

Monthly Expense Report



growchurches.com

Starting Date: _____

Ending Date: _____

Destinations: _____

Place receipts in an envelope and attach to this form.

EXPENSES	AMOUNT
1. Food during travel (includes personal items)	
2. Hotel during travel	
3. Office supplies	
4. Telephone bill	
5. Office in the home (business use sq. ft.) for those paying Social Security.	
6. Field supplies	
7. Business equipment (Depreciation Schedule or 179 Expensed)	
8. Other expenses:	
9. Education/training	
10. Commercial transportation	
11. Automobile expenses (Actual Expense Method)	
12. Automobile expenses (Optional Expense Method)	
13. Insurance – in addition to insurance paid by payroll deductions	
14. Business entertainment	
TOTAL EXPENDITURES	

INCOME	AMOUNT
15. Total income received	
TOTAL TAXABLE INCOME FOR THE MONTH	