

SUMMIT ON THE HILL

Saturday, September 24, 2011

St. Olaf College campus



EXPENSE REIMBURSEMENT POLICY

Volunteers may receive reimbursement for expenses incurred while conducting college business. While volunteers are **strongly** encouraged to pay for their own expenses, the college does not wish to limit the participation of any volunteer because of financial restrictions. If requesting reimbursement, please read the following parameters. Thank you for your responsible stewardship of the college's resources and your dedication to St. Olaf College.

REIMBURSEMENT POLICY

Volunteers are asked to pay up front for travel and hotel room expenses associated with meetings. Please keep track of expenses and receipts. Following each meeting, classmates who request reimbursement should complete an expense form (available from St. Olaf staff). If a volunteer did not attend the meeting, expenses are no longer reimbursable.

All receipts and a completed W9 form are required for reimbursements. Forms must be submitted to the St. Olaf staff liaison within 20 days of meeting. Requests for reimbursement are accepted each Tuesday for a Friday printing of checks. St. Olaf College will mail reimbursement to the volunteer's home address, unless otherwise noted.

St. Olaf is prepared to reimburse for the following:

- **Lodging:** Up to two nights' stay at a St. Olaf-designated hotel at the pre-negotiated St. Olaf volunteer rate.
- **Transportation between the airport and campus:** Cost of transportation from airport to meeting site up to \$110.00. Special circumstances may necessitate an increased maximum.
- **Travel by car or air:** Mileage between volunteer's home and the meeting site at 14 cents per mile (volunteer rate) or the cost of a 3-week advance-purchase, round-trip coach airfare, whichever is less.

Since all meals during the meetings are provided by the college, no reimbursement can be made for meals while traveling. Additionally, St. Olaf cannot offer reimbursement for the following:

- Airport parking at volunteer's home location.
- Meals other than those provided during the meeting times.
- Other travel expenses, tips, and miscellaneous items.

If a volunteer chooses to fly additional segments as part of a longer trip, or upgrade to first class, etc., the volunteer should check with his/her travel agent for the price of a direct round-trip coach ticket and use this figure in calculations.

Spouses are welcome to attend all social portions of the reunion planning meetings, including all St. Olaf-provided meals and receptions. However, St. Olaf cannot reimburse for travel expenses incurred by spouses or guests.

CLAIMING TRAVEL COSTS

If a volunteer opts to claim travel expenses for tax purposes, he/she is asked to keep track of receipts and claim expenses as out-of-pocket costs for volunteer work on behalf of a 501(c)(3) non-profit organization. Upon request, St. Olaf can provide the volunteer with a letter as proof of travel on behalf of St. Olaf. All volunteers are asked to check with their personal tax advisers regarding the possible tax benefits that apply to their situations.

CONTRIBUTING YOUR TRAVEL REIMBURSEMENT

If a volunteer wishes to contribute his/her travel reimbursement, he/she is asked to submit a reimbursement expense report to the college, receive the reimbursement check, and write a contribution check to the college's annual fund, Partners in Annual Giving.

QUESTIONS AND/OR CLARIFICATION?

Please contact Nathan Soland '04, Director of Alumni & Parent Relations, at solandn@stolaf.edu or 507-786-3310 or Tracy Fossum, Director of Partners in Annual Giving, at fossum@stolaf.edu or 507-786-3885.

ST. OLAF COLLEGE

TRAVEL EXPENSE FORM



FULL NAME

CLASS YEAR

STREET ADDRESS

CITY

STATE

ZIP

DESTINATION

SOCIAL SECURITY NUM.

PURPOSE

DATE	LODGING	MEALS	TRANSPORT.	MISC. EXP.	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

OTHER AUTHORIZED EXPENDITURES: _____

TOTAL: _____

NOTE Reimbursement requires a W9 form.

VOLUNTEER SIGNATURE

DATE

ST. OLAF STAFF APPROVAL

DATE

PLEASE ATTACH ALL RECEIPTS AND SUBMIT THIS FORM TO
Partners in Annual Giving, St. Olaf College, 1520 St. Olaf Avenue, Northfield, MN 55057