

SWEET BRIAR COLLEGE ALUMNAE ASSOCIATION  
ALUMNAE BOARD EXPENSES

Each Alumnae Board member is asked to consider covering as much as possible of her expenses incurred in attending Alumnae Board meetings, taking this as a tax-deductible gift-in-kind to Sweet Briar. Where this creates any hardship, the Board member may request reimbursement of a portion of the incurred expenses in excess of \$50 [which is a gift-in-kind]. **If you are planning to be reimbursed for any of your travel expenses, we ask that you try to obtain the most reasonable tickets and only use a rental car if that is the most reasonable way to arrange your travel.** Board members are reminded that a gift-in-kind, while greatly benefiting Sweet Briar does not count as a gift to the Alumnae Fund [by IRS ruling].

Name \_\_\_\_\_

Address: \_\_\_\_\_  
(street)

\_\_\_\_\_ (city) (state) (zip)

TRAVEL EXPENSES - Date of Meeting: \_\_\_\_\_

Public Transportation (please attach ticket stubs)

One Round Way Trip (check one)	From	To	Amount
_____	Plane _____	_____	_____
_____	Train _____	_____	_____
_____	Bus _____	_____	_____
_____	Taxi _____	_____	_____

Misc. travel expenses \_\_\_\_\_

Personal Automobile - .35 per mile \_\_\_\_\_  
[per IRS guidelines]

Total \_\_\_\_\_

Less \$50.00 deductible \_\_\_\_\_ -50.00

GRAND TOTAL \_\_\_\_\_

Check one:

- Please send me a check for the above less \$50 deductible.
- Please send me a receipt of the above as a Gift in Kind.