



COLORADO COLLEGE

REUNION VOLUNTEER EXPENSE FORM – 2020

Please return by June 1, 2020 to qualify for reimbursement.

For the Reunion Workshop you are entitled to reimbursement for your travel expenses up to **\$250**. This includes expenses such as airfare, mileage if you are within driving distance, etc. The college will pay for your hotel stay on the basis of double occupancy (this does not include room service, movie rentals, etc.) If you prefer a private hotel room, the cost is \$60/night and cannot be reimbursed by the college.

Today's Date _____

Name _____ Class Year _____

Address _____

Report of Reimbursable Expenses

Car _____ miles @ \$0.58/mile \$ _____

Airfare \$ _____

Other \$ _____

Total Reimbursable Expenses (\$250 max.) \$ _____

PLEASE ATTACH RECEIPTS FOR REIMBURSEMENT

Signature _____

Please return this form to Kristie Damgaard or Lily Lauer at any time during the weekend.

Fax: (719) 389-6754 or mail to:
Colorado College Alumni and Family Relations
Attn: Lily Lauer
14 E. Cache La Poudre Street
Colorado Springs, CO 80903

Forms submitted after June 1, 2020 will not be reimbursed.