

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)	DAILY ODOMETER START [1]	DAILY ODOMETER STOP [2]	TOTAL MILES TRAVELED (DO NOT INCLUDE COMMUTE OR PERSONAL MILES) [3]	FUEL, OIL, PLATES, INSURANCE, REPAIRS & GENERAL MAINT. [4]	LEASE PAYMENTS OR DEPRECIATION [5]	TOLLS & PARKING [6]
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31							
	TOTAL OF COLUMNS [3-6]:						
	ODOMETER STOP ON LAST DAY MINUS START ON FIRST DAY = TOTAL MILES:					XXXXXX	XXXXXX
	DIVIDE BY TOTAL OF COLUMN [3] BY TOTAL MILES = BUSINESS USE%:				XXXXXX	XXXXXX	XXXXXX
	MULTIPLY TOTALS OF COLUMNS [4 & 5] BY BUSINESS USE %:						XXXXXX
TOTAL AUTOMOBILE BUSINESS EXPENSE (A) = ADD LAST LINE OF COLUMN [4, 5, & 6]							