



Tax Compliance for External Income-Generating Activities in the U.S.

Policy Statement

Activities that generate income from external sources are potentially subject to taxation, specifically income tax and sales tax. While most of Harvard's income is tax-exempt, as a 501 (c)(3) institution, Harvard University is subject to unrelated business income tax (UBIT) on activities not substantially related to education and research. Sales and rentals of tangible goods by Harvard to external customers may also be subject to state sales tax. Unrelated business income (UBI) can also create tax-exempt debt compliance issues. This policy establishes the protocols for reporting and remitting domestic income and sales tax on sales made by the University. Both income tax and sales tax are reported and remitted centrally by the Tax Reporting department within Financial Administration. Tubs must notify the central Tax Reporting department of any new or previously unreported potential UBIT- or sales tax-generating activities as soon as possible

Reason for Policy

The University is required to report and pay taxes on any unrelated business income generated by its academic and support units. Harvard is also required to remit sales tax on certain sales and rentals of tangible goods when Harvard is the vendor. The activity of all units under the umbrella of President and Fellows of Harvard College must be reported on a single combined return. Given the decentralized environment at the University and the complexity of federal and state tax laws it is imperative that the tubs coordinate with the central Tax Reporting department regarding activities that are potentially subject to UBIT or sales tax.

Who Must Comply

All consolidated (meaning included in Harvard's annual financial statements) Harvard University schools, tubs, local units, Affiliate Institutions, Allied Institutions and University-wide Initiatives must comply. Consolidated entities, affiliates and allied institutions that are separately incorporated (e.g., Trustees for Harvard University) are subject to the overall tax compliance requirements of this policy but may file their own returns if pre-arranged with the Tax Reporting department.

Procedures

1. **Understand potential triggers for UBI and sales tax.** Any tub contemplating or already conducting sales to external or affiliated University parties should read Appendix A, UBI Basics and Appendix B, Sales Tax Basics, to understand the factors that give rise to UBI and sales tax. Units may also contact the Tax Reporting department directly.
2. **Furnish information to Tax Reporting timely.** If a unit plans to begin a UBIT- or sales tax-generating activity, or suspects it may already have such activity, that unit must contact Tax Reporting as soon as possible. In some cases, tax planning can reduce or eliminate UBI; Tax Reporting can help advise units on such matters.
3. **Collect and or pay taxes as applicable**
 - A. UBIT: Tax Reporting will charge units for any tax they generate before the final close of the following fiscal year, i.e., UBIT generated in FYX1 will be charged to the generating unit before the final close of FYX2.



- B. Sales tax: units are responsible for collecting sales tax from customers at the point of sale and depositing it in the correct University sales tax account by Cash Management's monthly deadlines. For units using Central Accounts Receivable ("Central AR"), note that Central AR does not monitor or automatically invoice for sales tax.

Responsibilities and Contacts

Financial deans or equivalent tub financial officers are responsible for communicating this policy to local units and for ensuring that local units abide by this policy.

Local units are responsible for contacting the Tax Reporting department for determination of any potential tax liabilities prior to conducting sales to any external or affiliated University parties.

Tax Reporting is responsible for collecting information and filing tax returns for any income determined to be unrelated to the University's exempt purpose; Tax Reporting is also responsible for reporting and remitting sales and meals tax. Tax Reporting will work with departments and the office of the General Counsel to determine whether the external sales generate any income or sales tax obligations. **UBI Contact: (617) 495-7792; Sales Tax Contact: (617) 384-9648**

Office of Treasury Management advises on tax-exempt debt compliance matters. **Contact: (617) 495-5630**

Cash Management is responsible for setting units up to collect and deposit taxable sales and the associated sales tax. **Contact: (617) 496-0853**

Global Support Services provides operational guidance and resources to students, faculty, and staff traveling or managing projects abroad and advises units compliance related to international sales. **Contact: (617) 495-1111 or <http://globalsupport.harvard.edu/>**

Definitions

Domestic: within the United States. For questions about external sales that occur internationally, please contact Tax Reporting or Global Support Services.

