

Policy for Gifts in Lieu of Reimbursement

Updated March 2006

Due to recent changes in accounting policy, the college has modified its procedures related to reimbursable expenses incurred by volunteers for travel and entertainment purposes. Smith is no longer allowing for these expenses to be credited *directly* as a gift to the college in lieu of reimbursement. Transactions for expense reimbursements and donations must now be separate and distinct.

If you choose to submit expenses incurred on behalf of the college for reimbursement, you may do so using our revised form found on our website. You will be reimbursed directly. If you would like to give the amount of the reimbursement to the college as a gift, you must now do so in a separate transaction, either through our online gift form at www.smith.edu/future/giving or by mailing your donation to the college.

You may also choose not to submit a request for reimbursement. In this case, you may save your receipts and consult with your tax advisor to determine whether your volunteer expenses are deductible as charitable donations on your tax return. If you have any questions relating to this new policy, please don't hesitate to contact us. We are grateful for all of your work on behalf of the college!