## Regular Expense Report

Employee Name: (Please Print)			Date:	Period Covered ~ From:		To:
<u>Date</u>	Type of Expense	Establishment/Location	Name(s) of Person(s) Entertained	Business Relationship	Business/Ministry Purpose Description of Expense	Amount
					TOTAL EXPENSES	
					TOTAL EXPENSES	
Employee Signature			Date	Administrator Signature		Date
			Business meals and entertainment expenses must be explained and documented in detail in the section above  Meals are limited to the following guidelines:  Maximum amount of \$45.00 per day		Reimburseable 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	
For entertainment expenses, name(s) of person(s) entertained, business relationship and business purpose must be stated.			On travel days the maximum amount is half the full day's allowance (\$22.50 per day)		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	