

**DIOCESE OF LAFAYETTE
CLERGY VEHICLE/BUSINESS EXPENSE REIMBURSEMENT PLAN**

NOTICE:

Effective July 1, 2008
the IRS approved rate for
mileage is 58.5 cents per mile.

Employer: _____
(Name of Parish)

Month of: _____

*Maximum number of business miles to reimburse per month: 1025.64 x .585=\$600.00
Personal and commuting miles (to and from home to work) do not qualify.*

VEHICLE EXPENSES	QUALIFIED MILES	RATE	CURRENT MONTH	YEAR TO DATE
Number of miles traveled during month		.585		
BUSINESS EXPENSES				
Professional Magazines/Books				
Clerical Clothes/Vestments				
Professional Phone Expenses				
Meals				
Professional Gifts				
Other Expenses: (Specify)				
Total Vehicle and Business Expenses				
Fixed Rate Allowable			\$600.00	
Total Over or (Under) Amount (Allowance)				

EMPLOYEE NAME: REV. _____

EMPLOYEE SIGNATURE: _____

Some of the employee's allowances may have to be shown on the W-2 or the allowance for business miles may have to be reduced if documentation is not sufficient and/or the number of business miles driven does not meet the statutory requirements. The IRS requires documentation showing time, place, mileage and business purpose of your auto travel. Unsubstantiated allowances may have to be shown on the W-2 or returned to the Parish.

