Oberlin College
Volunteer Expense Form

Please use this form to record expenses for meetings and send it as your request for reimbursement or for a gift-in-kind acknowledgement. If you donate unreimbursed expenses to the College, this “expense waiver gift” will be treated as a gift-in-kind contribution to the College. Please see the Volunteer Expense Guidelines for an explanation of how these gifts are counted. If you request all or part of your expenses to be reimbursed, the Controller's Office will send you a check.

Original itemized receipts must be attached for reimbursement of expenses. Copies of receipts will be accepted for expense waiver gifts provided that no portion of the expenses will be reimbursed to the volunteer.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Class:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, ZIP:</td>
<td></td>
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<tr>
<td>SS# or T #</td>
<td>Meeting: Meeting date(s):</td>
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</tbody>
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**EXPENSES**

I. **TRAVEL**
   - By automobile _________ miles @ $.14 per mile $ 
   - (must include maps if being reimbursed for expenses)
   - By air $ 
   - Cab or limousine transportation *(from/to airport)* $ 
   - Rental car and gasoline $ 
   - Toll Expenses $ 
   - Airport parking $ 

II. **Motel/B&B accommodations** $ 

III. **Meals** $ 

Volunteer's Signature: 

TOTAL $ 

Date: 

Amount to be reimbursed $ directly to you 

Amount given as a Gift-in-Kind contribution to Oberlin $ (as permitted by law) 

Please send this form by mail with your original itemized receipts to:

The Office of Alumni Relations
65 E College St. Ste. 4
Oberlin OH 44074

Staff approval signature: Date: 

Department: RE# 

Appeal code: FOAP: 

Office use only