



TO:

1 Church Name: _____

Date: _____

Address: _____

FROM:

Reverend: _____

NOTE: The substitute priest is responsible for filing this form in a timely fashion in order to be paid by the parish(es).

For Travel less than 50 miles one-way:

\$ _____ for _____ Weekend Liturgies at \$50 per Liturgy

\$ _____ for _____ Weekend Liturgies at \$25 per Liturgy

\$ _____ for _____ Mass Stipend

\$ _____ for Penance/Anointing of the Sick \$30 per

2 \$ Service Subtotal

For Travel more than 50 miles one-way:

\$ _____ for _____ Weekend Liturgies at \$60 per Liturgy

\$ _____ for _____ Weekend Liturgies at \$25 per Liturgy

\$ _____ for _____ Mass stipends

\$ _____ for Penance/Anointing of the Sick \$30

3 \$ Service Subtotal

Room and Board (R & B):

R & B was provided _____ or

R & B reimbursement is requested (itemized)

Signature _____

List of attached receipts:

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

4 Travel: Miles round trip _____ at \$0. _____ (current IRS rate) = \$ _____

5 Room and Board Subtotal \$

Total Request (Total of lines 2,3 & 5) \$

1 If various faith communities are served on a given weekend, fill out a form for each one.
2 Taxable Income
3 Taxable Income
4 Current IRS rate – is published annually by the Diocesan Business Office to aid parishes in setting budget.