



# MINISTRY MILEAGE LOG

Name \_\_\_\_\_

Position/Department \_\_\_\_\_

Date \_\_\_\_\_

			Odometer			
Date	Destination	Purpose/Conta	Start	Finish	Miles Driven	GL Account to charge

Note 1 - The following personal use mileage must be excluded from reimbursement: Total Miles Driven  
 (1) Commuting to and from home and office no matter how many trips are made each day.  
 (2) Regular ministry related business performed on the way to office or returning home.  
 (3) Functions where you personally received an honorarium.

IRS Standard Mileage Rate

0.655

Note 2 -This log can be attached to your Employee Expense Report for reimbursement.

Total Dollar Reimbursement

Employee's Signature \_\_\_\_\_

Approved By \_\_\_\_\_