

Professional Expense Reimbursement Report

Name: _____ From: _____

To: _____

AUTO EXPENSE

Total Business Miles Driven _____
Reimbursement per mile @ IRS Rate x _____
Total Auto Expense Reimbursement _____

PROFESSIONAL EXPENSES

Office Supplies/Postage _____
Subscriptions _____
Books _____
Professional Fees _____
Meals for Ministry/Entertainment _____
Seminar/Conference/Convention Registration _____
Personal Education Expenses _____
Miscellaneous: _____
Total Auto Expense Reimbursement _____

TRAVEL EXPENSES

Transportation cost (rental, tolls, etc.) _____
Hotel/Motel _____
Meals _____
Entertainment _____
Other Expenses _____
Total Travel Expense Reimbursement _____

TOTAL REIMBURSABLE EXPENSES _____

Notes/Comments: