

# The Episcopal Diocese of Arizona

## Request for Business Expense Reimbursement Form

### Reimbursement Policies

1. Expenses must have a business connection
2. Reimbursements must be requested within 30 days after an expense is incurred
3. Substantiation of expense must accompany request for reimbursement
4. Substantiation includes a receipt or documentation which includes actual amount, date, place and business purpose of expense
5. For reimbursement of entertainment expenses the business relationship of the person or persons entertained must be included (i.e. meals)
6. For travel expense reimbursement, attach approved Travel Authorization Form

### Person Requesting Reimbursement:

<b>Mileage &amp; Transportation Expense</b>	On the job	
(Totals from page 2)		
Personal Auto Business Miles	\$	
Parking fees, tolls, local fares	\$	
<b>Total Mileage &amp; Transportation Exp</b>		\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>

<b>Travel Expenses</b>	Away from home 50 miles and overnight	
Fares (air, train, bus)	\$	
Lodging	\$	
Meals	\$	
Car rental, taxi, bus, etc	\$	
Other	\$	
<b>Total Travel Expenses</b>		\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>

<b>Professional Expenses</b>		
Continuing education, seminar, conf fees	\$	
Books and publications	\$	
Supplies	\$	
Entertainment (Total from page 3)	\$	
<b>Total Professional Expenses</b>		\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>

Total Expenses	\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>
Less Advance	\$( <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> )
Owed to (by) Employee	\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>

I certify that the expenses reported above are business expenses (directly attributable to my ministry)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



