

Instruction A Personage Allowance	
Housing Allowance Received	
Insurance - Home	
Interest - Home	
Rent - Home	
Repairs - Home	
Taxes - Home	
Utilities - Home	

Instruction C Telephone Expenses	
Cellular Calls	
FAX Transmissions	
Paging Service	
Pay Phone	
Toll Calls	
Other:	

Instruction D Miscellaneous Expenses	
Business & Professional Associations	
Professional Subscriptions	
Other:	

Instruction F Travel - Out of Town	
Airfare	
Bridge & Highway Tolls	
Bus & Subway	
Car Rental	
Laundry	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Parking	
Porter, Bell Captain	
Taxi	
Telephone	
Train	
Other:	

Instruction B Supplies & Expenses	
Books - Religious Music	
Books - Theology	
Business Cards	
Clerical Service	
Entertainment (enter 100% of expense)	
Greeting Cards	
Insurance - Business	
Legal & Professional Services	
Map Book	
Pager	
Photocopy Expense	
Postage	
Software - Appointment/Calendar	
Software - Theological	
Software - Word Processing	
Telephone - Book	
Vestments	
Vestment - Repair	
Vestment - Cleaning	
Word Processor - Computer	
Other:	

Instruction E Auto Travel	
Educational (mi.)	
Funerals (mi.)	
Infirm - Hospital Visits (mi.)	
Parishioner Meetings (mi.)	
Parking	
Out-of-Town Travel (mi.)	
Outings - Congregation (mi.)	
Tolls	
Weddings (mi.)	
Other:	

Instruction G Continuing Education	
Correspondence Course Fees	
Course Registration	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Seminar Fees	
Textbooks	
Other:	

Instruction H Equipment Purchases	
Answering Machine	
Calculator	
Copy Machine	
FAX Machine	
Pager	
Telephone	
Other:	