

**EXPENSE REPORT
FOR VOLUNTEERS
Class of 1972 50th Reunion**

Mail to:

Laurel Thompson
Carleton College
One North College Street
Northfield, Minnesota 55057-4075

866 208-3889

NAME: _____

ADDRESS: _____

DATE(S) OF VOLUNTEER ACTIVITIES: _____

DESCRIPTION OF EXPENDITURES

TRANSPORTATION

- 1. Airfare _____
- 2. Personal car (14 cents per mile)
_____ miles _____
- 3. Parking _____

HOTEL _____

OTHER (please specify) _____

TOTAL _____

Expenses incurred only by volunteers are reimbursable.

1. If you want reimbursement for your expenses, please **submit your request within 30 days** and enclose your receipts, initial here _____ and sign below. (A signed and completed IRS Form W-9 is required for reimbursement.)
2. If you want to receive a letter from the College to document your volunteer expenses, please initial here _____ and sign below. No receipts are required for Carleton, but you may wish to keep them in your tax files.

Please note that the choice of option 2 will result in a charitable contribution to the full extent allowed under current federal income tax law.

Signature