External sales: for the purposes of this policy, external sales are those not paid by a 33-digit code. Note that not all external sales are automatically subject to UBIT and sales tax; additional criteria apply. See Appendices A and B.

Sales tax: a tax imposed by state and local governments on the sale or rental of tangible goods. It is generally charged to the buyer, collected by the vendor and passed on to the state. Harvard currently collects and remits sales tax in Massachusetts, California, and Illinois; Harvard consolidated entities, affiliates and allied institutions may be subject to sales tax in additional states based on where they are registered to do business.

Meals tax: a type of sales tax levied on prepared meals and certain other food items. In Massachusetts, sales of meals to students by college dining facilities are generally exempt.

Unrelated business income (UBI): for tax exempt organizations, income from an activity that is not related to the tax-exempt purpose of that organization. At Harvard, all gifts, most tuition and most sponsored research are related to Harvard's tax-exempt purpose and therefore NOT subject to tax. UBI is reduced by applicable expenses in order to arrive at taxable income.



Related Resources

Foreign Sales: this policy applies to sales within the United States. Harvard is generally not tax-exempt in foreign jurisdictions and departments with material international income should contact Tax Reporting or Global Support Services for assistance.

Massachusetts Department of Revenue Sales and Use Tax Guide:

<http://www.mass.gov/dor/individuals/taxpayer-help-and-resources/tax-guides/salesuse-tax-guide.html>

Massachusetts Department of Revenue Meals Tax Guide: <http://www.mass.gov/dor/individuals/taxpayer-help-and-resources/tax-guides/meals-tax-guide.html>

Form ST-5, Sales Tax Exempt Purchaser Certificate – collect from tax-exempt customers in order to honor their exemption: <http://www.mass.gov/dor/forms/trustee/sales-and-use-tax/>

Sales Tax Information and Tax Exempt Forms for Harvard: this policy applies to transactions in which Harvard is the vendor. For information about sales tax when Harvard is the customer, see [Tax Forms Summary and Forms](#)

Revision History

07/01/2013.01M – Minor revisions completed 05/02/2018 that changed contact information from Juliana Cenolli to Michael Quesada and fixed some broken website links.

07/01/2013.01M – Minor revision completed 10/25/2017 that changed contact from Amy Esposito to Juliana Cenolli

Appendices

Appendix A: UBI Basics

Appendix B: Sales Tax Basics

Appendix C: UBI Examples

Tax Compliance for External Revenue-Generating Activities in the U.S.– Appendix A

Unrelated Business Taxable Income (UBI) Basics

I. Determining if Your Department Has UBI

An activity might generate UBI if it is **ALL THREE** of the following:

1. A trade or business

- From the sale of goods or performance of services **outside Harvard**
- Carried on for the production of income (“profit motive”)
- Goods sold or services provided to **non-Harvard** clients

2. Regularly carried on

- Like a commercial business (year-round or seasonally)
- Annual events are not considered regularly carried on

3. Unrelated to Harvard’s exempt purposes

- Not substantially related to education and research
- Determinations of “relatedness” are fact-specific

II. Relevant Exceptions to UBI

Convenience Exception

- Activities for the convenience of faculty, staff or students
- Example: college cafeterias and bookstores

Volunteer Exception

- Activities where substantially all of the work is performed by volunteers
- Example: volunteer-staffed gift shop

III. Passive Income Exclusion

- Royalties are not UBI
- Rental of real property is not UBI as long as no substantial services are provided
 - Substantial services include: catering services, audio-visual services, housekeeping services, etc.
 - Typically, anything beyond what a typical landlord would provide

IV. Allowable Deductions

- Business expenses connected with the UBI-generating activity are deductible
- Expenses must be directly connected with UBI-generating activity
- Expenses attributable to both exempt and UBI-generating activities must be allocated on a reasonable basis

