Alumni Annual Fund
Alumni Stewardship Workshop
Expense Policy

Thank you for volunteering for the Alumni Annual Fund! We are fortunate to have so many dedicated volunteers and we value your participation in the annual workshop. Although budgets are tight and most colleges are not able to offer reimbursement for volunteer expenses, Carleton has made it a priority to assist volunteers who would otherwise find traveling to and participating in the workshop financially prohibitive. Please keep this in mind when considering reimbursement of your expenses.

Alternatively, your travel expenses, or a portion thereof, incurred while participating in the workshop can be treated as a tax-deductible, charitable contribution. If you choose to donate your expenses, we will treat them as a donation to your class’s Alumni Annual Fund gift.

You can donate or be reimbursed for the following expenses:

- **Travel to the workshop by air.** If you fly to the workshop, you may donate your expenses or be reimbursed for the cost of your 30-day advance-purchase round-trip coach airfare.

- **Transportation between the MSP airport and campus.** If you fly into the Minneapolis/St. Paul airport for the workshop, you may donate your expenses or be reimbursed for a maximum of $84 for this round-trip transfer.

- **Travel to the workshop by car.** If you drive a long distance to the workshop, you may donate your expenses or be reimbursed for either of the following, whichever amount is lowest:
  1. Mileage between your home and campus (14 cents per mile) or,
  2. The cost of a 30-day advance-purchase round-trip coach airfare.

  **The College’s Business Office requires receipts for all expenses.**

Please make all of your own travel plans and transportation arrangements for the workshop. We have provided contact information for hotels and options for transportation to and from the MSP airport.

Please contact the Alumni Annual Fund office at 800-745-2275 or aaf@acs.carleton.edu with any questions regarding this policy. Thank you!

**Transportation**

Care♥Tenders, Inc. - - 48-hour advance reservations required (or additional charge applies). Cost is $84 per person for round-trip rides between Northfield and the airport. Cash, check, and major credit cards accepted. Locally owned and operated. For reservations, call 507-664-3859 or 888-492-7433 or go online to www.careextenders.com.

Archer Limousine - - 48-hour advance reservations required. Cost is $184 round trip between Northfield and the airport per trip regardless of the number of passengers. Major Credit cards accepted. For reservations, call 877-503-9482 or go online to www.archerlimo.com. If you reserve a shuttle by phone, tell them you are a Carleton College alumni volunteer. If you reserve online, please relay the above information in the comment section of the reservation form.

Car rental is available from many different companies at Minneapolis/ St. Paul International Airport. If you are interested, please contact any of them directly.