

Expense Report (last updated January 2023)

Name: _____

IRS Mileage Rate <i>(effective 2023)</i>	\$0.655
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Please submit all receipts with request and please list each item separately

Date	Description/Receipt Name	Travel (Enter number of miles)	Lodging	Meals	Entertainment	Supplies	Other	Total
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Signature: _____

Date: _____

Pastor Approval Signature: _____

Date: _____