



## Mileage Reimbursement

Your Name: \_\_\_\_\_

I attest that the miles documented below were used for the purpose of church ministry as authorized by the church's leadership.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Mileage Check Request

Check Payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s)	Starting location	Ending location	Total Number of Miles Driven	Account and Sub-Account	Total Amount
	Starting Location	Ending Location	Total Number of Miles Driven <i>Ending Odometer minus Starting Odometer</i>		# Miles times .575
	Starting Odometer Reading	Ending Odometer Reading			\$
	Miles	Miles	Miles		

All Ministry Expenses must be approved by the Senior Pastor.

Area Leader Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Pastor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Completed expense sheets should be given to the Senior Pastor for approval once completed.

Elder Approval: \_\_\_\_\_ Date: \_\_\_\_\_ (Only required on expenses incurred by senior pastor personally.)

Elders - once approved pass to ACCOUNTS PAYABLE folder

<i>Office Use Only</i>	
Paid by: _____	Check # _____
Entered by: _____	Date Paid: _____
	Date Entered: _____