

MINISTRY MILEAGE LOG

NAME	Position/Department		Date			
					-	
Date		Purpose/Contact	Odometer			
	Destination		Start	Finish	Miles Driven	GL Account to charge
	+					
	-					
	<u> </u>					
	+					
	+					
	-			•		
Note 1 - The following personal use mileage must be excluded from reimbursement: Total Miles Driven				ren		
	(1) Commuting to and from home and office no matter how many trips are made each day.				0.005	
	(2) Regular ministry related business performed on the way to office or returning home. (3) Functions where you personally received an honorarium.		IRS Standard M	Alleage Rate	0.625	
	(3) Functions where you personally received an nonor	anum.				
Note 2	- This log can be attached to your Employee Expense R	Report for reimbursement.				
Total Dollar Reimbursement						
	Circoture					
Employee's Signature						
Approved B	v					