Carleton College
Meeting Expenses

The College makes a significant effort to ensure that financial considerations are not a limiting factor for alumni participating in the reunion planning process. Our goal is to ensure that all committee members can attend meetings, not necessarily to cover all the costs associated with attendance. (Your allowable income tax deduction may be different.)

You will have to pay up front for your travel and hotel room expenses associated with the meetings. Following each meeting classmates who serve on their 50th planning committees may keep track of expenses and either donate them to the class gift, or be reimbursed, as they wish. An expense form is included in all meeting packets, and all receipts are required.

Carleton is prepared to credit or reimburse for the following:
- two nights’ hotel stay
- one coach-class airfare or driving mileage as appropriate
- airport transportation in the meeting city.

The following commonly incurred expenses are your responsibility:
- airport parking at your home location
- meals other than those provided during the meeting times
- other travel expenses, tips, and miscellaneous items.

Since all meals during the meetings are provided by the College, no reimbursement can be made for meals while traveling. If one chooses to extend his or her hotel reservations, the group rate will be available, but the College cannot credit or reimburse for more than the standard two nights’ stay.

Note that the policy for airfare credit or reimbursement is for one coach-class ticket per committee member, based on a two-week advance purchase. If one chooses to fly additional segments as part of a longer trip, or upgrade to first class, etc., please ask your travel agent for the price of a direct round-trip coach ticket and use this figure in your calculations.

Spouses are welcome to attend all social portions of the reunion planning meetings, including all Carleton-provided meals and receptions. However, we cannot credit or reimburse for travel expenses incurred by spouses or guests.

If you have any questions or need clarification about expenses related to meeting attendance, please contact Mary Niebur, Assistant for 50th Reunions, at 800-492-2275, or mniebur@carleton.edu.

Thank you!