

PASTOR'S CAR AND TRAVEL EXPENSE REIMBURSEMENT

Month \_\_\_\_\_

Year \_\_\_\_\_

Pay to the order of:

Approved:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

**Miles Traveled by Pastor for Ministry Purposes**

- 1. Total miles traveled ..... \_\_\_\_\_
- 2. Miles traveled for personal use ..... \_\_\_\_\_
- 3. Total miles for Ministry purposes ..... \_\_\_\_\_

**Related Travel Expenses**

- 1. Meals ..... \_\_\_\_\_
- 2. Lodging ..... \_\_\_\_\_
- 3. Miscellaneous expense ..... \_\_\_\_\_
- 4. Total related expenses ..... \_\_\_\_\_

**Car and Travel Expense Check**

- 1. \_\_\_\_\_ miles at \_\_\_\_\_ per mile ..... \$ \_\_\_\_\_
- 2. Related expenses ..... \$ \_\_\_\_\_
- 3. Total due Pastor from;

\_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ \$ \_\_\_\_\_  
Month Day Month Day

4. Pastor's signature \_\_\_\_\_