

STATEMENT OF VOLUNTEER EXPENSES 2009
(Please print)

1. Itemize all expenses; **Receipts are Mandatory** (excluding personal car use).
2. Please complete the report as soon as possible. Expense records must be received by Reed College **within 30 days** following the date of the event. We will send payment within 3 weeks.
3. We want to remove as many obstacles to participation as reasonable. Please remember to be a good steward to the endowment. If you would like suggestions for ways to reduce your expenses as you travel, please ask the Alumni & Parent Relations staff.

Name _____ Class _____ Today's Date _____
Address _____

Expenses:

Event _____ Date of Event _____

Airfare	\$ _____
Bus/rail	\$ _____
Car _____ Miles @ \$.44/mile (Receipt not required)	\$ _____
Tolls/parking	\$ _____
Taxi/airport limousine	\$ _____
Car rental, including gasoline	\$ _____
Lodging _____ night(s) @ \$ _____/night	\$ _____
Meals	\$ _____
Telephone	\$ _____
Postage	\$ _____
Other (please specify) _____	\$ _____
<u>TOTAL EXPENSES</u>	\$ _____

Signed _____

____ Credit the Annual Fund with the entire amount as a donation in my name and send me a receipt for income tax purposes.

____ Credit the Annual Fund for \$ _____ as a donation in my name, send me a receipt for that amount, and send me \$ _____ in partial reimbursement (up to \$600).

____ Reimburse me for the entire amount (up to \$600).

FOR BUSINESS OFFICE USE ONLY:

Approved _____

Date Paid _____

Check No. _____