



Grinnell College

Office of Development
and Alumni Relations

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Grinnell, IA 50112

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grinnell.edu

Approved Reimbursements – Event Expenses

Expenses must be submitted within 30 calendar days of event, and must have prior approval to be eligible for reimbursement.
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:** _____

EVENT EXPENSES:

Food and Beverage Expenses _____ \$ _____
_____ \$ _____
_____ \$ _____

Space or Ticket Expenses _____ \$ _____
_____ \$ _____
_____ \$ _____

Event Supplies _____ \$ _____
_____ \$ _____
_____ \$ _____

Additional Approved Expenses _____ \$ _____
(i.e. taxi, parking, etc.) _____ \$ _____
_____ \$ _____

Total: \$ _____

Event/Purpose: _____ Date

Department/Office: _____

Staff Contact Person: _____

Alumni Volunteer Signature: _____

Please use the "In-Kind Event Gifts" forms to make your travel a gift to Grinnell College. For additional details on reimbursement and gifts in kind for event expenses, please contact your staff partner in the Office of Development and Alumni Relations.

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 – EVENT EXPENSES REQUESTS MUST BY SUBMITTED BY DECEMBER 31.

Event Expense Guide

General Event Expense Policy: The basic rationale underlying all College-funded events is that the College seeks to incur the lowest practical and reasonable expenses while still creating a successful event. To allow the College and its volunteers to be effective stewards of the College's limited resources, we encourage volunteers to proactively plan event plans based on the available and agreed upon budget. The success of the event is of utmost importance, and we encourage you to connect with your staff contact if you have budgetary concerns.

Documentation Requirements: An original itemized receipt for any expense is the preferred method of documentation submitted with the In-Kind Gift — Event Expense form and is required when submitting the Approved Reimbursement — Event Expense form. If original receipts are needed for personal tax return, copies are acceptable when submitted for in-kind gift credit. 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. Photos or photocopies of receipts will only be accepted as a last resort and with a written explanation of why the original is unavailable.

Reimbursable Event Expenses: The following is a list of miscellaneous event-related expenses that are reimbursable according to Grinnell College policy:

- Food and beverages
 - Alcohol (pending pre-approval by staff contact)
- Space rental fees
- Ticket costs (ex. pre-purchased group tickets for a sports game or theater performance)
- Event supplies (napkins, utensils, etc.)
- Taxi or parking, when necessitated by event responsibilities, such as bringing event supplies

If you have concerns about whether or not a purchase will be reimbursable, please connect with your staff contact before proceeding.