

PASTOR'S CAR AND TRAVEL EXPENSE REIMBURSEMENT

Month _____

Year _____

Pay to the order of:

Approved:

Name

Name

Address

Date

City, State, Zip

Miles Traveled by Pastor for Ministry Purposes

1. Total miles traveled _____
2. Miles traveled for personal use _____
3. Total miles for Ministry purposes _____

Related Travel Expenses

1. Meals _____
2. Lodging _____
3. Miscellaneous expense _____
4. Total related expenses _____

Car and Travel Expense Check

1. _____ miles at _____ per mile \$ _____
2. Related expenses \$ _____
3. Total due Pastor from;

_____, _____ to _____, _____ \$ _____
Month Day Month Day

4. Pastor's signature _____