

**SUPERVISED MINISTRY IN A PARISH SETTING**  
**MILEAGE REIMBURSEMENT FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Each Pre-Theology II – Theology IV Seminarian is to receive mileage reimbursement to their parish assignment during the academic year according to the following terms:

1. Mileage is tracked as “trips” to the parish.
2. A trip to the parish is considered from the seminary to the parish and back to the seminary.
3. The first 20 miles to the parish is not reimbursable.
4. Anything after 20 miles per trip will be reimbursed. The registrar has the official list of each parish distance over 20 miles that will be reimbursed.
5. The only approved trips to the parish are for Sunday Masses and the one additional day per week for apostolic work.
6. Trips will be reimbursed once each semester.
7. Reimbursement forms are due by the last day of classes for each semester and should be submitted to the registrar.
8. It is the responsibility of each seminarian to keep track of the number of trips each semester.
9. Reimbursement checks will be available in January for first semester trips and May for the second semester trips. Please provide summer mailing address if not 5200 Glennon Drive.

<b>MONTH</b>	<b>NUMBER OF TRIPS</b>
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<b>TOTAL</b>	_____
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**Signature:** \_\_\_\_\_