



**Health Volunteers Overseas**  
*Transforming Lives Through Education*

## **Suggestions for Completing Your HVO Financial Contribution Form**

---

- Include all direct expenses incurred by you in preparation of the trip (passport and visa fees, photographs, vaccinations and other medications, FedEx charges, etc.)
- **Do not send your original receipts to HVO** - keep them in your tax file.
- Keep all your receipts (including airline ticket and lodging) in your files in case you are audited by the IRS. We will send you an acknowledgement letter which you should keep with your receipts.
- Do not include any expenses related to accompanying children (these expenses are not tax-deductible)
- Do not include any expenses incurred by your spouse, unless the following conditions are met:
  - your spouse joined HVO and
  - your spouse was processed as a volunteer **prior to departure** and signed a Release Form and
  - your spouse was actively involved in a project-related activity

### **Important Items to Know**

Gifts of cash given directly to an individual or to an institution at a project site are not tax-deductible through HVO and cannot be acknowledged as a donation by HVO.

The value of your time and service is not tax-deductible; nor are any personal expenses unrelated to your volunteer service.

If you received any direct financial support from friends, family, or colleagues, HVO cannot acknowledge these gifts. To be tax-deductible, a donation must be given to a registered nonprofit 501(c)(3) organization.

HVO will be glad to acknowledge all companies, hospitals and others who donated equipment, supplies and other materials to you for the site. Please include their name(s) and addresses the appropriate section of the form below.

*Revised: January 2015*