

MINISTER/STAFF PERSON CHURCH AUTOMOBILE EXPENSE REPORT

FOR THE MONTH/YEAR OF: _____

VEHICLE DESCRIPTION: _____

MILEAGE METHOD

DAY OF MONTH	GENERAL DESCRIPTION OF TRAVEL PURPOSE (AT DISCRETION OF PAYROLL PERSON, MINISTER/STAFF PERSON'S APPOINTMENT BOOK MUST RECONCILE WITH THIS COLUMN. WHEN CONFIDENTIALITY IS NECESSARY, USE "PRIVATE" AS DESCRIPTOR)	TOTAL MILES TRAVELED (DO NOT INCLUDE COMMUTE OR PERSONAL MILES) [1]	TOLLS & PARKING [2]
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
	TOTAL FOR COLUMNS [1 & 2]		
	CURRENT MILEAGE REIMBURSEMENT RATE PER MILE:		
	LUMN [1] TIMEX [X] CURRENT MILEAGE REIMBURSEMENT RATE PER MILE:		
TOTAL AUTOMOBILE BUSINESS EXPENSE (A) = ADD LAST LINE OF COLUMN [1 & 2]			