

# 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*