

Travel Expense Report Instructions

How to Fill Out the Travel Expense Report

1. Please give your name and full address. Phone is optional, but email will allow the treasurer to contact you if necessary.
2. If you are traveling on committee business, please include the date and name of the committee on the "Activity and the date it occurred" box.
3. If you are an OVYM representative, be sure to include the date and name of the organization (e.g., FGC Central Committee) in the "Activity and the date it occurred" box.
4. The reimbursement for the use of your own car is the current IRS business mileage rate (53.5¢ per mile). Please attach receipts for all expenditures over \$25. Emailed copies of receipts are acceptable. Friends should consider whether their requests for reimbursement for the full mileage rate is "making a profit" off OVYM. Perhaps in some cases such as high mpg cars or current low gas prices, Friends could offer to donate back some of those expenses.
5. If you donate your costs, use the full 53.5¢ per mile reimbursement rate for your donation. This shows OVYM the value of your contribution. If you report this donation on your income taxes, the IRS only allows a rate of 14¢ per mile. Recalculate before entering a value on Schedule A. Also, see the note below.

There are three options:

1. Reimbursement: Fill out the form and the OVYM Treasurer will write you a check.
2. Donate: Fill out the form and indicate how much you wish to donate on the second to last line. The treasurer will give you a check for the balance, if any
3. Reimburse and donate back. Fill out the form, get a check, and make a donation directly to OVYM.

If you donate travel costs (all or in part) to OVYM, you might be able to get an income tax deduction if you itemize your deductions. The IRS only allows 14¢ per mile for the use of your car, but gives full value (up to a point) for "in-kind" deductions. If you include both mileage and other expenses, and you are being reimbursed for a part of the expense, you should note which part (the mileage is usually chosen) is being reimbursed. The treasurer should send a letter that acknowledges your contribution in January of the following calendar year.

Some things to remember:

1. For representative travel, OVYM considers \$300 *per event* to be the normal amount for reimbursement, but will reimburse as much as you need to serve the yearly meeting.
2. For OVYM committee travel, the maximum total reimbursement is \$300 *per year*.

Why fill out the Travel Expense Report:

It is important for the yearly meeting to know the true cost of our organization's activities even when volunteers do not ask to be reimbursed. Also, a donation acknowledgement letter from the OVYM treasurer could help during an IRS audit if you included that gift when you itemized deductions.

If you have questions, call (513) 751-4352 or send an email to the Treasurer at wilson3cp@gmail.com.