

## **Priests' Guide to Parish vs Personal Expenses**

Note: This is not an exhaustive list. The guiding principle for parish expense is that it is necessary to conduct official business of the parish.

### **Accountable Plan: reimbursable with receipts or mileage log**

- Auto mileage
- Books
- Clerical Garb
- Cost of staff meals for official business
- Costs incurred in meeting and visiting parishioners or non-parishioners in the conduct of parish ministry
- Parking and Toll fees
- Subscriptions

### **Continuing Education\*: reimbursable with receipts or mileage log**

- Annual retreat/workshop registration
- Annual retreat/workshop travel
- Days of recollection
- Educational workshops
- Support groups according to Archdiocesan guidelines

### **Parish Expense:**

- Auto insurance\* – provided by the Office of Risk Management
- Basic cable or satellite television
- Cell phone\* - reimbursable (total bill minus non-business charges – personal application downloads, tablet and watch purchases and access charges) \$150/month max
- Dry cleaning of vestments
- Household & laundry supplies
- Housekeeping
- Housing utilities
- Internet access
- Laundry of church linens and priest albs
- Office furniture & equipment
- Office supplies
- Software & hardware for a computer - \$1,200 max
- Vestments that remain at parish

### **Personal Expense:**

- Auto gas, maintenance & repair
- Auto taxes and tags
- Car payments
- Dry cleaning of personal or clerical clothes
- Furniture/furnishings taken when moved.
- Hobbies
- Hotel rooms for friends & family
- Investments
- Meals with friends & family
- Memberships for golf club, health club, etc.
- Personal clothing – shoes, jackets, coats, etc.
- Personal entertainment
- Personal gifts to parishioners, friends, family, staff
- Personal stewardship tithing
- Personal telephone lines, cell phones not used for parish operations
- Pets and pet supplies
- Postage and stamps for personal use
- Premium on-demand or other cable
- Stewardship to personally chosen charities, orders, etc.
- Tablets (iPads, Chromo, etc.) and watches
- Toiletries
- Travel, lodging & related expenses to celebrate non-parish sacraments
- Vacation & personal trips
- Vitamins, dietary supplements, prescriptions
- \$200 deductible for personal property loss claim
- \$500 deductible for auto insurance claim

\*See also Clergy Reimbursement Memo