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

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

Name ____________________________________________ Class ________
Address ____________________________________________
________________________________________

EXPENSES

Event ____________________________________________ Date of 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. ___________________________
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.