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.

Name: ___________________________  Class: ____________
Address: __________________________________________
City, State, ZIP: ____________________________
SS# or T # ______________________________________
Meeting: ___________________________  Meeting date(s): __________

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