## MONTHLY MINISTRY MILEAGE LOG

Name		Position/Department		Date	20	
	Odometer		meter	Miles	Parking Fees	
Date	Destination	Purpose/Contact	Finish	Start	Driven	and Tolls
						\$
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.				iven		
(2) Trips that were primarly personal in nature. IRS Standard			Aileage Rate	X		
(3) Functions	where you personally received an honorarium.				\$	\$
Note 2 - This log should be attached to your Monthly Employee Expense Report for reimbursement.					ψ	Ψ
				Total Dollar R	eimbursement	\$
Employee's Signature				Date		
Approved By				Date		
rippiovou by				Date		

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