**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**