



# Grinnell College

Office of Development  
and Alumni Relations

733 Broad Street  
Grinnell, IA 50112

Office: 641-269-1846  
Toll Free: 866-850-1846  
Fax: 641-269-3222

[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.

## In-Kind Travel Gifts and Tax Deduction Options

**Below are expense reimbursement clarification items for volunteer events that will help you maximize your contributions to the College and in the determination of tax deductibility.**

**General Policy:** Volunteers are encouraged to donate travel expenses as a gift in-kind to Grinnell College as part of their philanthropic planning. All in-kind travel gifts will count towards your annual giving levels and recognition. Travel expenses which are donated are eligible to be counted as itemized tax deductions if a volunteer's annual charitable contributions are substantial enough to warrant such itemization. A tax professional can help you to determine your eligibility in this regard.

**Please note that travel expenses which are reimbursed (partial or full) cannot be claimed as tax deductions.**

### Frequently Asked Questions Regarding In-Kind Travel Gifts

Volunteer travel expenses must be considered on an individual basis. The following outlines common questions regarding the benefits of various travel options:

**Public transport or drive?** If applicable, you should weigh the costs of public transport versus driving your personal car or a rental car. Car rental expenses (including gas) from your home outside Iowa to/from Grinnell are reimbursable from the College.

If you choose to drive your own car, you can go two routes with your mileage rates. First, if you want a tax deduction and gift-in-kind recognition, you may submit your expenses as a deduction on your annual taxes, currently at \$0.14/mile, and then submit the form to the College. Driving your personal car, you will submit the mileage to the College for reimbursement at the higher standard mileage rate found on the College accounts payable web page: [grinnell.edu/about/leadership/offices-services/accounting/accounts-payable](http://grinnell.edu/about/leadership/offices-services/accounting/accounts-payable).

**Hotels?** The College provides you with a hotel room in Grinnell, however you may choose to pay for your own room and ask for a reimbursement (up to the cost of the Grinnell-provided room) or for gift-in-kind credit.

**Matching Gifts?** We ask that every donor to the College look into matching gift opportunities with their employer. This is a great way to increase your philanthropic impact to Grinnell. If you have any questions, please contact our office as we may know if your employer participates in this type of giving.

As always, please contact our office should you need additional assistance. We thank you for your commitment to Grinnell College and for all the work you do on and off campus.