



ARCHDIOCESE OF SEATTLE

MILEAGE RECORD

Name: _____

Covered From/To: _____

Date	Trip Route (including start and end points)	Purpose	Total Miles Traveled	*Daily Commute (minus)	Trip Total

Notice: The accountable reimbursement plan, available on SharePoint/Accounting, states that business expenses will be submitted to accounts payable within 60 days after being incurred.

*Daily Commute = Travel from home to primary work location (non-reimbursable). Mileage is only for mileage greater than normally driven between work location and Principal residence (home)- If you are starting and ending at home, enter round trip daily commute miles in the Daily Commute column. If you are starting from normal work location and ending at home, enter half the round trip commute miles. If you start and end at your normal work place, enter zero for daily commute miles.

Mileage reimbursement rate effective Jan 01, 2022 through December 31, 2022: \$0.585/mile	Total Mileage:	
	**Reimbursement Total:	

I certify I have and will maintain automobile liability insurance of at least the Washington State minimum requirement (currently \$25,000 per person and \$50,000 per occurrence) to cover myself and passengers whenever I use my automobile in connection with my employment/volunteer work. I certify I have and will maintain a motor vehicle driver's license valid for use in the State of Washington whenever I use my automobile in connection with my employment/volunteer work.

Signature: _____

Date: _____

Approved by: _____

Date: _____