Presbyterian Church of the Roses
Professional Expense Voucher
2009

Date_____ Make checks payable to: if different then name

Name_____ _____

_____

_____

Basic Instructions

"Professional Expenses" are those expenses directly related to your work as a pastor/employee. They comprise, first, those professional expenses listed by the IRS and, second any additional professional expenses that have been granted by special, recorded act of Session or Presbytery. As IRS rules, such expenses must be substantiated – preferably by receipt, but alternatively by check number and date; if no receipt or check, date and description required – no items without receipt costing more than $75.00.

Auto:

Mileage_____@$.55 _____

Tolls _____

Parking _____

Phone

(Itemize on back) _____

Entertainment & Meals

(Itemize on back) _____

Travel Expenses

(Itemize on back) _____

Professional Dues _____

Professional Publications

(Itemize on back) _____

Office Supplies & Equipment

(Itemize on back) _____

Clerical Apparel Purchase/Clean

(Itemize on back) _____

Other

_____ _____

_____ _____

_____ _____

TOTAL _____

Approved by_____

Personnel Chair