DOCUMENTATION OF REIMBURSED EXPENSES

Clergy Name: _____ Date: _____

Expenses:

Business Miles @ .725 cents= _____

Parking Fees, Tolls, etc. _____

Business Travel _____

Books, tapes and Periodicals _____

Vestments _____

Business Supplies _____

Business Meals _____

Professional Dues _____

Other (please specify) _____

_____ _____

_____ _____

Total _____

Please attach all documentation (receipts)

Signature: _____

EXAMPLES OF HOW CERTAIN EXPENSES SHOULD BE CATEGORIZED

EXPENSES	PARISH	HOUSEHOLD	PERSONAL
Food purchased for rectory or meals at restaurants in place of rectory		X	
Food purchased for recreational use			X
Cleaning materials, detergent, dishwasher, laundry, etc.		X	
Television basic package	X		
Television premium channels			X
Cell Phones – 1st $55	X		
Cell Phones beyond $55			X
Pets & Pet Supplies			X
Alcohol Personal Consumption			X
Alcohol Parish Functions	X		
Newspaper		X	
Internet Provider	X		
Repairs to Personal Auto			X
Business Mileage	X		
Other Mileage			X
Gas for Auto			X
Auto Insurance			X

Household expenses include all food whether purchased for the rectory or purchase at a restaurant.