

VOLUNTEER 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 Volunteer Expense Form should be sent to: Alumni Office, 65 E. College St., Suite 4, Oberlin, OH.

Effective July 1, 2019, alumni volunteers who are officially invited back to campus for volunteer meetings will be eligible for up to \$400 in reimbursement for lodging and travel expenses per meeting, up to four times annually. Graduates of the last decade and student representatives on the Alumni Leadership Council may request full reimbursement of their expenses, as long as the reimbursement regulations are followed. Exceptions to the reimbursement limit can be made at the discretion of the Executive Director.

If you are asking that the college reimburse you for any portion of your expenses, you must submit original receipts to the appropriate office. If you are giving the college all of your expenses as a gift-in-kind, forward copies of your receipts to the appropriate office. For auditing purposes, the Controller's Office must have original receipts in order to generate cash reimbursements for your expenses. For gift recording purposes, we do not require original receipts, but copies will be needed to establish dollar amounts for your gift-in-kind contribution.

Please submit this form even if you do not wish to be reimbursed at all, so that alumni giving and expense data will be 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 Volunteer Expense Form. As one step toward increasing the percentage of alumni giving, Alumni Association volunteers are required to make an annual financial contribution. One easy way to make such a contribution is through an expense waiver gift to Oberlin College of any amount when completing the Volunteer Expense Form. 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. This gift cannot be credited to any outstanding pledge and will not count as an Annual Fund contribution. Please check with your employer 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 Volunteer Expense Form.

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- Volunteers must attend meetings and otherwise participate in the activities relevant to their responsibilities for which expense reimbursement is being requested.
- Itemized receipts that list the description and pricing of all expenses are required.
- The cost of a meal taken on one's own when an officially scheduled group meal is provided will not be reimbursed.
- 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.
- When using your personal vehicle, the approved volunteer 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. Insurance will not be reimbursed; volunteers who are neither Oberlin employees nor members of the Oberlin College Board of Trustees are covered on a primary basis by their personal auto liability insurance. They are also covered on an excess basis by the Oberlin College auto liability coverage. An individual who does not have his or her own personal insurance is typically unable to rent a car in their individual name; such an individual should rent the vehicle in Oberlin's name and would, therefore, be covered by Oberlin's coverage on a primary basis. Gasoline should be listed on the Volunteer Expense Form under "other." GPS unit rental fees will not be reimbursed.
- No alcohol, movies, or other entertainment charges will be reimbursed.

The Volunteer 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!