

Mileage Expense Voucher

Council/Divisions/Committees

Presbytery of Sheppards and Lapsley
3603 Lorna Ridge Drive
Birmingham, AL 35216
205-978-0320

Date & Place of Meeting/Event: _____

Name: _____

Street/P.O. Box _____

City, State, Zip code _____

_____ **Miles @** _____ cents per mile [Not to exceed **\$0.35** when traveling alone and
.38 when car pooling] = **Total \$** _____

Note: IRS allows 14 cents per mile for volunteer work and .575 cents per mile for business. It is suggested that those who have Auto Allowances in their terms of call seek reimbursement from their “employer” as business mileage.

Check One: ☐ Please mail check for reimbursement
☐ In lieu of reimbursement, please provide a receipt for tax records.

Division or Special Fund	Budget Line Item	Account No	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature _____ Date _____

Approved by _____
(Division Chair or Assoc. Exec)