is \$300 *per year*.

Why to Fill Out the Travel Expense Report:

It is important for the yearly meeting to know the true cost of our organization's activities even when volunteers do not ask to be reimbursed. Also, a donation acknowledgement letter from the OVYM treasurer could help during an IRS audit.

If you have questions, call (513-751-4352) or send an email to the Treasurer at wilsoncp@fuse.net.