



# Travel Expense Report Instructions

## How to Fill Out the Travel Expense 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 incur expenses on committee business, please include the date and name of the committee in the "Activity and the Date it occurred" 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 occurred" box.
4. Please attach receipts for all expenditures over \$25. Emailed copies of receipts are acceptable. The maximum reimbursement for the use of your own car is the current IRS business mileage rate. Friends are encouraged consider whether the request for reimbursement at the maximum 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 (58 cents per mile, for example), you would receive \$261.00! 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 include an amount on the Amount Donated line near the bottom of the report.
5. If you choose to donate all or part of your costs, the Treasurer will advise how to take the donation off your income taxes in his January donor acknowledgement letter to you.

### 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*, but exceptions can be made.

### Why 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 included that gift when you itemized deductions.

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