The Trustees/Volunteers of Boston College contribute their services in their roles. In fulfilling their roles they may incur related travel and business expenses while away from home in the conduct of such business. The Trustees/Volunteers can deduct, as charitable contributions, out-of-pocket expenses associated with the services if the amounts are:

- Unreimbursed,
- Directly connected with the services,
- Expenses you had only because of the services you gave, and
- Not personal, living, or family expenses.

To meet IRS regulations for charitable contributions the Trustee/Volunteer must:

1) Maintain adequate records to prove the amount of the expenses.
2) If making a single contribution of $250 or more in the form of unreimbursed out-of-pocket expenses, you must obtain an acknowledgement from the University.

To facilitate documenting the value of these charitable contributions (of $250 or more) the Trustee/Volunteer must complete the Travel & Business Expenses for Charitable Contributions Acknowledgement for Board of Trustees & Volunteers Form. Boston College’s Office of Advancement will issue an acknowledgement of the charitable contribution for the value of these documented, unreimbursed expenses.