UF FLORIDA TOMORROW
THE CAMPAIGN FOR THE UNIVERSITY OF FLORIDA

OFFICE OF THE VICE PRESIDENT · DEVELOPMENT AND ALUMNI AFFAIRS

TO: Directors, University of Florida Foundation and University of Florida Alumni Association

FROM: Thomas J. Mitchell, Vice President Development and Alumni Affairs

DATE: November 3, 2011

RE: Deductibility of Volunteer Expenses

As always, we appreciate the time and energy that you devote to the University of Florida. We know that your service also may involve out-of-pocket costs. The federal government treats some of those costs as charitable contributions that you can deduct on your income tax return if you itemize. If you need confirmation of your volunteer services, please let us know.

You can deduct unreimbursed expenses that you incur incidental to your volunteer work. Fares in traveling to the University (or other places on behalf of the University of Florida), telephone calls, postage stamps, stationery and similar out-of-pocket costs are deductible as charitable donations.

If you use your car for transportation in your volunteer work, the gas, oil, tolls, parking and similar costs are deductible as charitable contributions. However, insurance and depreciation on your car are not deductible.

As an alternative, you can deduct $.14 per mile in computing the cost of operating your car while doing volunteer work. If you use the optional $.14 per mile method, you may also deduct your unreimbursed parking and toll costs. If you prefer, you can deduct your actual allowable expenses, provided you keep proper records.

If you travel on University of Florida business and must be away from home overnight, reasonable payments for meals and lodging as well as your travel costs are deductible.

You must substantiate your deductions if the IRS questions them. You need to be prepared to document your expenses with canceled checks, receipted bills, diary entries, etc. Also, be ready to show the connection between the costs and your volunteer work.

OFFICE OF THE VICE PRESIDENT · DEVELOPMENT AND ALUMNI AFFAIRS · UNIVERSITY OF FLORIDA FOUNDATION, INC.
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EQUAL OPPORTUNITY INSTITUTION

If, while providing services to us, you have $250 or more of volunteer expenses in a given year, the IRS requires us to give you a contemporaneous written acknowledgement. **WITHOUT THIS ACKNOWLEDGEMENT, YOU WILL NOT BE ABLE TO DEDUCT YOUR VOLUNTEER EXPENSES IN EXCESS OF $250.** The deadline for receipt of contemporaneous written acknowledgements is the earlier of the date the taxpayer files his original return for the tax year in which the contribution is made or the due date, including extensions, for filing the taxpayer's original return for that year. If you would like for us to issue such an acknowledgement, please contact John Knight, Legal Counsel, University of Florida Foundation, Inc. at (352) 392-5515 or jeknight@uff.ufl.edu.

Of course, as always, the applicability of these rules will depend upon your particular circumstances. We encourage you to consult your own advisors.

We hope this information is useful to you. If you do have any questions, please feel free to call Leslie Bram at (352) 392-5499 or John Knight at (352) 392-5515.

Thank you again for all that you do for the University of Florida in our quest to be the best.