ELCA - Grand Canyon Synod Mileage Report

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

Month:	

Date	Trip Description	# Miles	Amount	Account	Job ID
					<u> </u>
	Totals for first account				
	Totals for second account				
	Totals for third account				
	Totals for fourth account				
			Total Payable t	o Employee	\$
	Employee Signature	Date	<u>.</u>		
	, , ,				
	Authorizing Signature	Date	.	See instructions on b	ack to complete form.

ELCA - Grand Canyon Synod

Mileage Report

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

Revised: 10-3-13

- 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.