

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		
NB: Priest is to be reimbursed by parish only for miles in excess of 750 per month at a rate of \$0.585 per mile, not to exceed \$7,272 per fiscal year.			Subtotal Subtotal from additional page(s) Total Miles Traveled (Max. 23,400 per year) Rate Per Mile Total Automobile Expense	\$0.585

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 \$3,000 per year)	
Total Travel and Other Expenses	
Less Amounts Reimbursed by Parish	
Net Travel and Other Expenses	