V. Tax rate – may vary, but approximately 34% federal, 8% MA

Tax Compliance for External Revenue-Generating Activities -- Appendix B

A Guide to Sales Tax

Sales of tangible goods to external users are generally subject to sales tax. Sales tax, equivalent to the sales tax rate times the sale price, should be collected from the customer. Rates are based on the state in which the goods are picked up or delivered. Harvard University currently pays sales tax on items picked up in or delivered to Massachusetts (6.25%), California (7.25% and up), and Illinois (6.25%). Harvard University is not responsible for collecting sales tax on items delivered to states other than Massachusetts, California, and Illinois. Harvard’s separately incorporated affiliated entities (e.g., Trustees for Harvard University) may be subject to sales tax in additional states depending on where they are registered to do business; contact Tax Reporting for additional guidance.

Below is a chart of the sales tax exemptions that are most likely to apply to units under the umbrella of President and Fellows of Harvard College. This is not a complete list of exemptions; separately incorporated affiliated entities may have additional state exemptions. Contact Tax Reporting for additional information.

	Massachusetts	California	Illinois
Sales to tax-exempt organizations	Exempt with proper documentation (Forms ST-2 and ST-5)	No general exemption	Exempt with proper documentation (Illinois “E” number)
Personal and professional services	Exempt	Exempt	Exempt
Items purchased for resale	Exempt with certification	Exempt with certification	Exempt with certification
Casual and isolated sales (infrequent and nonrecurring)	Exempt	Exempt	Exempt
Sales delivered out-of-state	Exempt	Exempt	Exempt
Shipping and warranties (if separately stated)	Exempt	Exempt	Exempt
Clothing	Exempt	Taxable	Taxable
Food (except prepared meals)	Exempt	Exempt	Reduced rate
Periodicals such as newspapers and magazines	Exempt	Exempt unless contains commercial advertising	Exempt
Other University publications	Exempt	Taxable	Taxable

Proceeds from taxable sales should be deposited into the University's Taxable Sales bank account. Deposit forms can be obtained from the Cash Management Office by contacting extension 6-0853, (617) 496-0853.

For more information about sales tax, please contact the Tax Reporting Office.

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Other helpful resources:

Massachusetts Department of Revenue Guide to Sales and Use Tax
<http://www.mass.gov/dor/individuals/taxpayer-help-and-resources/tax-guides/salesuse-tax-guide.html>

Massachusetts Department of Revenue Guide to Sales Tax on Meals:
<http://www.mass.gov/dor/individuals/taxpayer-help-and-resources/tax-guides/meals-tax-guide.html>

**Tax Compliance for External Income-Generating Activities in the U.S. –
Appendix C
UBI EXAMPLES FROM THE IRS**

The following are examples of activities that the IRS has determined to be (or not to be) unrelated trades or businesses. (Source: IRS Publication 598, 03/2012)

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PUBLICATIONS AND ADVERTISING

Book publishing

An exempt organization engages primarily in activities that further its exempt purposes. It also owns the publication rights to a book that does not relate to any of its exempt purposes. The organization exploits the book in a commercial manner by arranging for printing, distribution, publicity, and advertising in connection with the sale of the book. These activities constitute a trade or business regularly conducted. Because exploiting the book is unrelated to the organization's exempt purposes (except for the use of the book's profits), the income is unrelated business income.

However, if the organization transfers publication rights to a commercial publisher in return for royalties, the royalty income received will not be unrelated business income.

Yearbook advertising

An exempt organization receives income from the sale of advertising in its annual yearbook. The organization hires an independent commercial firm, under a contract covering a full calendar year, to conduct an intensive advertising solicitation campaign in the organization's name. This firm is paid a percentage of the gross advertising receipts for selling the advertising, collecting from advertisers, and printing the yearbook. This advertising activity is an unrelated trade or business.

Magazine publishing

An association of credit unions with tax-exempt status as a business league publishes a consumer-oriented magazine four times a year and makes it available to member credit unions for purchase.

By selling a magazine to its members as a promotional device, the organization furnishes its members with a regular commercial service they can use in their own operations. This service does not promote the improvement of business conditions of one or more lines of business, which is the exempt purpose of a business league.

