General Mileage Reimbursement Request

Name _____Ministry_____

Please round odometer reading to the nearest mile

Date	Odometer Start	Odometer End	Miles	Purpose

Mileage is reimbursed at $0.35 per mile up to:

$50.00 a month for 10 hrs/wk employee

$100.00 a month for 20 hrs/wk employee

$200.00 a month for full time employee

Updated 05/2017