



October 2007

Dear EAA Volunteer,

The purpose of this letter is two-fold. First, we want to remind you that you may be allowed a federal and state income tax deduction for the expenses you incurred when volunteering at EAA. If available, the deduction would be only for actual expenses and not for value of your volunteer time. To determine if you are allowed to deduct expenses, we suggest that you consult with a qualified tax professional and review the attached memorandum prepared by our legal counsel.

Second, this letter will provide you with a record to document your volunteer effort. Pursuant to Internal Revenue Code Section 170(f)(8), the Internal Revenue Service requires that we substantiate certain contributions by giving written notice to the donors, and this includes volunteers such as yourself, who incur out-of-pocket expenses on our behalf. Unfortunately, it is not totally clear under the IRS rules how volunteer expenses are to be "substantiated," but we are reasonably comfortable this letter, together with your own records, will be sufficient. You should keep this letter with your 2007 tax records. In that regard, we note the following:

1. Volunteer services at EAA included (I) taking and selling tickets, (II) directing parking for cars and airplanes, (III) registering campers, (IV) selling promotional merchandise, (V) providing security, (VI) grounds preparation, and (VII) other similar activities.
2. Our records indicate that you performed one or more of these services at EAA in 2007.
3. EAA did not provide you with any goods or services as a result of your volunteer efforts that would require you to reduce the amount you may take as a deduction.

We emphasize that this letter does not establish that you are entitled to a deduction for your expenses. Rather, we are only acknowledging, as required by law, that you performed volunteer services on our behalf during 2007. Whether or not you can deduct your expenses depends on a variety of factors, as addressed in the attached memorandum.

Thank you again for volunteering at EAA. Your contribution is a large part of what makes EAA successful.

Very truly yours,

EXPERIMENTAL AIRCRAFT ASSOCIATION, INC.

A handwritten signature in black ink, appearing to read 'Tom', written over a horizontal line.

Tom Poberezny  
President

Enclosure

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July 23 — July 29, 2007  
EAA Aviation Center, P.O. Box 3086, Oshkosh, WI 54903-3086  
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# MEMORANDUM

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**DATE:** October 2007

**TO:** EAA AirVenture Oshkosh '07 Volunteers

**FROM:** EAA Headquarters, Oshkosh

**RE:** Guidelines for Deducting Out-of-Pocket Expenses Incurred  
in Connection with Volunteering at or for EAA AirVenture Oshkosh '07

## Introduction

The Experimental Aircraft Association, Inc. ("EAA") is an educational and philanthropic organization under Section 501(c)(3) of the Internal Revenue Code. Therefore, EAA members and others who incur out-of-pocket expenses (such as for transportation (including automobile mileage expense), lodging and meals) in connection with volunteer services performed on behalf of EAA may be entitled to deduct all or part of those expenses as a charitable contribution on their personal income tax returns. This includes, but is not limited to, expenses incurred in connection with volunteer services performed in Oshkosh at and during EAA AirVenture, and also services performed in Oshkosh at other times in support of EAA AirVenture. This memorandum sets forth general rules and limitations on deducting such expenses. These rules, however, are complex and the IRS requirements are not particularly clear. For those reasons, this memorandum is not intended to provide legal advice, and volunteers should consult with their own tax professionals for specific guidance.

## Discussion

### A. Volunteer Expenses vs. Vacation Expenses.

Under Internal Revenue Code Section 170(j), a volunteer's travel costs (such as the cost of transportation (including automobile mileage expense), meals and lodging) cannot be deducted if there is a "significant element of personal pleasure, recreation or vacation in such travel." Unfortunately, the meaning of this rule is vague, but it is clear that Section 170(j) does not prevent an EAA volunteer from deducting AirVenture-related travel expenses merely because the volunteer enjoys the work he or she performs at Oshkosh. Rather, the key to claiming the charitable contribution deduction for travel expenses is the *extent* of the work performed by a volunteer at Oshkosh, as compared with the amount of time spent on purely recreational activities.

We have developed guidelines, set forth below, which we believe you and your tax advisers can rely on in determining whether travel expenses incurred by you at or on behalf of EAA

AirVenture Oshkosh '07 are deductible. Although we believe these guidelines reflect a reasonable interpretation of the law, it is not clear the Internal Revenue Service would agree with us and, for that reason, volunteers who wish to take a tax deduction for all or some portion of their expenses are encouraged to seek the advice of their own qualified tax professionals. Furthermore, you should understand that these guidelines are prepared on the assumption that a volunteer's travel includes *only* days in Oshkosh and days traveling to and from Oshkosh. If, therefore, a volunteer "tacks on" vacation days to the trip (that is, pure vacation days neither spent at Oshkosh nor traveling between Oshkosh and the volunteer's home), the guidelines set forth below may not apply, and any such volunteer is encouraged to consult with his or her tax adviser. Finally, we note that volunteers who do not meet these guidelines are not necessarily barred from deducting their expenses and should also consult with their personal tax advisers.