Since the activity does not contribute importantly to the organization's exempt function, it is an unrelated trade or business.

Sales of advertising space

A national association of law enforcement officials publishes a monthly journal that contains articles and other editorial material of professional interest to its members. The journal is distributed without charge, mainly to the organization's members.

The organization sells advertising space in the journal either for conventional advertising or to merely identify the purchaser without a commercial message. Some of the noncommercial advertising identifies the purchaser in a separate space, and some consists of listings of 60 or more purchasers per page. A business firm identified in a separate space is further identified in an Index of Advertisers.

The organization solicits advertising by personal contacts. Advertising from large firms is solicited by contacting their chief executive officer or community relations officer rather than their advertising manager. The organization also solicits advertising in form letters appealing for corporate and personal contributions.

An exempt organization's sale of advertising placed for the purchaser's commercial benefit is a commercial activity. Goodwill derived by the purchaser from being identified as a patron of the organization is usually considered a form of commercial benefit. Therefore, advertising in an exempt organization's publication is generally presumed to be placed for the purchaser's commercial benefit, even if it has no commercial message. However, this presumption is not conclusive if the purchaser's patronage would be difficult to justify commercially in view of the facts and circumstances. In that case, other factors should also be considered in determining whether a commercial benefit can be expected. Those other factors include:

1. The normal manner in which the publication is circulated;
2. The territorial scope of the circulation;
3. The extent to which its readers, promoters, or the like could reasonably be expected to further, either directly or indirectly, the commercial interest of the advertisers;
4. The eligibility of the publishing organization to receive tax-deductible contributions; and
5. The commercial or noncommercial methods used to solicit the advertisers.

In this situation, the purchaser of a separate advertising space without a commercial message can nevertheless expect a commercial benefit from the goodwill derived from being identified in that manner as a patron of the organization. However, the purchaser of a listing cannot expect more than an inconsequential benefit. Therefore, the sale of separate spaces, but not the listings, is an unrelated trade or business.

FACILITIES

Artists' facilities

An organization whose exempt purpose is to stimulate and foster public interest in the fine arts by promoting art exhibits, sponsoring cultural events, and furnishing information about fine arts leases studio apartments to artist tenants and operates a dining hall primarily for these tenants. These two activities do not contribute importantly to accomplishing the organization's exempt purpose. Therefore, they are unrelated trades or businesses.

Hospital facilities

An exempt hospital leases its adjacent office building and furnishes certain office services to a hospital-based medical group for a fee. The group provides all diagnostic and therapeutic procedures to the hospital's patients and operates the hospital's emergency room on a 24-hour basis. The leasing activity is substantially related to the hospital's exempt purpose and is not an unrelated trade or business.

The hospital also operates a gift shop patronized by patients, visitors making purchases for patients, and employees; a cafeteria and coffee shop primarily for employees and medical staff; and a parking lot for patients and visitors only. These activities are also substantially related to the hospital's exempt purpose and do not constitute unrelated trades or businesses.

School facilities

An exempt school has tennis courts and dressing rooms that it uses during the regular school year in its educational program. During the summer, the school operates a tennis club open to the general public. Employees of the school run the club, including collecting membership fees and scheduling court time.

Another exempt school leases the same type of facilities to an unrelated individual who runs a tennis club for the summer. The lease is for a fixed fee that does not depend on the income or profits derived from the leased property.

In both situations, the exempt purpose is the advancement of education. Furnishing tennis facilities in the manner described does not further that exempt purpose. These activities are unrelated trades or businesses. However, in the second situation the income derived from the leasing of the property is excluded from unrelated business taxable income as rent from real property.

Services provided with lease

An exempt university leases its football stadium during several months of the year to a professional football team for a fixed fee. Under the lease agreement, the university furnishes heat, light, and water and is responsible for all ground maintenance. It also provides dressing room, linen, and stadium security services for the professional team.

Leasing of the stadium is an unrelated trade or business. In addition, the substantial services furnished for the convenience of the lessee go beyond those usually provided with the rental of space for occupancy only. Therefore, the income from this lease is rent from real property and unrelated business taxable income.

