

MINISTER/STAFF PERSON CHURCH AUTOMOBILE EXPENSE REPORT

FOR THE MONTH OF _____, 200_

VEHICLE DESCRIPTION: _____
(USE SEPARATE REPORT FOR EACH VEHICLE)

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