



# 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. As you travel please save all your receipts as you will need to attach them to your Expense or Travel Report, which you are required to submit after your return. As you consider per mile costs for driving your own car, you are encouraged to consider whether the reimbursement request for the maximum IRS allowed rate is "making a profit off OVYM". For instance, a car getting 30 miles per gallon driving 450 miles will use 15 gallons of gasoline. If fuel is \$3.00 per gallon you would have incurred \$45 of immediate out-of-pocket expenses. If you charge us the maximum allowed IRS rate (65.5 cents per mile, for example), you would receive \$294.75! It is true your car suffered some wear and tear, but much of the IRS allowed rate covers fixed costs such as insurance and automobile purchase price, which you would incur whether you volunteered with us or not. Please consider using a lower per mile rate or donating part of your expenses when later filling out the Expense or Travel Report.
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 \$600 *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](mailto:wilson3cp@gmail.com).