PARKING

Note that parking examples are not from IRS Publication 598

Parking for Students, Employees, and Visitors

Parking for students, employees, and visitors of the organization is not unrelated business income because it contributes importantly to the accomplishment of the school's exempt purposes. Further, parking for students and employees falls under the UBI convenience exception which also causes it to be exempt from unrelated business income tax.

Parking for Non-University Guests – No Services Provided

Parking for people who are not students, employees, or visitors of the organization is an unrelated business. However, if the lot is self-service and the organization does not provide any services to the parker, the income is exempt from taxation due to the real estate rental exception. See the additional parking examples below.

Parking for Non-University Guests – Services Provided (Parking Attendant)

Parking for people who are not students, employees, or visitors of the organization is an unrelated business. It is not eligible for the real estate exemption, and therefore subject to taxation if services are provided to the parkers. Services include, but are not limited to, interaction with parking attendants and valets. Security can be provided without triggering UBI.

Parking for University Tenants

A garage has a parking lot attendant who checks in guests that do not have monthly access cards. The University Tenant has monthly access cards and the parkers who hold those cards do not interact with the parking lot attendant unless there is an unusual problem, such as a malfunctioning card. The income from the Tenant's monthly parkers is not subject to taxation. Tenant also has visitors who do not have monthly access cards and are required to check in with the parking attendant. The income related to the tenant's visitors is subject to taxation because the interaction with the parking attendant precludes the real estate exception.

MUSEUMS

Museum eating facilities

An exempt art museum operates a dining room, a cafeteria, and a snack bar for use by the museum staff, employees, and visitors. Eating facilities in the museum help to attract visitors and allow them to spend more time viewing the museum's exhibits without having to seek outside restaurants at mealtime. The eating facilities also allow the museum staff and employees to remain in the museum throughout the day. Thus, the museum's operation of the eating facilities contributes importantly to the accomplishment of its exempt purposes and is not unrelated trade or business.

Museum greeting card sales

An art museum that exhibits modern art sells greeting cards that display printed reproductions of selected works from other art collections. Each card is imprinted with the name of the artist, the title or subject matter of the work, the date or period of its creation, if known, and the museum's name. The cards contain appropriate greetings and are personalized on request.

The organization sells the cards in the shop it operates in the museum and sells them at quantity discounts to retail stores. It also sells them by mail order through a catalog that is advertised in magazines and other publications throughout the year. As a result, a large number of cards are sold at a significant profit.

The museum is exempt as an educational organization on the basis of its ownership, maintenance, and exhibition for public viewing of works of art. The sale of greeting cards with printed reproductions of artworks contributes importantly to the achievement of the museum's exempt educational purposes by enhancing public awareness, interest, and appreciation of art. The cards may encourage more people to visit the museum itself to share in its educational programs. The fact that the cards are promoted and sold in a commercial manner at a profit and in competition with commercial greeting card publishers does not alter the fact that the activity is related to the museum's exempt purpose. Therefore, these sales activities are not an unrelated trade or business.

Museum shop

An art museum maintained and operated for the exhibition of American folk art operates a shop in the museum that sells:

1. Reproductions of works in the museum's own collection and reproductions of artistic works from the collections of other art museums (prints suitable for framing, postcards, greeting cards, and slides);
2. Metal, wood, and ceramic copies of American folk art objects from its own collection and similar copies of art objects from other collections of artworks;
3. Instructional literature and scientific books and souvenir items concerning the history and development of art and, in particular, of American folk art; and
4. Scientific books and souvenir items of the city in which the museum is located.

The shop also rents originals or reproductions of paintings contained in its collection. All of its reproductions are imprinted with the name of the artist, the title or subject matter of the work from which it is reproduced, and the museum's name.

Each line of merchandise must be considered separately to determine if sales are related to the exempt purpose.

