

Brentwood United Methodist Church Employee Mileage Report

For the Month of: _____ Year: _____

Name: _____ (Please Print)

Vehicle Description: _____

GL Account No.: _____

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.

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
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Total Business Miles & Tolls/Parking:	0	\$	-
Business Miles Multiplied by IRS Mileage Rate @ .	\$ 0.575	cents / mile:	\$0.00 2020 Rate
Tolls and Parking Totals:	\$0.00		
Total Automobile Business Expenses (A):	\$0.00		

Signature & Date: _____

Approval Signature & Date _____