

SUMMARY REIMBURSEMENT REPORT FOR MONTHLY EXPENSES

(Please give this form to church/charge treasurer each month)

Name: _____ Month: _____ Year: _____

RECEIPTS – On every receipt we need the date/business purpose of expense. Meal receipts should be detailed receipts not just a total spent (you may have to request a detailed receipt). A mileage log should be maintained for all business travel and copies attached to this report.

(1) TRAVEL: For professional business travel reimbursement in full.

_____ Miles at _____ cents per mile..... \$ _____
(Up to IRS rate)
BUSINESS MEALS, LODGING, AIRFARES, ETC..... \$ _____

(2) PROFESSIONAL BOOKS AND PUBLICATIONS \$ _____

(3) MISCELLANEOUS BUSINESS AND PROFESSIONAL EXPENSES

- Codes: #1 - Office supplies and postage;
- #2 - Office equipment;
- #3 - Professional dues;
- #4 - Religious materials, vestments and business gifts;
- #5 - Continuing education and seminars
 (approved by the SPR committee and/or the committee on finance);
- #6 - Entertainment required for Church business;
- #7 - Travel fares, lodging and meals while on business for the Church;
- #8 - Other list;

_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____
_____	\$	_____	\$	_____

Total for miscellaneous business and professional expenses..... \$ _____

TOTAL REIMBURSABLE EXPENSES.....\$ _____

Minister's Signature _____ Date submitted _____

Attach copies of all receipts and copies of mileage log.