

## PRIEST TRAVEL AND BUSINESS EXPENSE DOCUMENTATION FORM

Name: \_\_\_\_\_

Expense Period From: \_\_\_\_\_ To: \_\_\_\_\_

AUTOMOBILE MILEAGE EXPENSE				
Date of Travel	Destination		Purpose of Travel	Miles Traveled
	From	To		
Subtotal				
Subtotal from additional page(s)				
<b>Total Miles Traveled</b> (Maximum 23,400 per fiscal year)				
Rate per mile				\$0.555
<b>Total Automobile Expense</b>				

NB: Priest is to be reimbursed by parish only for miles in excess of 750 per month at a rate of \$.555 per mile, not to exceed \$7,992 per fiscal year.

OTHER EXPENSES	
Description	Amount
Parking Fees and Tolls	
Meals and Entertainment (attach Business Meals and Entertainment Documentation Form)	
Vestments	
Dues and Subscriptions	
Books	
Homiletic Aids	
Religious Supplies/Software	
Retreats	
Telephone/Cellular phone (business portion)	
Other:	
Total Other Expenses (Maximum of \$3,400 per fiscal year)	
<b>Total Travel &amp; Other Expenses</b>	
Less Amounts Reimbursed by Parish	
Net Travel & Other Expenses	

(All items of expense must be supported by appropriate documentation. Please attach receipts and documentation to this form.)



