**DOCUMENTATION OF REIMBURSED EXPENSES**

**Clergy Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expenses:**

Business Miles @ 70 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**