

Virginia Heart Disease and Stroke Alliance

Directions for use of In-Kind Contribution Form

Only one member's donations can be claimed per form.

Each form includes two sections, and all donations for **one** activity can be claimed within a section. For example, if you traveled to a Committee meeting, and also typed minutes of the meeting, you should claim the time for travel, attendance and typing minutes, as well as the travel mileage, in one section.

All expenses incurred by you or your employer in support of Alliance activities should be claimed.

Member Name:

The name of the member reporting in-kind contributions.

Member's Employer Name:

The name of the member's employer. Contributions are assumed to be coming from the member's employer. If the contributions are personal, or your participation in the Alliance does not represent an organization, please indicate n/a in this field.

Reason for In-Kind Donation #1

Indicate the type of activity that you were participating in when incurring expenses. This will usually be a Committee or Alliance meeting, but may include other duties, such as time spent performing research for a project, developing materials for a project, etc. If checking "Performing Other Alliance Duties", please provide details.

Personnel Expenses:

This section is for claiming the time that you spent in performing the Alliance duties indicated above. If you attended a Committee meeting, and it required a one-hour round trip and 2 hours at the meeting, you should claim 3 hours. If you spent an hour typing the minutes for your committee, you should claim one hour. You may claim your actual hourly rate, or you may elect to use the default rate based on Bureau of Labor statistics.

Supplies and Materials Provided

If your organization donated materials, such as copies, paper, folders, incentives, etc., please indicate the item, the number supplied and the cost per item. You may also enter only a total cost for the item.

Travel Expenses

If your participation in Alliance activities required you to travel to another location, even locally, please claim the mileage. For example, if you traveled from your office to a meeting, and the distance is 25 miles each way, you should enter 50 miles. The current federal reimbursement rate is \$0.55.

Reason for In-Kind Donation #2

Use this section only if you have more than one activity to claim.