

Priests' Business Expense Form

Date Completed _____ For the month of _____

1. Priests' maximum salary (\$2,172 pastor's, \$2,113 p. vicars) \$ _____
 2. Salary denied \$ _____
 3. Subtotal (subtract line 2 from line 1) \$ _____
 4. Business Expenses (attach all receipts) (if desired, use voucher forms to help record items)
 - a) Mileage within the parish: _____ miles x 55.5¢ = \$ _____
 - b) Other travel: _____ miles x 55.5¢ = \$ _____
 - c) Professional Fees \$ _____
 - d) Books, periodicals and subscriptions \$ _____
 - e) Promotion and public relations \$ _____
 - f) Memberships and dues \$ _____
 - g) Uniform cost and maintenance \$ _____
 - h) Continuing Education \$ _____
 - i) Meals and entertainment _____ x ½ = \$ _____
 - j) Supplies \$ _____
 - k) Postage \$ _____
 - l) Equipment depreciation (explain)

\$ _____
 - m) Other (explain)

\$ _____
- Total Expenses (Receive this amount in a reimbursement check) \$ _____
- Salary (Line 3 minus Total Expenses) (Receive this amount in salary check) \$ _____