



# GRINNELL COLLEGE

Office of Development & Alumni Relations  
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### In-Kind Travel Gifts

Expenses must be submitted within 30 calendar days of travel, and must have prior approval to be eligible for reimbursement.  
**Original receipts 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: \_\_\_\_\_ \$ \_\_\_\_\_

**Air Travel** Airline 1: \_\_\_\_\_ \$ \_\_\_\_\_

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

**Other Travel** 1: \_\_\_\_\_ \$ \_\_\_\_\_

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

**Additional Expenses** \_\_\_\_\_ \$ \_\_\_\_\_

*(i.e. parking, tolls, ferries, shuttles, etc.)* \_\_\_\_\_ \$ \_\_\_\_\_

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

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

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

Contact Person: \_\_\_\_\_

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

I here by certify that the information that I'm submitting is correct.

*Thank you for your support of Grinnell College.*

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

In-kind travel gift requests must be submitted by December 31.

## Travel Expenses Guide

**General Travel Policy:** The basic rationale underlying all College-funded volunteer travel is that the College seeks to incur the lowest practical and reasonable expenses while allowing volunteers to enjoy efficient, timely, and convenient travel arrangements. To allow the College and its volunteers to be effective stewards of the College's limited resources, every effort should be made to make volunteer travel arrangements that keep expenses to a minimum while providing a reasonable level of comfort and convenience for the traveler. The safety of the traveler is of utmost importance when travel arrangements are being considered.

**Documentation Requirements:** An original itemized receipt for any expense is required to be submitted with the travel expense report. Photocopies of receipts will be accepted with an explanation of why the original is unavailable. Receipts, in order to be adequate, must show the amount, date, place and essential character of the expense. Credit card statements or record of charge slips accompanying credit card statements are not acceptable in lieu of original itemized receipts.

**Reimbursable Miscellaneous Travel Expenses:** The following is a list of miscellaneous travel expenses which are reimbursable according to College policy:

- Baggage Check Fees (1 bag per traveler)
- Parking fees for personal vehicle at your home airport
- Personal automobile mileage to/from your home airport
- Ferry/Taxi/Subway/Train Fares to/from your home airport
- Tolls accrued enroute

**Non-Reimbursable Expenses (commonly asked):**

- Tips to baggage handlers or others unless documented on receipt
- Meals during transit to/from Grinnell College
- Overweight or surplus baggage fees

**Commercial Airfare:** Domestic airline tickets at the economy class rate will be reimbursed in full provided they are purchased at least ten (10) business days before the planned trip. Reimbursement will not be made for flight cancellation insurance, additional life insurance purchased or program miles exchanged for travel tickets.

**Personal Automobile:** Reimbursement will be made to the traveler using the standard mileage rate. The mileage rate includes all expenses incurred by use of the privately owned automobile when traveling on official College business including, but not limited to, gasoline, insurance, and maintenance. Additional reimbursement will be made for tolls and parking fees incurred.

**Rental Cars:** Rental cars are only reimbursable when driven to Grinnell from outside of the state of Iowa. In the case of a rental car, gasoline can be considered a reimbursable expense with receipts. Rental cars picked up at the Des Moines or Cedar Rapids airports are eligible for reimbursement.

**Hotels:** The College provides you with a hotel room, however you may choose to pay for your own room and ask for a reimbursement or for gift credit. If a volunteer elects to reserve a hotel room at a different venue than what the College has provided, the volunteer is responsible for this expense less the discount rate arranged by the College with its preferred vendors.