

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: _____

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)

Expense 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.

Expense 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. 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

- Expense 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.
- Expense 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 expense credit.

Car expenses

- Expense 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

- Expense 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.