

Rumson School District Expense Report and Professional Development Record

Employee:	
School:	
Board Approval Date:	
Date of Professional Development:	
Purpose of Travel:	

Reflection of how and when this PD will be applied:	

HOW TO CALCULATE MILEAGE*:

A) Round trip miles between your home and PD Location:

B) Round trip miles between your home and 60 Forrest Ave. [commute]

Subtract: A - B

Multiply x \$0.31/mi

HOW TO CALCULATE TOLLS*:

A) Round trip tolls between your home and PD Location:

B) Round trip tolls between your home and 60 Forrest Ave. [commute]

Subtract: A - B

			(A)	(B)	(C)	(D)	(E)	(F)	(G)	
Date(s)	Destination	Miles	Total Mileage @ \$.31/mile	Tolls*	Train*	Taxi*	Parking*	Hotel*	Other*	Total A-G
			\$	\$	\$	\$	\$	\$	\$	\$
			\$	\$						\$
			\$	\$						\$
			\$	\$						\$
			\$	\$						\$
GRAND TOTAL										\$

Employee Signature:		Date:	
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Supervisor Signature:		Date:	
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ADMINISTRATOR USE ONLY:	
Date formed Received:	<input type="text"/>
Was this within 5 school days of PD Date? Yes/No	<input type="text"/>

*Receipts must be attached for reimbursement