

Minister's Expense Report

Minister _____ Month May 2025 _____

I. AUTOMOBILE EXPENSE

A. Number of business miles	<u>0</u>	
times standard rate per mile	0.700	\$ -
B. Parking fees, tolls		\$ -
C. Total Automobile Expenses		<u>\$ -</u>

II. PROFESSIONAL EXPENSES (CONFERENCES/CONTINUING ED./CONVENTIONS)

A. Out of town meetings	\$ -
1. Fares (air, train, bus, taxi)	\$ -
2. Car Rental	\$ -
3. Lodging	\$ -
4. Meals	\$ -
5. Registration and materials	\$ -
6. Telephone, telegraph, fax, postage	\$ -
7. Tips, laundry, cleaning	\$ -
B. Local church conferences	\$ -
C. Local continuing education	\$ -
D. Business meals at restaurants/home	\$ -
E. Business entertainment	\$ -
F. Dues to religious and civic groups	\$ -
G. Books and publication	\$ -
H. Supplies for ministering	\$ -
I. Business telephone (monthly service rate and long distance charges)	\$ -
J. Business gifts	\$ -
K. Equipment repair/maintenance	\$ -
L. Equipment purchase payments	\$ -
M. Church and ministry meetings	\$ -
N. Other (Benevolence)	
O. Total Professional Expenses	<u>\$ -</u>

III. TOTAL MINISTRY RELATED EXPENSE: \$ -

IV. TOTAL CREDIT CARD CHARGES-CHURCH EXPENSES: \$ -

All receipts are attached and all non-receipted expenses are documented by statement showing date, amount, and business purpose.

Signature of Minister: _____

Signature of Immediate Supervisor: _____