

Regular Expense Report

Employee Name: (Please Print)		Date:	Period Covered ~ From:		To:	
Date	Type of Expense	Establishment/Location	Name(s) of Person(s) Entertained	Business Relationship	Business/Ministry Purpose Description of Expense	Amount
TOTAL EXPENSES						-----
Employee Signature		Date	Administrator Signature		Date	
<p>Original receipts are required in order for expenses to be reimbursed.</p> <p>An original receipt is acceptable documentation and must be furnished by the employee indicating date and dollar amount of the service provided.</p> <p>For entertainment expenses, name(s) of person(s) entertained, business relationship and business purpose must be stated.</p>		<p>Business meals and entertainment expenses must be explained and documented in detail in the section above</p> <p>Meals are limited to the following guidelines: Maximum amount of \$45.00 per day</p> <p>On travel days the maximum amount is half the full day's allowance (\$22.50 per day)</p>		<p>Reimbursable Expenses Include: Business-related long distance Parking and tolls Subscriptions, books, CDs, DVDs if related to ministry or employment Entertainment and hospitality expenses if business requirement is met Professional duties Business-related auto mileage</p> <p>Expenses Not Allowed: Flowers and gifts Expenses related to birthdays, holidays anniversaries, Secretary's Week, recreation activities, terminations, etc. Individual meals, unless taken on a business trip exceeding 1 day</p>		