

FGC Committee Member or other Volunteer Report of Expenses

This form is used to record your expenses for a particular meeting, event or project. All completed forms should be returned to the FGC staff person who is responsible for the committee or project on which you have worked. Please read the detailed instructions and explanations on the back of this form. You may want to copy this form because you need to use a separate form for each committee meeting, project, or event.

Thank you for your work with FGC, and thank you for completing this form!

Name _____ Monthly Mtg/Yrly Mtg _____

Home address _____
Street City State Zip

Purpose of Travel or Other Work: _____

Dates of Travel: ____ / ____ /200__ - ____ / ____ /200__ Location: _____

MODE OF TRAVEL AND CALCULATED EXPENSES

Personal Car:	\$ _____ (a) <i>Tolls</i>	\$ _____ (b) <i>Parking</i>		Total a-c \$ _____
	_____ x \$0.14/mile = <i>Miles driven</i> (Current IRS rate)		\$ _____ (c)	
Car Rental:	\$ _____ (d) <i>Fees</i>	\$ _____ (e) <i>Gasoline</i>	\$ _____ (f) <i>Tolls</i>	Total d-f \$ _____
Other Travel:	\$ _____ (g) <i>Airplane Fare</i>	\$ _____ (h) <i>Bus/Train Fare</i>	\$ _____ (i) <i>Rideshare/Taxi/Limo</i>	Total g-j \$ _____
Meals/Lodging:	\$ _____ (k) <i>Food</i>	\$ _____ (l) <i>Lodging</i>	\$ _____ (m) <i>Registration</i>	Total k-m \$ _____
Other Expenses:	\$ _____ (n) <i>Telephone</i>	\$ _____ (o) <i>Duplicating</i>	\$ _____ (p) <i>Postage</i>	Total n-q \$ _____
	\$ _____ (q) <i>Other (please explain)</i>			
TOTAL expenses for this trip/event/project (a-p)				\$ _____

REIMBURSEMENT AND ACKNOWLEDGMENT OF UNREIMBURSED EXPENSES

Amount contributed by myself (Unreimbursed expenses)	\$ _____
Amount Covered by my YM/MM or other organization	\$ _____
Amount of FGC Reimbursement (must be pre-approved by staff)	\$ _____

(see reverse)

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UNREIMBURSED EXPENSES

Why fill out the FGC Unreimbursed Expenses form?

- **It provides 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 gives FGC a more complete picture of FGC's yearly operating costs.*
- **It provides you with personal income tax benefits.** FGC volunteers may deduct specific expenses incurred while doing "official" FGC service. The following out-of-pocket expenses are deductible: *Travel costs: transportation, lodging, and meal expenses*
Office expenses: telephone, postage, duplicating, and office supplies.
You must save your receipts. If your yearly total is \$250.00 or more, you must have an official acknowledgment letter from FGC. In addition, for each individual meeting or event where the total expenses reach \$250.00 or more, you need a separate acknowledgment letter detailing your involvement. In order to provide such letters, **FGC needs completed expense forms from you by mid-January for the previous calendar year.** Only *unreimbursed expenses* may be claimed as a personal income tax deduction.

REQUESTS FOR REIMBURSEMENT

- All requests for assistance with costs should first be discussed with your committee clerk or FGC program staff person.
- Completed forms should be accompanied by appropriate receipts and explanations.
- Please return completed forms to your FGC staff contact person before the end of the fiscal year.

We greatly appreciate all you do for FGC, and your help with collecting this important information!

**Friends General Conference
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