



REED COLLEGE

VOLUNTEER REIMBURSEMENT GUIDELINES

Reed is pleased to offer financial reimbursements for some of the costs alumni, parents, and friends of Reed incur as volunteers. In order to create a clear and fair understanding regarding reasonable types and amount of expenses, the college established the following guidelines:

- Travel reimbursement is intended for volunteers traveling a sizable distance who might not be able to participate in the event without assistance.

Note: If you choose not to request reimbursement, your volunteer travel expenses may be tax-deductible.

- Requests should not exceed \$600. When possible, volunteers are encouraged to spend less than \$600 on travel expenses.
- Transportation should be booked as far in advance as possible in order to receive the best available rate.
- Accommodations and meals should be sought out at places that are moderately priced. Suggestions for places to stay in Portland are available online at: www.reed.edu/apply/accommodations.
- Travel reimbursement applies only to the volunteer and not to others traveling with the volunteer.

Volunteers may donate any or all of their reimbursement as a gift to the Annual Fund. To comply with IRS requirements, we must first issue you a reimbursement check.

Please contact the college relations front desk with any questions at 503/777-7575 or 877/865-1469.