

Carleton College Statement of Volunteer Expenses

Please submit this within 30 days after the date of the meeting for which the expenses were incurred.

Please Print Clearly

Name _____ Class _____ Social Security No. _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

E-mail Address _____

Meeting Type/Activity _____

Location of Meeting _____ Dates _____

Report of Expenses

1. Transportation

- a. _____ miles @ 14.5 per mile = \$ _____
- b. Car Rental (pre-approved) = \$ _____
- c. Airfare = \$ _____
- d. Parking = \$ _____
- e. Tolls = \$ _____
- Total Transportation = \$ _____

- 2. Lodging = \$ _____
- 3. Meals = \$ _____
- 4. Other = \$ _____
- Please describe _____

Total Reimbursable 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 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 unrestricted gifts to the Carleton Annual Fund.

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

Total of gift in addition to expense waiver \$ _____ to _____ Fund.

The College will send you a gift receipt of any gift indicated above and/or a check for any cash reimbursement requested. 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. Keep the pink copy of this form for your records.

Date _____ Signed _____

To: Business Office Date: _____
 From: _____ Re: 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 _____

Sponsoring office keeps goldenrod copy, sends the white copy to the Business Office and/or Gift Processor. If volunteer fails to retain pink copy, gift processor will send with gift receipt.