Oberlin College
Volunteer Expense Form

Please use this form to record expenses for meetings and send it with your request for reimbursement or for a Gift-in-Kind acknowledgement. If you donate unreimbursed expenses to the College, this "expense waiver gift" will be treated as a gift-in-kind contribution to the College. Please see the volunteer expense guidelines for an explanation of how these gifts are counted. If you request all or part of your expenses to be reimbursed, the Controller's office will send you a check promptly.

Original receipts must be attached for reimbursement of expenses. Copies of receipts will be accepted for expense waiver gifts provided that no portion of the expenses will be reimbursed to the volunteer.

Name: __________________________ Class: __________
Address: __________________________
City, State, Zipcode: __________________________
SS# or T # __________________________
Meeting: __________________________ Date: __________

EXPENSES

I. TRAVEL
   By automobile ___________ miles @ $.14 per mile $ _______
   (if being reimbursed for expenses)
   By air $ _______
   Cab or limousine transportation (from/to airport) $ _______
   Rental car and gasoline $ _______
   Toll Expenses $ _______
   Airport parking $ _______

II. Motel/B&B accommodations $ _______

III. Meals $ _______

Volunteer's Signature: __________________________

TOTAL $ _______

Date: __________ Amount to be reimbursed $ _______
   directly to you
   Amount given as a Gift-in-Kind contribution to Oberlin $ _______
   (as permitted by law)

Please send this form by mail with your original receipts to your sponsoring department:

Oberlin Annual Fund Admissions Office Oberlin Alumni Assoc.
50 W Lorain St. Ste. 101 101 N Professor St. 65 E College St. Ste. 4
Oberlin OH 44074 Oberlin OH 44074 Oberlin OH 44074

Staff Approval Signature: __________________________ Date: __________

Deparment: __________________________ Account Number: __________________________