

VOLUNTEER UNREIMBURSED EXPENSES

General Information: Although no tax deduction is allowed for the value of services a volunteer performs for a charitable organization, some deductions are permitted for unreimbursed expenses a volunteer incurs while performing the services. Such deductions include transportation expenses necessarily incurred in performing donated services and reasonable expenditures for meals and lodging necessarily incurred while away from home. However, these expenses are not deductible unless there is "no significant element of personal pleasure, recreation, or vacation" associated with the travel. It is especially important that you maintain detailed records of your out-of-pocket expenses – receipts plus a written record of the time, place, amount, and charitable purpose of the expense (recent laws have made donor record keeping requirements more rigorous). You should also retain this Acknowledgment for your tax records; your deduction may be disallowed if you do not have this acknowledgment and the amount you claim as a deduction equals or exceeds \$250. *As always, you should consult your advisor concerning the deductibility of your unreimbursed expenses.* We hope this information is helpful to you and we thank you for your active involvement with Tulane.

Acknowledgment by Tulane University:

This is to acknowledge that _____, a volunteer member of the TULANE ALUMNI ASSOCIATION (name of Board or Council) of Tulane University, was required to attend and actively participate in the meetings held on the following dates, in the following locations, and for the following purposes:

Date:	City and State:	Purpose:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No goods or services were provided by Tulane University in exchange for the unreimbursed expenses the volunteer incurred in connection with attending these meetings.

Charles B. Travisso
Name: _____
Title: Executive Director
Tulane Alumni Association

Date: _____