|  |  |  |  |
| --- | --- | --- | --- |
| **Ministers and the Clergy** | | | |
| All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer. | | | |
| **Parsonage Allowance** | | **Auto Travel (In Miles)** | |
| Allowance Received |  | Educational |  |
| Insurance - Home |  | Funerals |  |
| Interest - Home |  | Infirm - Hospital Visits |  |
| Rent - Home |  | Outings - Congregation |  |
| Repairs - Home |  | Parishioner Meetings |  |
| Taxes - Home |  | Parking ($) |  |
| Utilities - Home |  | Tolls ($) |  |
| Other: |  | Visitation |  |
| **Supplies & Expenses** | | Weddings |  |
| Books - Music & Theology |  | Other: |  |
| Business Cards |  | **Travel - Out of Town** | |
| Clerical Service |  | Airfare |  |
| Computer |  | Bridge & Highway Tolls |  |
| Entertainment |  | Bus, Subway &Taxi |  |
| Insurance - Business |  | Car Rental |  |
| Legal & Professional Services |  | Laundry |  |
| Map Book |  | Lodging |  |
| On-Line Services |  | Meals |  |
| Pager |  | Parking |  |
| Photocopy & Greeting Cards |  | Porter, Bell Captain |  |
| Postage |  | Telephone |  |
| Software - Appointment/Calendar |  | Other: |  |
| Software - Genealoogy |  | **Continuing Education** | |
| Software - Word Processing |  | Correspondence Course Fees |  |
| Vestments |  | Course Registration |  |
| Vestments - Repair |  | Materials & Supplies |  |
| Other: |  | Photocopy Expense |  |
| **Telephone Expenses** | | Reference Materials |  |
| Cellular Calls |  | Seminar Fees |  |
| FAX Transmissions |  | Textbooks |  |
| Paging Service |  | Other: |  |
| Pay Phone & Toll Calls |  | **Equipment Purchases** | |
| Other: |  | Answering Machine |  |
| **Miscellaneous Expenses** | | Computer & Printer |  |
| Business & Professional Associations |  | FAX Machine |  |
| Professional Subscriptions |  | Telephone & Pager |  |
| Other: |  | Other: |  |