

MONTHLY MINISTRY MILEAGE LOG

Name	Position/Department	Date	20
------	---------------------	------	----

[illegible]

Note 1 - The following personal use mileage must be excluded from reimbursement :

- (1) Commuting to and from home and office no matter how many trips are made each day.
- (2) Trips that were primarily personal in nature.
- (3) Functions where you personally received an honorarium.

Total Miles Driven

IRS Standard Mileage Rate

X		
\$		\$

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

Total Dollar Reimbursement

\$	
----	--

Employee's Signature _____

Date _____

Approved By _____

Date _____