



# ELCA - Grand Canyon Synod

## Mileage Report

1819 E. Morten Ave, Suite 100A  
Phoenix, AZ 85020  
Phone: 602-957-3223

1. Complete all sections of the form.
2. The "Date" is the date of your travel.
3. "Trip Description" should explain where you traveled for synod business.
4. "# Miles" is the total miles you drove for that particular trip.
5. Calculate the amount of mileage by multiplying the number of miles drive by the current IRS mileage reimbursement rate.
6. Enter the appropriate account and job ID in those columns.
7. If mileage is applied to only one account, total the amount column and enter in the "Total Payable to Employee" box.
8. If mileage is applied to more than one account, enter the total amount for each account in the "first account", "second account" line and so on.
9. Sign and date the form.
10. Forward the form to the Minister for Finance by Tuesday. A check will be processed and issued by Wednesday of the same week.