

Ministry Related Expenses for: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date	Purpose of Travel	Odometer Reading		Total Miles Traveled
		Begin	End	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Employee's Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

Check # \_\_\_\_\_, Paid on \_\_\_\_\_, \_\_\_\_\_

Total Mileage for Month	
x Rate per Mile	
= Amount for Car Expense	
+ Other Expenses (See other side)	
<b>TOTAL EXPENSES FOR MONTH</b>	

## Other Minister Related Expenses

Items that might be included as "other ministry related expense" items:

- Convention Expense
- Conferences/Workshops
- Qualified Continuing Educational Expense
- Cell Phone provided for qualified use
- Ministry related books, tapes, subscriptions
- Ministry related Hospitality/Entertainment Expense

**Reimbursement of any of the above items are subject to a church's approval to reimburse that expense.**

*If "other expense" items are to be paid from different budgets items, include the budget line item as part of the description.*

Date	Description	Amount
<b>Total Amount of "Other Ministry Related Expenses"</b> <i>Enter total here and in appropriate box on other side.</i>		