

VOLUNTEER EXPENSE CLAIM FORM

Date: _____

Name: _____

Address: _____

Phone: _____

Please check one:

Trustee _____

Alumni Board _____

Visiting Committee _____

Alumni Volunteer _____

Fundraising Volunt. _____

Totals for: Parking fees and tolls _____
Rental Car _____
Gas or Mileage @ \$.14/mile _____
Hotel _____
Meals _____
Postage _____
Airfare _____
TOTAL _____

These expenses were used for the purpose of: _____

Please count my expenses totaling \$ _____ as a gift-in-kind to the University.

Receipts are attached.

Volunteer's Signature

Date(s) Expenses Incurred

University Use Only:

Purpose of Expenses: _____

Staff Authorization

Date Expenses Incurred

Mail form and receipts to:
Office of Institutional Advancement, Loyola University New Orleans
7214 St. Charles Ave., Box 909, New Orleans, LA 70118
(Expense Guidelines on reverse side)

Volunteer Expense Guidelines

Gift-in-kind credit

You may be able to receive gift-in-kind credit for some expenses related to your service on a Loyola University New Orleans volunteer board. The amounts must be:

- Unreimbursed,
- Directly connected to your Board service,
- Expenses you had only because of the volunteer services provided, and
- Not personal, living, or family expenses.

Eligible travel expenses include:

- Air, rail, and bus transportation,
- Mileage or gas for your car,
- Taxi fares or other costs of transportation between the airport or station and your hotel,
- Lodging costs, and
- The cost of meals.

Gift-in-kind credit is given for travel and transportation expenses, including a reasonable amount for meals and lodging, associated with attending Loyola University New Orleans volunteer board meetings. Gift-in-kind credit is not given for travel, meals and lodging, and other expenses for your spouse or children.

Receipts for expenses must be attached to this form to receive gift-in-kind credit.

Travel

- Gift-in-kind credit is given for necessary travel expenses incurred while you are away from home performing services pertaining to a Loyola University New Orleans volunteer board.
- Gift-in-kind credit is not given for additional recreation or vacation in the travel.
- Personal expenses for sight-seeing, fishing parties, theater tickets, or nightclubs will not be counted toward gift-in-kind credit.

Car expenses

- Gift-in-kind credit is given for the cost of gas that is directly related to the use of your personal or rental car for travel associated with your position on a Loyola University New Orleans board; a receipt must be submitted.
- If using your personal car, instead of submitting receipts for gas, you can use a standard mileage rate (provided on the reverse side of this form) to figure your mileage expenses.
- In addition to submitting mileage expenses or gas receipts, you may also submit receipts for parking fees and tolls.

Meals

- Gift-in-kind credit is given for the cost of meals for Board members only.
- If your receipt includes meals for those other than yourself, the name of the Board member(s) and the cost of his/her meal expenses must be noted on the receipt.

*These are guidelines our office must follow in accordance with IRS Publication 526 and other IRS regulations.