PASTOR/STAFF PERSON CHURCH EXPENSE REPORT

FOR THE MONTH OF _____ 20_____
(Use additional reports for automobile expenses)

Requires attachment of cash receipts, canceled checks, credit card sale slips, contemporaneous records for those nonreceipt expenses less than $25.00
Copies of evidence and reports must be kept by Church and Minister/Staff person for allocation of expenses in excess of total reimbursements

Day Of Month	(A)Office Supplies & Postage	(B)Office Equipment Computer etc	(C)Books Subscriptions & Periodicals	(D)Prof. Dues	(E)Religious Material, Vestments Gifts	(F)Cont. Ed. & Seminars	(G)Church Bus. Related Entertainment (Provide Details)	(H)Tolls,Lodging, Meals While Traveling	(I)Misc. Expenses (Provide Details)
Sub Total									

Details for Columns G & I		
Person Entertained or Item Purchased	Place	General Description of Purpose

	TOTALS
Total Expenses in Column A	
Total Expenses in Column B	
Total Expenses in Column C	
Total Expenses in Column D	
Total Expenses in Column E	
Total Expenses in Column F	
Total Expenses in Column G	
Total Expenses in Column H	
Total Expenses in Column I	
Total Amount Due to Minister/Staff Person	

Check no. _____ Date Paid _____

_____ _____ _____ _____
Minister/Staff Person Date Treasurer Date