

The Smith Fund of Smith College
Expense and Reimbursement Guidelines for Smith College Volunteers
Receipts MUST be provided for each and every expense.

Smith College has developed financial guidelines to ensure that volunteer expenditures are in accordance with standard practices and normal accounting procedures. The following guidelines constitute usual and customary standards for reimbursable expenses likely to be incurred by volunteers in support of Smith College.

General Reimbursement Policy

Smith College accounting procedures require a detailed reporting of expense reimbursement payments made by the college. Volunteers are asked to keep accurate records and obtain receipts for all expenditures. Use of an account book or diary is recommended to keep a record of the time, place, business purpose and amount of each expenditure. Expenses should be submitted promptly and original receipts attached to the expense account statement. All reimbursements will be made by check.

Travel

The Smith Fund will reimburse expenses incurred in connection with pre-approved Smith business for airfare, ground transportation, personal automobile mileage, parking, and tolls. Please contact Easthampton Travel (1-800-789-7949) for assistance in booking airfare and car rentals. Easthampton Travel will bill the college directly for those expenses. Volunteers are encouraged to research lowest possible travel fares when booking their own travel. Volunteers are also encouraged to use an AASC MasterCard, which helps support various Alumnae Association special programs, such as Reunion and the *Quarterly*, each time the card is used for a purchase transaction.

Meals and Accommodations

The Smith Fund will provide volunteers with meals and accommodations in connection with scheduled Smith Fund meetings and events on-campus. Volunteer meals and hotel expenses incurred in connection with pre-approved Smith Fund business off-campus will be reimbursed.

Stationery and Postage

When appropriate, the Smith Fund will provide stationery and postage. Out-of-pocket postage expenses are reimbursable with original receipt(s).

Telephone and Fax

The Smith Fund will reimburse telephone and fax expenses related to college business.

Expenses Not considered Reimbursable by the College

First class airfare	Private limousines
Non-receipted expenses	Gifts
Personal expenses (such as childcare, speeding or parking tickets, alcoholic beverages)	

Donations in Lieu of Reimbursement

Due to a policy change in FY06, donations in lieu of reimbursement can no longer be directly given to the college. If you wish to donate your reimbursement expenses to Smith, these now have to be a separate transaction for tax purposes. Please check our web site or talk to your class manager if you would like to make such a donation.