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## 2233 UNREIMBURSED EXPENSES

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Effective: March, 2008  
Revised:  
Last Reviewed: April, 2016  
Resp. Office: Treasurer  
Approval: Treasurer

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### POLICY

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Unreimbursed personal expenses incurred while acting as a volunteer for the University may be tax deductible but are not recorded by the University as gifts. Such expenses may include travel, accommodations or hosting an event on Penn's behalf. Volunteers should consult their tax advisor regarding these matters.

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### PROCEDURE

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The University may thank and acknowledge volunteers for unreimbursed expenses. Sample language is as follows:

"On behalf of the University of Pennsylvania, I thank you for (describe services performed, e.g. hosting XYZ event - explain the purpose of the event and how it benefited Penn). The University acknowledges that it did not reimburse you for any out-of-pocket expenses that you incurred in connection with providing the services. The University did not provide any goods and services to you in consideration for the services you provided or for any unreimbursed expenses that you incurred."