

**CAPITOL CITY MEDICAL TEAMS
EXPENSE SUMMARY DIRECTIONS**
(revised 1-10-10)

Attached is an Expense Summary Form to summarize your expenses on your medical mission trip. Please follow the procedures below and return the information to:

**Eric Miller
Capitol City Medical Teams
4950 Chauncey Court
Salem, OR 97302**

**melabea@aol.com
(503) 378-7343**

PROCEDURE:

1. Determine what expenses are deductible and what expenses are not deductible.

Deductible items include your airfare, lodging, food, and supplies needed for your trip. Items not deductible include gifts for your friends and family, personal phone calls, extra travel not related to the medical portion of the trip, jewelry, and that alpaca scarf you always wanted. If you have any questions about what is deductible and what is not, please let me know.

2. Label your receipts and put them in chronological order.

Since some of your receipts may be in Spanish, please write on the receipt in English what it was for.

3. Tape your original receipts to an 8 1/2 inch x 11 inch paper. More than one receipt can be on a piece of paper. Just make sure they are in the same order as the Expense Summary Form.

4. Fill out the Expense Summary Form. Try to include the date(s) of the expenses if possible. Put the amount in the correct column. Write the amounts UNDER the correct column heading for easy addition.

5. Write the number on the receipt that corresponds to the number on the Expense Summary Form. For example, the first expense on the Expense Summary Form should correspond to the receipt that has a '1' written on it.

6. Copy the competed form and receipts for your records.

7. Send the form and the original receipts to the above address.

8. Capitol City Medical Teams will then review your expenses and send you a letter acknowledging your in-kind expenses on behalf of the Corporation.