The Episcopal Diocese of Arizona

Request for Business Expense Reimbursement

Reimbursement Policies

1. Expenses must have a business connection.
2. Reimbursements must be requested within 30 days after the expense has occurred.
3. Substantiation of expense must accompany request for reimbursement.
4. Substantiation includes a receipt or documentation which includes actual amount, date, place, business purpose, name of person(s) entertained and business relationship(s).
5. For travel expense reimbursement, attached approved Travel Authorization Form.
6. Complete all sections that apply

Person Requesting Reimbursement:

Purpose of Reimbursement:

Dates of Travel:

Travel Location:

**Professional Expenses**
- Continuing ed, seminars, conf fees $  
- Books and publications $  
- Entertainment (complete Entertainment Record) $  
**Total Professional Expenses** $  

**Mileage and Transportation Costs**
- Auto: Number of miles  
- Parking fees and tolls $  
**Travel Expenses**  
- Away from home 50 miles and overnight  
- Fares (air, train, bus) $  
- Lodging $  
- Meals $  
- Car rental/taxi, bus, etc $  
- Other (Please explain below) $  
**Total Travel Expenses** $  

**Detailed Entertainment Record**

<table>
<thead>
<tr>
<th>Date</th>
<th>Person(s) entertained</th>
<th>Purpose</th>
<th>Location</th>
<th>Amount</th>
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**Summary**

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<tbody>
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<td>Total Expenses</td>
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<td>Less Travel Advance</td>
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<td>Owed to (by) Employ</td>
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I certify that the expenses reported above are business expenses directly attributable to my ministry.