**MINISTER STAFF PERSON CHURCH EXPENSE REPORT**

FOR THE MONTH OF:

VEHICLE DESCRIPTION:

{USE SEPARATE REPORT FOR EACH VEHICLE)

**MILEAGE METHOD**

Requires using method with no change allowable to actual expense method until business usage reaches 60.000 business miles. Actual expense method must be used for a leased vehicle

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| Day of Month | General Description of Travel Purpose  (At discretion of payroll person, minister/staff persons appointment book must reconcile with this column. When confidentiality is necessary, use “private” as description) | Daily  Odometer  Start | Daily Odometer Stop | Miles Traveled  (Do not include commute or personal miles) | Tolls  &  Parking |
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Total Business Miles & Tolls/Parking

Business Miles Multiplied by Mileage Rate @ .50 cents per Mile

Total Automobile Business Expenses (A):