



VOLUNTEER EXPENSE REIMBURSEMENT

Monitors are entitled to reimbursement for postage, mileage, or any other expenses incurred during a monitoring visit for the Minnesota Land Trust. An expense reimbursement form is included with the volunteer monitor training guide and with the monitoring materials when they are distributed at the beginning of each monitoring season.

Volunteers who would like to be reimbursed for mileage incurred as a result of their monitoring visits shall be compensated at the IRS rate, which is meant to be approximately the cost of fuel, insurance, and maintenance costs.

When volunteer monitors are able to cover the cost of their monitoring expenses themselves, the Land Trust will gratefully acknowledge their contributions in our publications. This may be done simply by not submitting the reimbursement request form.

Monitors may be able to deduct out-of-pocket monitoring expenses as a charitable contribution for federal income tax purposes. The value of a volunteer's time, however, is not deductible. Please note that current IRS regulations allow volunteer monitors to deduct a maximum rate of 14 cents per mile when donating mileage to a qualified non-profit such as the Minnesota Land Trust.

It is possible to receive a federal charitable tax deduction for the actual cost of your mileage (rather than the 14 cents per mile) by submitting a reimbursement request to the Land Trust using the Volunteer Expense Reimbursement Form.

Once the Land Trusts sends a check for the reimbursement, you may donate the exact (or other) amount back to the Land Trust. The Land Trust will send you a thank you letter as an acknowledgement of your gift that you can then use for your tax forms. This process will allow you to take a deduction on the entire value of your mileage, but is completely optional.

To donate the exact amount, on the back of the check write "Pay to: Minnesota Land Trust" and endorse the check. Please mail the check back to the Land Trust as a donation. When doing so, please designate the donation as for the Stewardship Program.