The sale and rental of reproductions and copies of works from the museum's own collection and reproductions of artistic works not owned by the museum contribute importantly to the achievement of the museum's exempt educational purpose by making works of art familiar to a broader segment of the public, thereby enhancing the public's understanding and appreciation of art. The same is true for the sale of literature relating to art. Therefore, these sales activities are not an unrelated trade or business.

On the other hand, the sale of scientific books and souvenir items of the city where the museum is located has no causal relationship to art or to artistic endeavor and, therefore, does not contribute importantly to the accomplishment of the museum's exempt educational purposes. The fact that selling some of these items could, under different circumstances, be held related to the exempt educational purpose of some other exempt educational organization does not change this conclusion. Additionally, the sale of these items does not lose its identity as a trade or business merely because the museum also sells articles which do contribute importantly to the accomplishment of its exempt function. Therefore, these sales are an unrelated trade or business.

HEALTH, MEDICAL AND LABORATORY

Health club program

An exempt charitable organization's purpose is to provide for the welfare of young people. The organization conducts charitable activities and maintains facilities that will contribute to the physical, social, mental, and spiritual health of young people at minimum or no cost to them. Nominal annual dues are charged for membership in the organization and use of the facilities.

In addition, the organization organized a health club program that its members could join for an annual fee in addition to the annual dues. The annual fee is comparable to fees charged by similar local commercial health clubs and is sufficiently high to restrict participation in the program to a limited number of members of the community.

The health club program is in addition to the general physical fitness program of the organization. Operating this program does not contribute importantly to the organization's accomplishing its exempt purpose and, therefore, is an unrelated trade or business.

Sales of hearing aids

A tax-exempt hospital, whose primary activity is rehabilitation, sells hearing aids to patients. This activity is an essential part of the hospital's program to test and evaluate patients with hearing deficiencies and contributes importantly to its exempt purpose. It is not an unrelated trade or business.

Nonpatient laboratory testing

Nonpatient laboratory testing performed by a tax-exempt teaching hospital on specimens needed for the conduct of its teaching activities is not an unrelated trade or business. However, laboratory testing performed by a tax-exempt non-teaching hospital on referred specimens from private office patients of staff physicians is an unrelated trade or business if these services are otherwise available in the community.

ENTERTAINMENT AND SPORTS

Miniature golf course

An exempt youth welfare organization operates a miniature golf course that is open to the general public. The course, which is managed by salaried employees, is substantially similar to commercial courses. The admission fees charged are comparable to fees of commercial facilities and are designed to return a profit.

The operation of the miniature golf course in a commercial manner does not contribute importantly to the accomplishment of the organization's exempt purpose and, therefore, is an unrelated trade or business.

Sponsoring entertainment events

An exempt university has a regular faculty and a regularly enrolled student body. During the school year, the university sponsors the appearance of professional theater companies and symphony orchestras that present drama and musical performances for the students and faculty members. Members of the general public also are admitted. The university advertises these performances and supervises advance ticket sales at various places, including such university facilities as the cafeteria and the university bookstore. Although the presentation of the performances makes use of an intangible generated by the university's exempt educational functions—the presence of the student body and faculty—such drama and music events contribute importantly to the overall educational and cultural functions of the university. Therefore, the activity is not an unrelated trade or business.

Broadcasting rights

An exempt collegiate athletic conference conducts an annual competitive athletic game between its conference champion and another collegiate team. Income is derived from admission charges and the sale of exclusive broadcasting rights to a national radio and television network. An athletic program is considered an integral part of the educational process of a university.

The educational purposes served by intercollegiate athletics are identical whether conducted directly by individual universities or by their regional athletic conference. Also, the educational purposes served by exhibiting a game before an audience that is physically present and exhibiting the game on television or radio before a much larger audience are substantially similar. Therefore, the sale of the broadcasting rights contributes importantly to the accomplishment of the organization's exempt purpose and is not an unrelated trade or business.

In a similar situation, an exempt organization was created as a national governing body for amateur athletes to foster interest in amateur sports and to encourage widespread public participation. The organization receives

income each year from the sale of exclusive broadcasting rights to an independent producer, who contracts with a commercial network to broadcast many of the athletic events sponsored, supervised, and regulated by the organization.

