

**The Ohio University Foundation
Report of Volunteer Expenses**

The Internal Revenue Service recognizes "Out of Pocket Expenses in Giving Services" as charitable contributions if specific criteria are met. To assist you in documenting these expenses, The Ohio University Foundation issues charitable gift receipts, recognizing these expenses as in-kind contributions. Per IRS regulations, gift-in-kind receipts include an itemized listing of contributions but do not include a dollar amount. Please consult IRS Publication 526, Charitable Contributions, and your personal tax advisor for additional information and to determine the tax deductibility of these expenses.

Please complete this form within **45 days** of your volunteer activity and include copies of your receipts. Return to Courtney Thompson, Accounting Operations Manager, Foundation Accounting, PO Box 869, Athens, OH, 45701. Please contact Courtney via telephone at 740.593.4223 or via email at thompsc6@ohio.edu if you have any questions.

Name: _____

Address: _____

State/Zip: _____

Meeting/Event:

Date of Event: _____ (Agenda Attached)

Expense Summary:

Airfare: \$ _____

Car Rental: \$ _____

Cost of Gasoline \$ _____

OR

_____ number of miles x \$ _____

Current IRS Mileage rate .14 cents

Please include a copy of MapQuest or Yahoo Maps showing Start Point and End Point

Hotel/Lodging \$ _____

Meals not provided by the Foundation \$ _____

Other (please describe- _____) \$ _____

Total Unreimbursed Expenses: \$ _____

Signature: _____

You will receive an acknowledgement of your charitable contribution from The Ohio University Foundation and will receive credit on your Ohio University giving record for your contribution.

Thank you for your generous support of Ohio University!

Courtney Thompson
Accounting Operations Manager
Foundation Accounting
Ohio University