VOLUNTEER EXPENSE REIMBURSEMENT GUIDELINES

Volunteers are essential to the success of Oberlin College and the Alumni Association, so your work is deeply appreciated. While performing service to the college, however, reimbursable expenses may be incurred (such as for travel, lodging, meals, etc.), in which case a completed Volunteer Expense Form should be sent to the appropriate office (Oberlin, OH 44074):

Admissions Coordinators: Office of Admissions, 101 N. Professor St.
Class Agents: Oberlin Alumni Fund, 203 Bosworth Hall, 50 W. Lorain St.
Other Alumni volunteers: Alumni Office, 65 E. College St., Suite 4

If you are asking that the college reimburse you for any portion of your expenses, you must submit original receipts to the appropriate office. If you are giving the college all of your expenses as a gift-in-kind, forward copies of your receipts to the appropriate office. For auditing purposes, the Controller’s Office must have original receipts in order to generate cash reimbursements for your expenses. For gift recording purposes, we do not require original receipts, but copies will be needed to establish dollar amounts for your gift-in-kind contribution.

Please submit this form even if you do not wish to be reimbursed at all, so that alumni giving and expense data will be accurate.

The college does not wish to limit participation of anyone because of financial constraints. To the extent they are able, however, volunteers are encouraged to contribute part or all of the reimbursable expenses to the college by making an expense waiver gift on the Volunteer Expense Form. As one step toward increasing the percentage of alumni giving, the Alumni Association By-Laws (Article II. Section 6) were amended in 2000 to require members of the Alumni Council to make an annual financial contribution. One easy way to make such a contribution is through an expense waiver gift to Oberlin College of any amount when completing the Volunteer Expense Form. This would qualify for donor recognition in one of Oberlin’s giving societies, and the related expenses incurred will not be charged to the budget of the Alumni Association or of any other sponsoring office. This gift cannot be credited to any outstanding pledge and will not count as an Alumni Fund contribution. Please check with your employer to see if an expense waiver gift is eligible for corporate matching.

Such a gift is considered an IRS charitable deduction because of the tax-exempt status of Oberlin College. Activities of volunteers, and reimbursement of expenses incurred, should not in any way jeopardize this status. While common sense is an adequate guide in this regard, listed below are some of our reimbursement regulations, which may be helpful as you complete the Volunteer Expense Form.

- Volunteers must attend meetings and otherwise participate in the activities relevant to their responsibilities for which expense reimbursement is being requested.
- Itemized receipts that list the description and pricing of all expenses are required.
- The cost of a meal taken on one’s own when an officially scheduled group meal is provided will not be reimbursed.
- Only coach airfare will be reimbursed. Reservations should be made at least three weeks in advance of the meeting to avoid a high ticket price.
- Childcare expenses and pet boarding will not be reimbursed.

(over)
• When using your personal vehicle, the approved volunteer mileage rate covers all costs of car transportation, except for tolls and airport parking, which may be listed separately.

• When using a rental car, only economy and mid-size vehicles will be reimbursed. Insurance will not be reimbursed; volunteers who are neither Oberlin employees nor members of the Oberlin College Board of Trustees are covered on a primary basis by their personal auto liability insurance. They are also covered on an excess basis by the Oberlin College auto liability coverage. An individual who does not have his or her own personal insurance is typically unable to rent a car in their individual name; such an individual should rent the vehicle in Oberlin’s name and would, therefore, be covered by Oberlin’s coverage on a primary basis. Gasoline should be listed on the Volunteer Expense Form under “other.”

• No alcohol, movies, or other entertainment charges will be reimbursed.

The Volunteer Expense Form should be submitted within 30 days of incurring the expense, and before the end of the fiscal year (on June 30th).

THANKS AGAIN FOR VOLUNTEERING YOUR SERVICES TO OBERLIN!
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: __________
SS# or T # ______________________________
Meeting: ______________________________ Date: __________

EXPENSES

I. TRAVEL
   By automobile__________ miles @ $.14 per mile $ ________
   By air $ ________
   Cab or limousine transportation (from/to airport) $ ________
   Rental car $ ________
   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 Alumni Fund
50 W Lorain St. Ste. 101
Oberlin OH 44074

Oberlin Alumni Assoc.
65 E College St. Ste. 4
Oberlin OH 44074

Staff Approval
Signature: ______________________________ Date: __________

Department: ______________________________ Account Number: ______________________________