The broadcasting of these events promotes the various amateur sports, fosters widespread public interest in the benefits of the organization's nationwide amateur program, and encourages public participation. The sale of the rights and the broadcasting of the events contribute importantly to the organization's exempt purpose. Therefore, the sale of the exclusive broadcasting rights is not an unrelated trade or business.

OTHER

Sales commissions

An agricultural organization, whose exempt purposes are to promote better conditions for cattle breeders and to improve the breed generally, engages in an unrelated trade or business when it regularly sells cattle for its members on a commission basis.

Membership list sales

An exempt educational organization regularly sells membership mailing lists to business firms. This activity does not contribute importantly to the accomplishment of the organization's exempt purpose and therefore is an unrelated trade or business. Also see *Exchange or rental of member lists* under *Excluded Trade or Business Activities*, later.

School handicraft shop

An exempt vocational school operates a handicraft shop that sells articles made by students in their regular courses of instruction. The students are paid a percentage of the sales price. In addition, the shop sells products made by local residents who make articles at home according to the shop's specifications. The shop manager periodically inspects the articles during their manufacture to ensure that they meet desired standards of style and quality. Although many local participants are former students of the school, any qualified person may participate in the program. The sale of articles made by students does not constitute an unrelated trade or business, but the sale of products made by local residents is an unrelated trade or business and is subject to unrelated business income tax.

Travel tour programs. Travel tour activities that are a trade or business are an unrelated trade or business if the activities are not substantially related to the purpose for which tax exemption was granted to the organization.

Example 1. A tax-exempt university alumni association provides a travel tour program for its members and their families. The organization works with various travel agencies and schedules approximately ten tours a year to various places around the world. It mails out promotional material and accepts reservations for fees paid by the travel agencies on a per-person basis.

The organization provides an employee for each tour as a tour leader. There is no formal educational program conducted with these tours, and they do not differ from regular commercially operated tours.

By providing travel tours to its members, the organization is engaging in a regularly conducted trade or business. Even if the tours it offers support the university, financially and otherwise, and encourage alumni to do the same, they do not contribute importantly to the organization's exempt purpose of promoting education. Therefore, the sale of the travel tours is an unrelated trade or business.

Example 2. A tax-exempt organization formed for the purpose of educating individuals about the geography and the culture of the United States provides study tours to national parks and other locations within the United States. These tours are conducted by teachers and others certified by the state board of education. The tours are primarily designed for students enrolled in degree programs at state educational institutions but are open to all

who agree to participate in the required study program associated with the tour taken. A tour's study program consists of instruction on subjects related to the location being visited on the tour. Each tour group brings along a library of material related to the subjects being studied on the tour. During the tour, 5 or 6 hours per day are devoted to organized study, preparation of reports, lectures, instruction, and recitation by the students. Examinations are given at the end of each tour. The state board of education awards academic credit for tour participation. Because these tours are substantially related to the organization's exempt purpose, they are not an unrelated trade or business.

Directory of members

A business league publishes an annual directory that contains a list of all its members, their addresses, and their area of expertise. Each member has the same amount of space in the directory, and its format does not emphasize the relative importance or reputation of any member. The directory contains no commercial advertisement and is sold only to the organization's members.

The directory facilitates communication among the members and encourages the exchange of ideas and expertise. Because the directory lists the members in a similar noncommercial format without advertising and is not distributed to the public, its sale does not confer private commercial benefits on the members. The sale of the directory does contribute importantly to the organization's exempt purpose and is not an unrelated trade or business. This directory differs from the publication discussed next because of its noncommercial characteristics.

Selling endorsements

An exempt scientific organization enjoys an excellent reputation in the field of biological research. It exploits this reputation regularly by selling endorsements of laboratory equipment to manufacturers. Endorsing laboratory equipment does not contribute importantly to the accomplishment of any purpose for which exemption is granted to the organization. Accordingly, the sale of endorsements is an unrelated trade or business.

Please direct questions, comments, and suggestions to
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