

Oberlin College Alumni Association
EXPENSE REIMBURSEMENT GUIDELINES

Volunteers are essential to the success of Oberlin College and the Alumni Association, so your work is deeply appreciated. While performing service to the College, however, reimbursable expenses may be incurred (such as for travel, lodging, meals, etc.), in which case a completed **Statement of Expense** form, together with original receipts, should be sent to the appropriate office (Oberlin, OH 44074):

- Admissions Coordinators: Office of Admissions, 101 N. Professor St.
- Class Agent: Oberlin Fund, 203 Bosworth Hall, 50 W. Lorain St.
- Other Alumni volunteers: Alumni Office, 107 Bosworth Hall, 50 W. Lorain St.

Please submit this form even if you do not wish to be reimbursed at all, so that alumni giving and expense data will be more complete and accurate.

The College does not wish to limit participation of anyone because of financial constraints. To the extent they are able, however, volunteers are encouraged to contribute part or all of the reimbursable expenses to the college, by making an “**Expense Waiver Gift**” on the **Statement of Expense** form. As one step toward increasing the percentage of Alumni giving, the Alumni Association By-Laws (Article II. Section 6) were amended in 2000 to require members of the Alumni Council to make an annual financial contribution. ***One easy*** way to make such a contribution is through an “**Expense Waiver Gift**” of any amount as an unrestricted gift to the Oberlin Fund when completing the **Statement of Expense**. This would qualify for donor recognition in one of Oberlin’s giving societies, and the related expenses incurred will not be charged to the budget of the Alumni Association or of any other sponsoring office. If possible, please consider this gift as a supplement to any outstanding pledge, and check with your employers to see if an expense waiver gift is eligible for corporate matching.

Such a gift is considered an IRS charitable deduction because of the tax-exempt status of Oberlin College. Activities of volunteers, and reimbursement of expenses incurred, should not in any way jeopardize this status. While common sense is an adequate guide in this regard, listed below are some of our reimbursement regulations, which may be helpful as you complete the **Statement of Expense**.

- Volunteers must attend meetings and otherwise participate in the activities relevant to their responsibilities, for which expense reimbursement is being requested.
- The cost of a meal taken on one’s own when an officially scheduled group meal is provided will not be reimbursed.
- When using your personal vehicle, the approved mileage rate covers all costs of car transportation, except for tolls and airport parking, which may be listed separately.
- When using a rental car, only economy and mid-size vehicles will be reimbursed. Further, no car insurance will be reimbursed because there is coverage under the College policy; gasoline should be listed on the **Statement of Expense** under “other.”
- Only coach airfare will be reimbursed. Reservations should be made at least three weeks in advance of the meeting to avoid a high ticket price.
- Childcare expenses and pet boarding will not be reimbursed.

The **Statement of Expense** form should be submitted within 30 days of incurring the expense, and before the end of the fiscal year (on June 30th).

THANKS AGAIN FOR VOLUNTEERING YOUR SERVICES TO OBERLIN!

Revised September 20, 2006