

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)	
TOTAL EXPENSES FOR MONTH	

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