

MINISTERS OR CHURCH STAFF EXPENSE REIMBURSEMENT FORM

Visit www.kluth.org/solutions for more resources for Pastor and Church Financial Health

Church Name
Church Address
City/State/Zip
Phone/Email

Your Name				Date Submitted	
<i>The IRS requires reimbursable expenses to be submitted <u>with</u> receipts within 60 days.</i>					
Monthly Expenses for: <input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC					
Date	Budget Catg or #	Item/Description	Purpose/People	Amount	

Reviewed/Approved by	Date Approved	Payment Date	Payment Type
			<input type="checkbox"/> Online <input type="checkbox"/> Check #

BKKG CODE	BUDGET CATEGORIES	REIMBURSEABLE ITEMS
<i>For sample church policies and best practices on reimbursable pastor expenses, visit www.kluth.org/solutions</i>		
TBD	MILEAGE	Church-related mileage at the standard IRS-approved rate. Commuting mileage from home to the church is not reimbursable.
TBD	CHURCH-RELATED MEETINGS	Meals, coffee, tips, parking
TBD	PASTOR EVENTS & CONFERENCES	Transportation, tolls, lodging, meals, fees (spouse expenses included, if approved)
TBD	CONTINUING EDUCATION	Books, subscriptions, media, software, seminars, webinars, courses, conferences, training events, etc. Covered items included fees, materials, transportation, lodging, and meals.
TBD	CELL PHONE	Equipment, coverage, and plan
TBD	TECHNOLOGY & OFFICE	Computer supplies, software, hardware, office supplies, business cards, copying, and misc.
TBD	HOSPITALITY	Food and supplies for hosting people in your home.
TBD	PROFESSIONAL INSURANCES	Life, short-term disability, long-term disability.
TBD	OTHER	
TBD	OTHER	