DIOCESE OF LAFAYETTE CLERGY VEHICLE/BUSINESS EXPENSE REIMBURSEMENT PLAN

NOTICE:	Emplo	oyer:			
Effective January 1, 2010 the IRS approved rate for	•	(Name of Parish)			
mileage is 50 cents per mile.	Month	n of:			
Maximum number of business n Personal and commuting miles (6650.00	
VEHICLE EXPENSES	QUALIFIED MILES	RATE	CURRENT MONTH	YEAR TO DATE	
Number of miles traveled during month .50		.50			
BUSINESS EXPENSES N	NOT REIMBU	RSED			
Professional Magazines/Books					
Clerical Clothes/Vestments Inclu	ding Cleaning				
Professional Phone Expenses					
Meals Away From Parish For Bu	siness Purposes				
Professional Gifts	-				
Other Expenses: (Specify)					
Total Ve	ehicle and Busines	ss Evnenses			
Fixed Rate Allowable			\$650.00		
Total Over or (Under) Amount (Allowance)			\$66.0100		
EMPLOYEE NAME: REV					
EMPLOYEE SIGNATURE:					

Some of the employee's allowances may have to be shown on the W-2 or the allowance for business miles may have to be reduced if documentation is not sufficient and/or the number of business miles driven does not meet the statutory requirements. The IRS requires documentation showing time, place, mileage and business purpose of your auto travel. Unsubstantiated allowances may have to be shown on the W-2 or returned to the Parish.