

**RESURRECTION LUTHERAN CHURCH  
100 LOCHMERE DRIVE WEST  
CARY, NC 27518**

TO: Robbe Lenzen, Bookkeeper

FROM: \_\_\_\_\_

SUBJECT: Cell Phone/Mileage Reimbursement

1. Cell phone reimbursement (016-40-20-08) from \_\_\_\_\_ through \_\_\_\_\_. Please attach a copy of the summary page of the bill(s).

Total cell phone reimbursement: \_\_\_\_\_ (max. of \$50. per month)

2. Professional use of automobile (016-40-20-08) from \_\_\_\_\_ through \_\_\_\_\_ for \_\_\_\_\_ miles @ 72.5 cents per mile. Please attach a log with dates, purpose of travel and mileage driven.

Total mileage reimbursement: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_