



# Grinnell College

Office of Development  
and Alumni Relations

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

## Approved Reimbursements – Travel Expenses

Expenses must be submitted within 30 calendar days of travel, 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:** \_\_\_\_\_

**Auto Travel**     Personal vehicle: \_\_\_\_\_ miles x \$0.575 (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 and will complete the appropriate form.

**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 and will complete the appropriate form.

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

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

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

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

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

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

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

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

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

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

**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.

# Travel Reimbursement Guide

**General Travel Policy:** The basic rationale underlying all College-funded volunteer travel is 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 approved reimbursement form. Photocopies of receipts will only 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 Expenses

### Commercial Airfare:

- A. Domestic airline tickets that are purchased at least three weeks in advance at the economy class rate will be reimbursed up to \$400 unless otherwise arranged with the Office of Development and Alumni Relations.
- B. International airline tickets which are purchased at least three weeks in advance at the economy class rate will be reimbursed up to \$1,000 unless otherwise arranged with the Office of Development and Alumni Relations. Reimbursement will be provided based on the appropriate currency exchange rate on the date the ticket was purchased according to the convertor tool found here: [www.oanda.com/currency/convertor/](http://www.oanda.com/currency/convertor/)
- C. Reimbursement will not be made for flight cancellation insurance, additional life insurance purchased, or program miles exchanged for travel tickets.

### Personal Automobile:

- A. Reimbursement will be made to the traveler using the standard mileage rate found on the College accounts payable webpage.
- B. 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.
- C. Additional reimbursement will be made for tolls and parking fees incurred.
- D. Mileage reimbursement will be paid up to a maximum of \$400 unless otherwise arranged with the Office of Development and Alumni Relations. Please note this reimbursement will only be provided to the vehicle's driver and not to passengers who carpool.

### Rental Cars:

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

### Miscellaneous Travel Expenses:

The following is a list of miscellaneous travel expenses that are reimbursable according to College policy:

- o Baggage check fees (1 bag per traveler)
- o Parking fees for personal vehicle at your home airport
- o Personal automobile mileage to/from your home airport
- o Ferry/taxi/subway/train fares to/from your home airport

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

- Tips to baggage handlers or others unless documented upon receipt
- Meals during transit to/from Grinnell College or during your stay in Grinnell
- Hotel accommodations during transit to/from Grinnell College
- Overweight or surplus baggage fees
- Special Wi-Fi or cell phone access during travel