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Introduction

To encourage and support the generosity and community involvement of employees, Expedia Gives provides matching funds to the charitable organizations employees personally support to encourage and support their generosity and community involvement. To maximize the impact of employee charitable giving, Expedia matches employee donations to eligible nonprofit organizations- dollar for dollar- up to \$3,000 USD annually.

Expedia makes giving simple with ongoing payroll deductions. Similar to other recurring deductions, you can spread out larger contributions over the course of the year. With the 'set it and forget it' approach, your contributions will automatically deduct each pay period and eligible dollars will be matched automatically.

Expedia also supports one-time donations through both credit card contributions and online match requests for contributions made independent of the Expedia Gives website. Use this option to donate directly to an organization using your credit card or to request a match only for a previous donation.

Employee Eligibility

All part-time and full-time employees who have been with the company for at least three months are eligible to participate in the Expedia Gives Matching Gifts Program. Employees may make a contribution of money to a non-profit organization immediately upon commencement of employment, but the matching contribution will not be made by Expedia until the employee has completed three months of employment at Expedia. Former employees, interns, co-ops, temporary employees, vendors and contractors are currently not eligible for the matching gifts program. Annual match limits will be prorated during the first year to reflect the employee's length of service.

Eligible Organizations and Institutions

Eligible organizations must be certified as non-profit or charitable by the applicable authority in the country. The organization must also meet all of the criteria below, which reflect the Expedia, Inc. Matching Gifts Policy.

Expedia will not match gifts to:

- Organizations that discriminate;
- Organizations, private foundations, or programs that fund terrorist groups or activities;
- Political causes, candidates, organizations or campaigns; or
- Religious organizations for denominational or religious purposes.

Sites are available to help you research the charitable status of organizations in several countries:

- India – NGOs India
- Canada – Canada Revenue Agency
- UK – Charity Commission
- US – 501(c)(3) Internal Revenue Service

Eligible organizations include, but are not limited to: accredited colleges and universities, private and public elementary and secondary schools, civic, arts and culture, health and human service agencies, and environmental organizations.

Financial Contribution Requirements

- Expedia will match cash, personal check, credit card, or stock donations through the One Time Gifts program in Expedia Gives.
- Expedia makes available the set-up of ongoing payroll deduction through Ongoing Donations. These cumulative contributions can be matched and paid directly to organizations of the employee's choosing at the end of a 6 month giving period.
- Contributions by eligible employees must be made as personal gifts of \$25 USD or more. Matching gift requests which are less than \$25 USD will not be processed.
- Recurring payroll deduction contributions must total \$25 USD per organization at the end of the 6 month disbursement period (Jan-Jun/Jul-Dec).

- Contributions must be sourced from the eligible employee's personal funds.
- Contributions must actually be paid, not merely pledged before they are matched.
- Financial donations must have been made by the employee within the previous 12 months in order to qualify for a matching gift.
- In general, a matching gift is deducted from the charitable matching allowance of the year the donation was made, unless the donation is received after January 31, in which case the match is charged to the current calendar year allowance.

Ineligible Contributions

- Gifts made in lieu of tuition payment for services;
- Fees for service or tuition payments;
- Membership fees or dues for which benefits are received;
- Subscription fees for publications;
- Unpaid pledges;
- Insurance premiums;
- Gifts to or from donor advised funds;
- Gifts to private foundations or charitable gift funds;
- Bequests or life income trust arrangements;
- Gifts of real or personal property;
- Gifts or payments to political organizations;
- Gifts to religious or sectarian programs for inherently religious purposes (including but not limited to religious worship or proselytization);
- Gifts to Churches, Synagogues, Mosques, Ministries, other houses of worship or religious organizations unless for specific social programs that meet the criteria identified above.
- Funds donated from others to support walk-a-thon and other like events.

How the Program Works

1. Access www.easymatch.com/Expedia on Basecamp under 'Company> Expedia Cares.
2. To match a contribution already made or to make a one-time donation using your credit card, select 'Match a One-Time Gift.' To set up a recurring payroll deduction, select 'Start Recurring Deduction.'
3. Follow the instructions to complete your request.
4. You will receive an email message confirming the request.
5. Print a copy and retain for your records.
6. Expedia will verify your eligibility as well as the eligibility of your organization.
7. You're done!

Please note:

- Do not submit a receipt or any other paperwork. Expedia will contact your organization directly to verify your donation.
- You do not need to submit eligibility information for your organization. Expedia will verify eligibility against a database of qualifying charitable and educational institutions.
- Matching gift requests are only accepted via the online application. Requests made via paper forms cannot be processed.
- Expedia does not accept requests directly from organizations.

Matching Gift Deadlines

Matching gift requests on gifts made between January and June must be received by July 31 and matching gifts requests on gifts made between July and December must be received by January 31. Gifts registered after that time will not be eligible. Eligible gifts are processed and matched to institutions on the following half-yearly schedule.

Gifts made between January and June and submitted by:	Grants Paid by:
July 31	August 31
January 31	February 28

Contact Information

For more information, please contact Expedia Gives at:

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