

## Accountable Reimbursement Expense Report

Minister \_\_\_\_\_ Month \_\_\_\_\_ 2025

**1. Automobile Expenses**

- A. Number of business miles \_\_\_\_\_  
Times standard rate of .70 \_\_\_\_\_ (amount changes yearly)
- B. Parking fees, tolls \_\_\_\_\_
- Total Automobile Expenses** \$ \_\_\_\_\_

**2. Professional Expenses**

- A. Out of town meetings
  - i. Fares (air, train, bus, taxi) \_\_\_\_\_
  - ii. Car rental \_\_\_\_\_
  - iii. Lodging \_\_\_\_\_
  - iv. Meals \_\_\_\_\_
  - v. Registration and materials \_\_\_\_\_
  - vi. Telephone, fax, postage \_\_\_\_\_
- B. Local church conferences \_\_\_\_\_
- C. Local continuing education \_\_\_\_\_
- D. Business meals at restaurant/home \_\_\_\_\_
- E. Business entertainment \_\_\_\_\_
- F. Dues to religious/civic groups \_\_\_\_\_
- G. Book, publication, tapes \_\_\_\_\_
- H. Ministry supplies \_\_\_\_\_
- I. Telephone expenses
  - i. Cell \_\_\_\_\_
  - ii. Other Long Distance \_\_\_\_\_
- J. Business gifts \_\_\_\_\_
- K. Equipment repair/maintenance \_\_\_\_\_
- L. Equipment purchase payments \_\_\_\_\_
- M. Church and ministry meetings \_\_\_\_\_
- N. Other \_\_\_\_\_
- Total professional expense** \$ \_\_\_\_\_

**3. Total Ministry Related Expenses** \$ \_\_\_\_\_

All receipts are enclosed with proper documentation and all non-receipted expenses are documented by showing date, amount, and business purpose.

Signature of Minister \_\_\_\_\_