

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

Office use only

Staff approval
 signature: _____ Date: _____

Department: _____ RE# _____

Appeal code: _____ FOAP: _____