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.

retual expense method must be used for a reased venicle.							
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	Tolls & Parking		
				miles)			
					_		
	Total Business Miles & Tolls/Parking:						
	Business Miles Multiplied by IRS Mileage Rate @ . cents Per Mile:						

Total Automobile Business Expenses (A):