

## **Mission Expense Report Instructions**

All medical and non-medical volunteers are encouraged to complete a mission-related expense form to obtain an in-kind tax deductible receipt from CardioStart. Expenses to itemize include all out-of-pocket expenses for air travel, ground transportation, meals/food/drinks, lodging and miscellaneous expenses not provided for you in the host country. You may include mission-related activities prior to in-country services—e.g., shipping/postage, tolls, parking, etc.

Please attach readable copies of receipts. Although the form is an electronic version, handwritten completion of the form is acceptable.

Thank you in advance for completing the Mission Hours section of the expense report. This information helps us to quantify the total value of a CardioStart mission for marketing opportunities and grant applications.

Please submit your completed form **with your receipts** to CardioStart **no later than 30 days** following the end of the mission. You are welcome to mail, fax or scan/email your receipts and expense report. You will receive a letter of your donation with our IRS non-profit information for your taxes.

Forms and Questions should be directed to:

### **Charlotte Kozlin, Financial Manager**

CardioStart International

6110 Hartford St.

Tampa, FL 33619

Fax: 813-304-2165

Tel: 813-304-2163

Email: [Charlotte.kozlin@cardiostart.org](mailto:Charlotte.kozlin@cardiostart.org)

### **Following are some tips to assist you in compiling receipts and completing your expense report:**

- Keep track of all your receipts and save in one location like an envelope
- Convert receipts to US dollars using exchange rate for the week of travel.
- Use the Excel form provided – it will automatically calculate
- Complete the report soon after your return home while everything is fresh in your mind

### **Expenses allowed:**

1. **Lodging during the mission:** (Early arrival or late departures for sightseeing/vacation are not tax deductible and should not be reported on your Expense Report.)
2. **Airfare:** (Include flight insurance, luggage fees with your ticket, if purchased.)
3. **Ground transportation:** (This includes taxis, buses, trains, airport parking, etc.)
4. **Meals/Snacks/Drinks:** (You may have to ask for these receipts.)
5. **Miscellaneous:** Luggage carts, airport fees,

- **Excessive and overweight luggage** – only if luggage purpose is mission supplies.
- **Required Immunizations** – key word is required, not suggested for this specific mission. Meds, such as for Malaria, that are taken just during the time of the mission. (DO NOT INCLUDE ANYTHING COVERED BY ANY INSURANCE.)
- **Visa** - when required.

#### **Expenses Not Allowed:**

1. **Personal items:** (Example - Hygiene products, cameras, gifts, etc.)
2. **Personal portions of trip or side trips**
3. **Passports** – (Fees, photos, postage, etc.)
4. **Personal Phone Calls** – (CardioStart has a 24 hr. emergency staff contact for team & families.)
5. **Mission Support from others:** Tax receipts cannot be issued to you for any funds or items that have been donated by others for your mission trip. The proper procedure for any mission support of funds or items is a 3 step process as follows:
  1. **Funds** – Checks from supporting donor should be made to CardioStart and mailed to our Tampa office. CardioStart, 6110 Hartford Street, Tampa, Florida 33619.
  2. **Submission of Expense Report**. Complete and submit the expense report, which incurred costs to be reimbursed from your donor.
  3. **Reimbursement of Funds**. The funds will be placed in an account for you and a check will be issued to you after the mission is complete. By IRS requirements, we must have a copy of your ticket with cost.

#### **Donated Supplies**

CardioStart records donated supplies and values. CardioStart will need the name and address of all donors, description (new or used) and an estimated value from the donor. Our donation form is provided on our website.

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