

Priests' Business Expense Form

Date Completed _____ For the month of _____

1. Priests' maximum salary (\$2,130 pastor's, \$2,071 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 50¢ =	\$	
b) Other travel: _____ miles x 50¢ =	\$	
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)	
	\$	