

Detail of Clergy Expenses 2019

What type of professional and auto reimbursement plan does your church have?

Professional Expenses - Mark which plan applies

() Accountable plan

Designated amount of professional expenses accounted to church in a timely manner, **reimbursed for exact amount of expenses.**

Total amount of professional expenses designated in accountable plan? \$ _____

Is this amount included in W-2? () YES () NO

() Non-Accountable plan

Church pays a flat amount for **professional** expenses.

Total amount of Professional Expenses allowed? \$ _____

Is this amount included in W-2? () YES () NO

Auto Expenses - Mark which plan applies

() Accountable plan

Mileage detail accounted to church in a timely manner, reimbursed **for exact mileage.**

Total amount of accountable plan? \$ _____

Reimbursed at IRS rate of 58 cents? () YES () NO

If NO, rate of reimbursement? \$ _____

Is this amount included in W-2? () YES () NO

() Non-Accountable plan

Church pays auto allowance of a flat amount.

Total amount of Auto allowance? \$ _____

Is this amount included in W-2? () YES () NO

Complete for all of your UNREIMBURSED Clergy Expenses and UNREIMBURSED Mileage

Business Meals & Food 50% (enter full amt)	Amount
Meals (while gone overnight)	
Number of nights away from home	
Business Meals (not included above)	
Food (provided for parish groups)	
Tips for meals (unless included above)	

Equipment & Library		
Date	Item	Amount

Auto Expenses	Auto #1	Auto #2
Date Purchased		
Year / Model		
Yearly Totals:		
~Total Miles		
* Business Miles		
~Commuting Miles		

Professional Expenses	Amount
Educational expenses	
Supplies	
Religious materials	
Sales aids	
Seminars and dues	
Subscriptions	
Books	
Advertising	
Business Postage	
Business phone Total: _____ (cell)	
_____ % used for business	
Business computer expenses	
Cleaning of liturgical garments	
Other	
Tax Preparation	

Travel Expenses (gone overnight)	Amount
Auto rental / taxi / etc.	
Fares (air / train / bus)	
Parking & Tolls	
Lodging	