



Report of Expenses for FGC Committee Members & FGC Volunteers

Unreimbursed Expenses – How They Benefit FGC

Unreimbursed Expenses provide FGC with important information to communicate to our constituents and donors. FGC volunteers contribute tens of thousands of dollars each year through unreimbursed travel, telephone, and other expenses. Being able to tell Friends, foundations, and others the accurate combined total of donated expenses sends a powerful message about the level of commitment that Friends bring to FGC service. This helps FGC raise general support, and specific contributions for travel assistance, making it possible for more Friends to serve. It also helps supply a more complete picture of FGC's yearly operating costs.

Unreimbursed Expenses - Important Information To Be Aware Of

- If you do volunteer work for a charitable organization and keep track of your out-of-pocket expenses, the cost associated with your volunteer work may add up to a tax deduction. For tax purposes, volunteers may deduct incidental expenses (phone calls, postage stamps, stationery), use of a personal car (gas, oil, parking fees, tolls), overnight travel, overnight lodging, and 100% of all meal costs.
- As long as your expenses are reasonable and are in no way associated with personal pleasure, recreation or vacation (which may jeopardize your deduction) then your expenses provide you with an opportunity to lower your tax bill and for FGC to benefit as well. Understand that early arrivals/late stays do change how much is tax-deductible. Sightseeing (even at the invitation of the meeting) is considered personal pleasure/recreation and not a charitable volunteer service. In this case, only a prorated portion of the travel, based on the percentage of time actually spent on the committee meeting/service, can be claimed for the contribution deduction.
- If you are thinking of taking advantage of a tax deduction (making a charitable contribution through unreimbursed expenses), you must save your out-of-pocket expense receipts, a copy of the FGC expense form and the official minutes of the meetings you attended.
- In order to provide acknowledgement letters to you for tax purposes, FGC needs completed documentation from you **by the end of December** (since they must go through an approval process internally). Only acknowledged unreimbursed expenses may be claimed as a personal income tax deduction.
- For complete information, see **IRS Publication 526** which is available on the IRS website.



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Requests for Reimbursement

- Prior to incurring any expenditures, all requests for assistance with costs associated with a trip, event, or project should first be discussed with your meeting clerk, committee clerk or FGC program staff support person.
- Complete the expense form as directed below and return the form, with supporting documents, to the FGC office addressed to the FGC staff person assigned to support the committee or project on which you have worked.

Filling Out the Form - Instructions

- Please fill out the form in its entirety (remember this form is an extension of your tax documentation or expense reimbursement).
- If you make a mistake on the form, either use a new form or make sure that the mistake is crossed out in its entirety and initialed.
- Double-check your receipts and your declaration of expenses.
- Double-check your totals to ensure that the math is correct.
- Make a copy of the form and retain it for your own record-keeping purposes.
- Return the form and a copy of your receipts (originals will not be returned) addressed to the FGC office and to the FGC staff person assigned to support the committee or project on which you have worked.
- Mail: Friends General Conference, ATTN: (fgc staff member),
1216 Arch Street, 2B, Philadelphia, PA 19107

Approvals and Acknowledgments

- After review by the appropriate FGC staff member, FGC will send you an expense reimbursement and/or an official contribution acknowledgment.
- Unreimbursed Expenses: At the beginning of the year, FGC will send each donor a tax report listing all of the contributions made during the tax year. Remember that in order to provide these acknowledgements to you for tax purposes, FGC needs completed documentation from you **by the end of December**.