



# Grinnell College

Office of Development  
and Alumni Relations

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[grinnell.edu](http://grinnell.edu)

## In-Kind Gifts – Travel Expenses

Please submit this form within 30 calendar days of travel.  
ORIGINAL RECEIPTS ARE REQUIRED.

**Name:** \_\_\_\_\_  
(Please print your preferred title [Dr., Mr., Mrs., Ms., etc.] and name) Class Year

**Address:** \_\_\_\_\_  
City State Zip

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Joint Recognition**  I want to share recognition for this gift with my spouse/partner

\_\_\_\_\_  
(Please print spouse's/partner's preferred title and name)

### Auto Travel

Personal vehicle: \_\_\_\_\_ miles x \$0.14 (reimbursement rate) = \_\_\_\_\_

Rental vehicle

Company Name: \_\_\_\_\_ \$ \_\_\_\_\_

Gas 1: \_\_\_\_\_ \$ \_\_\_\_\_

Gas 2: \_\_\_\_\_ \$ \_\_\_\_\_

Gas 3: \_\_\_\_\_ \$ \_\_\_\_\_

My auto travel exceeded the reimbursable amount. I would like to give the excess as a gift-in-kind.

### Air Travel

Airline 1: \_\_\_\_\_ \$ \_\_\_\_\_

Airline 2: \_\_\_\_\_ \$ \_\_\_\_\_

My air travel exceeded the reimbursable amount. I would like to give the excess as a gift-in-kind.

### Other Travel

1: \_\_\_\_\_ \$ \_\_\_\_\_

2: \_\_\_\_\_ \$ \_\_\_\_\_

### Additional Expenses

(i.e. parking, tolls,  
ferries, shuttles, etc.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total: \$** \_\_\_\_\_

Event/Purpose: \_\_\_\_\_ Date

Department/Office: \_\_\_\_\_

Staff Contact: \_\_\_\_\_

Donor Signature: \_\_\_\_\_

I hereby certify that the information that I'm submitting is correct. For additional details on gifts-in-kind, please touch base with your staff contact in the Office of Development and Alumni Relations. For your gift to count in our fiscal year and to be recognized in this year's Honor Roll of Giving, you must submit the forms by the following deadlines:

Postmarked by June 30 | Online by 11:59 p.m. CST on June 30 | By phone during regular business hours (8 a.m.–5 p.m.) by June 30

**Thank you for your support of Grinnell College.**

Grinnell College and its employees do not provide tax and legal advice. Donors should consult their legal and financial advisers.

IN-KIND GIFT REQUESTS MUST BE SUBMITTED BY DECEMBER 31.