Thank you for your interest in helping to plan your reunion! We are grateful for your time and efforts to create a fun, memorable reunion weekend for you and your classmates. We hope the weekend will strengthen your ties to your class and the College and will reawaken that part of you that remains forever Carleton.

Your travel expenses, or a portion thereof, incurred while traveling to the workshop can be treated as a tax-deductible, charitable contribution. If you choose to donate your expenses, we will treat them as a gift to your class’s Alumni Annual Fund Reunion Gift. If you prefer, Carleton will reimburse you for your expenses.

- 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 - the IRS volunteer reimbursement rate) or,
  2. The cost of a 30-day advance-purchase round-trip coach airfare.

- If you fly into Minneapolis for the workshop, we have provided contact information for the transportation options available. As with all workshop travel plans, please make your own round-trip transportation arrangements between the airport and campus. The College is not providing a shuttle service. You may donate or receive reimbursement for a maximum of $84 for this round-trip transfer.

**The College’s Business Office requires receipts for all expenses.** If you have questions about the expense policy, please contact either of our offices.

Thank you!

Alumni Annual Fund  
(800) 745-2275  
aaf@acs.carleton.edu

Alumni Affairs Office  
(800) 729-2586  
alumni-office@acs.carleton.edu

**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](http://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](http://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.