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## Travel Reimbursement

(09142011)

BEFORE THE TRIP: Please fill out this form and mail or fax it to TCN

Project Name

Account #

Address, City, State, Zip

Phone

Email

Name of Traveler(s)

Phone

Email

We encourage you to travel when needed to accomplish the charitable purpose of your foundation. But there is the potential for abuse. Here are the guidelines that must be followed.

**A Rule of Thumb:** If you are planning to travel to see something or to hear something, the expenses are not reimbursable. If you are planning on "doing something charitable," the answer is "maybe, yes"

IRS Publication 526 states the following:

Travel: Generally, you can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization only if there is *no significant element of personal pleasure, recreation or vacation* in the portion of the trip for which reimbursement is requested.

Deductible travel expenses:

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

What is the Traveler intending to do on the trip? Describe the objectives, the persons you intend to see and why, the things the traveler intends to accomplish, and how the accomplishment will help further the intended charitable purpose. Good purposes may be fashioned out of "fund raising needs" or "program needs." If more room is needed please attach extra pages.

Why is this Traveler the "best" person to take the trip? (Description of qualifications)

Date(s) of travel

What will be the approximate length of the trip?

What is the approximate cost: (include estimates for transportation, lodging and meals)

TCN Reviewer Signature: I have reviewed and approved this trip, pending the report and submission of original receipts.

**AFTER THE TRIP:** Please fill out this form and mail or fax it to TCN to get reimbursed for expenses.

First, give us a detailed description about the trip. What the traveler did, and how what was done helped accomplish the charitable purpose.

1. **Diary:** We need to know day by day what the Traveler did, if it involved meeting people, we need to know whom and when. If it involved "hands on" activities include details of what was done, where and when. The more details you can give the better, including the hours you worked. Most trips combine some business and some pleasure. We need to know about the business part as it relates to your charitable purposes. If the space below is not sufficient, please add additional sheets. Please print clearly or type. Photographs of your trip activities help us to document your charitable work. We can also use them to promote your Foundation activities to others if you wish.

2. **Personal Compensation:** You may claim taxable income at an hourly rate approved by TCN for the actual hours you worked on the project while on the trip. We will issue a 1099 to you in January of the following year. List the days, the hours and what you did.

3. **Expenses:** You may claim reasonable expenses for transportation, items purchased for the project, and for meals (minus cost of alcoholic beverages) and lodging (as long as the accommodations are reasonably priced) for the days actually working on the project. If part of the trip is vacation or recreation these expenses, including meals and lodging, should be excluded. Send us **ORIGINAL RECEIPTS ONLY**. The IRS requirement here is to prevent any double billing.

4. **Local Verification:** Contact information of person(s) you visited, able to verify the work you did.

Name:

Address, City, State Zip

Phone

Fax

Email

\*Before mailing the completed form to TCN be sure to include all additional attachments; receipts, contacts, photographs, additional diary entries etc. (The photographs may be used in the future for TCN literature unless you tell us otherwise.)

Thank you for helping us with the administration of your project.

Special Note to MAPP'ers, RV'ers, Sowers and other Volunteer Ministries who travel within the US supporting church and related church ministry. See the Mobil Missionaries Form for allowances and rates on your travel and travel expenses and approved rates.

Project Manager Name

Signature

Date

TCN Approval