



Shannon A Raasch CPA Inc

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MINISTERS EXPENSE CHECKLIST

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MINISTERS NAME

It is ALWAYS BETTER for the Church to Reimburse Expenses. That way you have the Money & it is Tax Free!
 If you are IN SOCIAL SECURITY, you can get Some benefit on your return.
 If you are SOCIAL SECURITY EXEMPT, STOP HERE. No tax benefit for you.

SUPPLIES	
Office Supplies	
Computer Supplies	
Software*	
Appointment Book	
Mileage Log Book	
Photo Copies	
Postage	
Business Cards	
Total	
BUSINESS MEALS	
Church Business, Meetings	
Counseling, etc. DO NOT	
INCLUDE TRAVEL MEALS	
See the Travel section.	
EDUCATION	
Bibles and Books*	
Seminary Classes	
Correspondence	
Seminar Fees	
Magazines	
News Letters	
Total	
MISCELLANEOUS	
License and Dues	
Equipment Repairs	
Greeting Cards, Gifts	
Total	

EQUIPMENT	
Attach a List of Each Equipment item purchased. Include a Description, the Date Purchased and Cost*	

COMMUNICATIONS		
Cell Phone Total		
Business Use	x	% =
Internet Total		
Business Use	x	% =
Total		
TRAVEL-Out Of Town		
Lodging		
Airfare		
Taxi, Bus, Subway		
Car Rental		
Tolls		
Parking		
Total		
TRAVEL MEALS--Number Of Days	#	
(we can use the per diem rate)		
AUTO MILEAGE from Log Book		
BUSINESS MILES Associational Meeting		
Include all mileage for Church Business such as Weddings, Funerals, Revival, Camp, Yout Meetings Visitation, Hospital, Bank, Bookstore, etc.		
Total Business Miles		
Total Vehicle Miles for the year		
	Beginning Odometer	
	Ending Odometer	

REIMBURSEMENTS YOU RECEIVED	
FOR MEALS	
FOR OTHER THAN MEALS	
Total	

* If there is an item that you wish to own, do not submit it to the Church for reimbursement.
 If the Church reimburses you for it--THE CHURCH OWNS IT!