

# RV Expense Analysis Form

Last Name (Print) \_\_\_\_\_ First \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Location \_\_\_\_\_

Date traveled to project \_\_\_\_/\_\_\_\_/\_\_\_\_ Date returned home \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Missionary/Pastor/Administrator \_\_\_\_\_

Name of Church for World Ministries Credit \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**RECEIPTS OR OTHER DOCUMENTS TOTALING THE IRS ALLOTTED EXPENSE IN LINE TWO SHOULD BE KEPT IN YOUR FILES FOR VERIFICATION OF DONATED SERVICE**

**If you do not maintain a home (other than your RV), complete column one (1) only. Refer to IRS Publication 526 for guidelines on allowable IRS expense when completing column two (2).**

**Fill out column 1 for the A/G church of your choice to receive ministry giving credit.**

**(1) WORLD MINISTRIES CREDIT**

**(2) IRS ALLOWANCES**

**2009 TRAVEL EXPENSES @ 55¢ a mile \$ \_\_\_\_\_**

**@ 14¢ a mile \$ \_\_\_\_\_**

**OR**

**OR**

**@ Actual Cost \$ \_\_\_\_\_**

**@ Actual Cost \$ \_\_\_\_\_**

(Meticulous logs of actual cost must be kept)

100% Food cost: \$ \_\_\_\_\_

\$ \_\_\_\_\_

Telephone (project related calls) \$ \_\_\_\_\_

\$ \_\_\_\_\_

Other Expenses: \$ \_\_\_\_\_

\$ \_\_\_\_\_

(Explain) \_\_\_\_\_

TOTAL WORLD MINISTRIES \$ \_\_\_\_\_

IRS TOTAL \$ \_\_\_\_\_

RV Volunteer Signature X \_\_\_\_\_

# **IRS Information Concerning Contributions**

## **Contributions**

Contributions made to IRS approved organizations are deductible. Gifts to individuals (no matter how worthy) are NOT deductible, nor are contributions to certain organizations that have not met the requirements established by the IRS.

The IRS **Publication #526-Charitable Contributions** is available upon request from the IRS. Below is a summary of the major items that pertain to the rendering of volunteer services.

Transportation and other travel expenses are deductible while you are away from home performing services for a charitable organization – if there is no significant element of personal pleasure, recreation or vacation in such travels. Receipts and mileage logs are required for all expenses the volunteer wishes to claim as a deduction.

## **Deductible travel expenses include:**

- A. Air, rail and bus transportation.
- B. Taxi fares and other costs of transportation between airport or station and your hotel.
- C. Lodging costs.
- D. One-hundred percent of food costs in transit to and from project, and while working on the project.
- E. Out of pocket expenses related to the project, such as: Postage, stationery, phone calls, parking fees, tolls (itemized receipts must be kept.)
- F. Convention expenses for approved MAPS RVers.

The IRS allows .14 cents per mile for miles traveled to and from projects. You may choose to use that deduction, or...

If you DO NOT elect to take the standard mileage deduction, you may claim as a deduction all non-reimbursed out-of-pocket expenses (i.e. gasoline, oil, etc.)

You may NOT deduct general repair, maintenance expenses, depreciation, car registration fees, and the cost of tires or insurance.

Other items NOT allowed as deductions include clothes (unless they are uniforms and have no other utility) and the value of your time or services that you contribute to the qualified organization.

## **General Council Information Concerning Contributions**

The General Council of the Assemblies of God WILL NOT issue a tax-deductible receipt for donated services. We WILL issue a letter acknowledging the rendering of donated services, which can be used by the volunteer for a charitable contribution deduction on Schedule A of his/her tax return. It is the responsibility of the volunteer to keep all appropriate receipts and records as noted above to establish appropriate value of expenses incurred while rendering volunteer services. (Please keep this information in a safe place with copies of your Expense Analysis Forms.)