

Expenses

Policy No. 406

Policy Statement: Certain expenses of the priest related to his priestly ministry, or parish business are eligible for reimbursement.

Intent of Policy: To provide remuneration for any ministerial or parish related expenses of the priest.

- Procedure:**
- a) Priests are required to submit copies of their expense receipts for parish supplies to the parish or to the Archdiocese for reimbursement.
 - b) Mileage remuneration is intended to cover all automobile operating expenses of the priest, including repairs and fuel. It is reviewed annually by the Clergy Personnel Committee. (Policy No. 344 Mileage Expense Report – Appendix I)
 - c) Receipts for food and supplies for the parish or parish business should be submitted on a monthly basis to the parish for reimbursement.
 - d) Priests who assist the Archdiocese in providing on-call coverage for hospital ministry are eligible for a hospital parking pass paid for by the Archdiocese. Application may be made through the Office of Pastoral Care.
 - e) Telephone expenses include a phone line for the parish office, the parish rectory and a cell phone. Various plans associated with phone services, such as Caller ID, Voice Mail, Text Messaging etc. should reflect the needs of the parish and/or the priest in his priestly ministry. Telephone expenses do not include personal long distance charges, a personal telephone line, or a personal cell phone.

Also refer to Policy:
No. 344 Mileage Reimbursement