2011 Mileage Expense Report

Date Submitted: _____

Name: _____

Signature: _____

CICERO CHRISTIAN CHURCH
1715 Stringtown Pike / Cicero, Indiana 46034 / 317.984.4653
reachteachserve.org

Date	Beginning Mileage	Ending Mileage	Total Miles	Location / Misc.
		Total Miles	-	

RULES: Paid ministerial staff members are eligible for mileage reimbursement. Requests for mileage reimbursal must be made within 60 calendar days of the expense. Requests may not be made more frequently than monthly. For December mileage, requests must be turned in by January 18, 2012. Mileage must be documented with odometer readings, dates and description, and comply with IRS Publication 17 regulations. 500 qualified miles are reimbursal per calendar month, and non-used miles do not carry forward. Reimbursal rate is 40 cents per mile for 2011. This form is for mileage reimbursal only. This form is available on our website and server in Forms & Masters - Office Forms - FORM Mileage Reimbursement