

# Diocese of Bismarck

## Substitute Clergy Expense Reimbursement Form

**Purpose:** To reimburse needy parishes for the expenses of substitute clergy. Bishop Zipfel has authorized the diocesan portion of the Catholic Campaign for Human Development collection to be used for this purpose.

**Process:** The pastor completes the form below and submits it to:

Diocese of Bismarck  
Office of Stewardship and Resource Development  
PO Box 1137  
Bismarck, ND 58502-1137

**Questions:** Contact Ron Schatz at (701) 222-3035 or toll free 1-877-405-7435.

**Pastor:** \_\_\_\_\_

**Parish/Missions:** \_\_\_\_\_

**Date of weekend(s) coverage/period:** \_\_\_\_\_

**\$30** x \_\_\_\_\_ # of weekend Masses covered by substitute clergy (or Sunday celebrations in absence of a priest) = \$ \_\_\_\_\_

**\$ \_\_\_\_\_** x \_\_\_\_\_ # of miles traveled by substitute clergy = \$ \_\_\_\_\_  
Current  
I.R.S. rate  
(\$ .445 as of  
04/01/06)

**Total:** \$ \_\_\_\_\_

Please make additional copies of this reimbursement request form or download it from the Office of Stewardship and Resource Development page on the Diocese of Bismarck's website [www.bismarckdiocese.com/ministries.default.asp?ID=382](http://www.bismarckdiocese.com/ministries.default.asp?ID=382)