2022 Documentation of Expense Advances – Clergy

SUMMARY SHEET

 Period Covered:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_ \_\_\_ to \_\_\_ \_\_\_ \_\_\_

EXPENSES

Business Miles January – June \_\_\_\_\_\_\_\_ x 0.56 cents = \_\_\_\_\_\_\_\_\_

Business Miles July - December \_\_\_\_\_\_\_ x 0.625 cents =\_\_\_\_\_\_\_\_\_

Parking Fees, Tolls, Metro, etc. \_\_\_\_\_\_\_\_\_

Business Travel \_\_\_\_\_\_\_\_\_

Books, CDs/DVDs, and Periodicals \_\_\_\_\_\_\_\_\_

Vestments \_\_\_\_\_\_\_\_\_

Professional Dues \_\_\_\_\_\_\_\_\_

Business Supplies \_\_\_\_\_\_\_\_\_

Business Meals and Entertainment \_\_\_\_\_\_\_\_\_

Educational Expenses \_\_\_\_\_\_\_\_\_

OTHER (Please Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 TOTAL \_\_\_\_\_\_\_\_\_

Please attach all documentation (receipts) to this summary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature