

Carleton College Statement of Volunteer Expenses

Please submit this form along with original supporting documents and receipts to the sponsoring office within 30 days after the date of the meeting for which the expenses were incurred. See reverse side for the College's expense policy.

Please Print Clearly

Name _____ Class _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

E-mail Address _____

Report of Expenses for _____
(meeting name and dates)

Eligible Expenses:

- a. _____ miles in personal vehicle @ \$.14 per mile = \$ _____
- b. Transportation between MSP Airport and Northfield (up to \$100) = \$ _____
- c. Airfare = \$ _____
- d. Lodging = \$ _____

Total Expenses = \$ _____

The IRS requires that original supporting documents/receipts be attached.

Please read carefully:

In accordance with Carleton College Policy, volunteers may receive gift credit and/or reimbursement for expenses incurred while conducting College business. While volunteers are strongly encouraged to contribute their expenses, the College does not wish to limit the participation of any volunteer because of financial restrictions. Donated expenses will be treated as an unrestricted gift to Carleton College.

Total	\$ _____	eligible expenses
Less	\$ _____	my unrestricted gift to Carleton College
Balance	\$ _____	cash reimbursement requested

The College will send you a gift receipt of any gift indicated above and/or a check for any cash reimbursement requested. Donated expenses cannot be used to meet existing pledge obligations. If you are eligible for corporate matching of your charitable gifts, your expense-waiver gift may qualify. Please consult the employee relations or personnel office at your company. Corporate matching will double—or more—the value of your gift to Carleton.

Date _____ Signed _____

FOR OFFICE USE ONLY

To: Business Office	Date: _____
From: _____	Account Number _____
	Account Number _____

- The payment due of \$ _____ chargeable to above account is to be retained by the College as a gift to the Alumni Annual Fund
- The amount \$ _____ is authorized to be charged to above account payable to this volunteer

Staff signature _____ Date _____