

Documentation for Priest Substitution
Reimbursement and Stipend
Effective January 1, 2018

Name of Substitute Priest _____

Social Security Number _____

For Substitution at (parish) _____

(place) _____

Weekend Date(s) _____

Weekday Date(s) _____

Reimbursed Expenses:

Mileage

Ending Odometer _____

Beginning Odometer _____

Total Miles _____ @ 54.5 cents \$ _____

Meals (attach receipts) \$ _____

Other (specify) \$ _____

Total Reimbursed (total of lines above) \$ _____

Stipend @ \$20 + \$55 per Mass: Obligation Masses; wedding; funeral \$ _____

See explanation and chart on reverse

\$25 per weekday _____ weekdays @ \$25 \$ _____

Total Stipend: \$ _____

Total to be paid (Reimbursement plus stipend): \$ _____

Signature of Priest _____

Address of Priest _____

Date _____

Substitution Payment

Beginning July 1, 2017, the substitution compensation is based on the number of Masses celebrated @\$55 per Mass, (which includes hearing Confessions and celebrating other Sacraments in conjunction with Mass) plus \$20 toward preparation time, according to the following chart. Documented transportation is reimbursed and room and board are provided. Parishes (through IOI) must prepare a W-2 which includes the compensation (but not the documented transportation, room and board) for each priest who provides substitution.

- 1 Mass on Saturday only or Sunday only - \$75
- 2 Masses on Saturday/Sunday - \$130
- 3 Masses on Saturday/Sunday - \$185
- 4 Masses on Saturday/Sunday - \$240
- Weddings and Funeral (whether at Mass or a celebration outside Mass) - \$75
(reminder that any donation given goes to the parish)
- Weekday assistance - \$25 per Mass