Priest / Pastoral Administrator Diocese of Saginaw
Parish Business Food Reimbursement Form

Name: _____

Date	Parish Business Food Receipt From	Persons Attending for Business/Parish Purposes	Business/Parish Purpose	Reimbursable Portion of Expense*

*All restaurant/entertainment expenses submitted for reimbursement must have receipts attached with details of all items served/purchased. Please note, expenditures should reflect a clear business/parish purpose. The Parish will reimburse for occasional and limited alcohol related purchases. Please refer to the Priest's Compensation Manual for futher policy details or contact the Diocesan Finance Department for clarifications.

_____ **Date Submitted:** _____/_____/_____

Employee Signature