Priest / Pastoral Administrator Diocese of Saginaw Household Expense Reimbursement Form

Name:

Date	Receipt From	(A) Total Receipt Purchase/Expense Amount*	(B) Personal Purchase/Expense Amount*	(A-B) Reimbursable Purchase/Expense Amount
			Total Reimburseable Expense Amount \$\$	

*Pastors/PA's must include detailed receipts for all reimburseable purchases/expenses and record each one in Column (A). If a receipt for allowable household expenses also includes personal expenses, the personal purchases should be identified, totaled and recorded in Column (B) which is then subtracted from Column (A) to calculate the reimburseable purchases/expense amount that will be issued to the Pastor/PA. Note: Please refer to the Priest's Compensation Manual for further policy details.

Per Policy: Receipts must be submitted shortly after the end of the calendar month and should not include any "carry over" from other calendar months. Totals will then be compared to the current monthly household allowance and adjusted accordingly.