

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 \$0.47

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 @ \$.47/mile	Tolls*	Train*	Taxi*	Parking*	Hotel*	Other*	Total A-G
							10			
										0
			\$	\$						0
			\$	\$						0
			\$	\$						0
GRAND TOTAL										

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ADMINISTRATOR USE ONLY:	
Date formed Received:	
Was this within 5 school days of PD Date? Yes/No	