

CYM Youth Challenge 2013 Funding Claim Form

Instructions: If possible, please use this form to allocate your funding to cover all or part of your CYM fees [programme, lodging, and food]. The CYM Office has records of the funding allocation amounts. Please complete a separate form for each Youth Challenge funding recipient; supporting documentation may be submitted jointly. You may submit multiple claims, e.g. if you are using your funding for both CYM fees and travel, and have not finalized your travel at the time you register. Please mail your completed form, along with documentation, to Canadian Yearly Meeting, 91A Fourth Ave, Ottawa, ON, K1S 2L1. If you need a reimbursement urgently, please email this form and supporting documents to Elaine Edwards at cym-bookkeeper@quaker.ca with the subject line "Urgent – Youth Challenge." If you have any questions, please contact YAF Clerk Maggie Knight at yaf-clerk@yf.quaker.ca.

Use this form to:

- show that you are using Youth Challenge funding to pay all or part of your CYM fees
- claim reimbursement of CYM fees you previously paid with your registration
- be reimbursed for travel expenses - include documentation [e.g. receipt / itinerary, boarding passes]

...up to the total amount of Youth Challenge funding allocated to you.

Deadline: All claims and supporting documents must be submitted no later than October 31st, 2013.

Name: _____

Mailing Address: _____ Postal Code: _____

- A. Total amount of Youth Challenge funding allocated to you: _____
- B. Amount of your Youth Challenge funding going towards your CYM programme fees: _____
 - 1) __ I deducted this from my registration payment. OR
 - 2) __ I am requesting reimbursement of fees paid with this form.
- C. Amount of your Youth Challenge funding going towards your CYM lodging and food: _____
 - 1) __ I deducted this from my registration payment. OR
 - 2) __ I am requesting reimbursement of fees paid with this form.
- D. Amount of your Youth Challenge funding going towards your travel expenses: _____
- E. Amount of your Youth Challenge funding already used [B1 + C1 + any previous claims]: _____
- F. Amount of your Youth Challenge funding being claimed with this form [up to A – E]: _____**

Supporting Documentation for travel claims – your claim cannot be processed without this information

___ I have enclosed my receipts [booking confirmation, gas costs, etc.] totalling the amount I have claimed for travel.

___ I have enclosed boarding passes with this claim OR ___ I will provide CYM head office with boarding passes by October 31st, 2013.

Signature: _____

Email address: _____

Date: _____

Phone number: [_____] _____