

MINISTER/STAFF PERSON CHURCH AUTOMOBILE EXPENSE REPORT

FOR THE MONTH OF _____, 200_

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

MILEAGE METHOD

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