

## 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

\_\_\_\_\_

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\_\_\_\_\_

**Please attach all documentation (receipts)**

Signature: \_\_\_\_\_

**EXAMPLES OF HOW CERTAIN EXPENSES SHOULD BE CATEGORIZED**

<b>EXPENSES</b>	<b>PARISH</b>	<b>HOUSEHOLD</b>	<b>PERSONAL</b>
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 - 1 <sup>st</sup> \$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.**