1. Transportation Costs. Assuming that all the other requirements set forth below (in Sections B, C, D and E of this memo) are also met, a volunteer traveling to and from Oshkosh in 2007 should be able to claim a deduction for all of his or her transportation costs if, during the trip, (a) he or she performed volunteer work in support of AirVenture on no less than two-thirds of the full or partial days he or she spent in Oshkosh, and (b) the total hours worked in support of AirVenture *averaged* at least five hours a day for each full or partial day spent in Oshkosh.

EXAMPLE A: A volunteer's trip to Oshkosh took eight days, including one travel day getting to Oshkosh, one travel day getting back home, and six days at EAA AirVenture '07. The volunteer performed volunteer services on behalf of AirVenture on four of the six days he was present at the event, for a total of 30 hours. This volunteer should be able to deduct all of his transportation costs getting to and from Oshkosh, because (a) he performed work for AirVenture on no less than four days (that is, two-thirds of the six days he was at the event), and (b) his 30 total hours of work works out to an average of five hours a day for each of the six days he spent at the event.

EXAMPLE B: A volunteer's trip from home took five days, including one travel day getting to Oshkosh, one travel day getting back home, and three days in Oshkosh. The trip was in early summer, and the volunteer worked on preparing the AirVenture grounds for two of the three days she was in Oshkosh, for a total of 16 hours. This volunteer should also be able to deduct all of her transportation costs getting to and from Oshkosh, because (a) she performed work on behalf of AirVenture for no less than two days (that is, two-thirds of the three days she was in Oshkosh), and (b) her 16 total hours of work works out to an average of more than five hours a day for each of the three days she was in Oshkosh.

2. Hotel or Camping Costs. A volunteer who paid for lodging in 2007 (either while traveling to or from Oshkosh, or while in Oshkosh) and was not reimbursed, should be able to deduct all lodging costs if he or she put in a "full" workday (at least 5 hours) at or on behalf of AirVenture every day while in Oshkosh. If the volunteer worked on some days but not others, lodging costs should be deductible to the extent they preceded or followed a "full" workday. For example, a volunteer who worked for at least 5 hours on a Monday should be able to deduct lodging costs for Sunday and Monday. Obviously, no deduction is allowed for any lodging costs which were paid or reimbursed by EAA.

3. **Food Costs.** If a volunteer paid for food (either while traveling to or from Oshkosh, or while in Oshkosh) and was not reimbursed, all of those costs should be deductible if he or she worked a "full" workday (at least 5 hours) at or on behalf of AirVenture on every day he or she was in Oshkosh. If such a volunteer worked some days but not others, food costs should be deductible if incurred (a) during the middle of a workday or (b) immediately before or after a work period. Again, no deduction is allowed for any food costs which were paid or reimbursed by EAA.

**B. Record-keeping.**

Even if an expense meets the requirements for deductibility set forth above, it will be deductible only if the volunteer has adequate records. These would include receipts or other documents to verify that the expenses were actually incurred or, in the case of mileage, a diary noting distances traveled each day. In addition, the volunteer should have some sort of a work diary, showing the hours worked and work performed on a daily basis.

**C. Dollar Limits.**

The aggregate of all charitable contributions deducted during the year, including charitable contributions for expenses incurred when volunteering, generally cannot exceed a specified percentage (usually 50%) of the volunteer's "contribution base" (usually his or her adjusted gross income for that year). Charitable contribution deductions disallowed because of this limitation may generally be carried forward and deducted in a future year.

**D. Reduction by Benefits Received.**

An otherwise allowable charitable contribution deduction must be reduced by the value of any benefits received by a volunteer from EAA in return for services. In making this calculation, though, it is permissible to ignore (a) benefits of minimal value, such as caps and patches, and (b) benefits such as lodging and meals furnished while the services are being performed. We believe that, applying these rules, EAA volunteers did not receive any benefits in 2007 that need to be taken into account for this purpose. Therefore, the full amount of expenses should be deductible (assuming, of course, that they meet the other rules discussed here).

**E. Airplane and Automobile Expenses.**

For volunteers who flew their own airplanes to and from Oshkosh in order to work at or for EAA AirVenture Oshkosh '07, IRS rules generally allow a deduction only for actual fuel costs and other expenses *directly* related to the flight. According to the IRS, no deductions can be claimed for depreciation, insurance and general maintenance. For persons driving to and from Oshkosh, the deduction will equal either the actual direct costs incurred, or .14 cents per mile, at the taxpayer's election.

**Conclusion**

As set forth above, volunteers may be allowed to claim a charitable contribution deduction on their personal income tax forms for expenses incurred while volunteering. The rules for claiming such deductions are complex, however, and we cannot provide legal advice on individual situations. Volunteers are encouraged to seek advice from a qualified tax professional for guidance on this issue.