

STATEMENT OF VOLUNTEER EXPENSES

INSTRUCTIONS

- 1. Please itemize all expenses and attach receipts.
- 2. This form, accompanied by receipts, must be received by Reed College within 30 days following the date of the event for which expenses were incurred. Payment is typically issued within 3 weeks.
- 3. The maximum amount of reimbursement per event for costs you incur as a volunteer is \$600.
- 4. Return this form to

Reed College Office of College Relations 3203 SE Woodstock Blvd. Portland, OR 97202 Fax: 503/777-7798

Please contact us at 503/777-7575 or 877/865-1469 with any questions.

Name Class Address _____ **EXPENSES** _____ Date of Event _____ Event Transportation (if traveling by car, mileage at \$.48/mile) \$_____ Lodging Other (please specify below): TOTAL EXPENSES Many volunteers choose to return all or a portion of their travel reimbursements to the college as gifts to the Annual Fund. To comply with IRS requirements, we must first issue you a reimbursement check. Signed _____ Date FOR BUSINESS OFFICE USE ONLY: Approved_____ Date Paid_____ Check No. _____



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.