

# Worksheet For Clergy

Your Name

Taxable Year \_\_\_\_\_

### ACTUAL AUTO EXPENSES

	Vehicle 1	Vehicle 2
Gas, oil, & lubrication		
Repairs		
Tires & batteries		
Insurance & auto club		
Interest		
Tax & license		
Miscellaneous		
Washing and polishing		
<b>Total</b>		

Amount of auto allowance/reimbursement

(See other side for mileage information)

### LOCAL TRAVEL EXPENSES

Parking	
Tolls	
Fares	
<b>Total</b>	

### OVERNIGHT TRAVEL EXPENSES

Auto rental, taxi, etc.	
Fares (air, train, bus)	
Parking & tolls	
Laundry & cleaning	
Lodging	
Telephone, telegraph, postage, fax	
Tips, other than meals	
<b>Total</b>	

### MEALS AND ENTERTAINMENT

Meals while away from home overnight (check one)

<input type="checkbox"/> Actual	<input type="checkbox"/> Optional Per Diem (\$ x /day)	
If optional, report # of days, away from home overnight		days
Entertainment, meals		
Entertainment, other		
Tips for meals		
<b>Total</b>		

### PROFESSIONAL EXPENSES (UNREIMBURSED)

Clergy clothing (include cleaning & laundry)	
Professional Dues	
Equipment purchased (list date & amt)	
Office supplies and postage	
Subscriptions and paperbacks	
Religious materials	
Sermon aids	
Seminars/Education	
Internet ( _____ % business)	
Cell phone ( _____ % business)	
Other _____	
<b>Total</b>	

### COMPUTATION OF PARSONAGE ALLOWANCE

Date of home purchase: \_\_\_\_\_      A      B  
    PROVIDED      PAID BY  
 FMV of home you own: \$ \_\_\_\_\_      BY CHURCH      MINISTER

Value of parsonage provided by church (including utilities if paid by church)	
Rent or principal payments	
Taxes	
Interest	
Insurance	
Repairs & upkeep	
Furniture, appliances, etc.	
Decorator items	
Utilities	
Miscellaneous supplies	
<b>Total</b>	
Fair Rental Value (FRV) Computation: Compute in year of purchase and in any year of major expense. (Homeowner only)	
FRV of home	
FRV of furniture	
Utilities	
<b>Total</b>	
Amount designated by church council (Parsonage, Furnishings, Utility)	