

MONROE TOWNSHIP BOARD OF EDUCATION
Office of Business Administration

ACCOUNTS PAYABLE AFFIDAVIT
Mileage Reimbursement

Employee Name: _____ School: _____ Date: _____
(Print or Type)
(Business Office Only/Acct # _____ - _____ - _____ - _____)

Month: _____

Home Instruction _____ Professional Leave Special Project
Copy of MapQuest required Student Copy of MLP & MapQuest required

Departure:

Destination:

	Barclay Brook	Oak Tree/ Brookside	Middle Applegarth	School	Woodland	Mill Lake	High School	C.O Trans.	PPS
Barclay Brook	0	0	6.4	2.2	5.2	4.5	2.0	0.6	4.6
Brookside	0	0	6.4	2.2	5.2	4.5	2.0	0.6	4.6
Oak Tree/Applegarth	6.4	6.4	0	4.3	9.9	9.5	4.3	5.5	2.2
Middle School	2.2	2.2	4.3	0	6.3	5.9	0	1.7	2.4
Woodland	5.2	5.2	9.9	6.3	0	1.0	6.0	4.7	7.7
Mill Lake	4.5	4.5	9.5	5.9	1.0	0	5.6	4.2	7.3
High School	2.0	2.0	4.3	0	6.0	5.6	0	1.4	2.6
Pupil Personnel	4.6	4.6	2.2	2.4	7.7	7.3	2.6	4.1	0
Central Office & Maint/Trans	0.6	0.6	5.5	1.7	4.7	4.2	1.4	0	4.1

_____ Miles x .31 Rate = \$ _____ Amount

_____ *Tolls _____ *Parking Fees

*Receipts required for tolls and parking fees

Grand Total: \$ _____

I declare that the goods or services in this bill have been delivered or rendered, that no bonus has been given or received by any person or persons; and that the above bill is true and correct.

Building Administrator Date Employee Date

District Administrator Date Employee ID#

TRIP TALLY RECORD

From	To	Date	Mileage

****For trips going beyond in-district travel: You are required to attach supporting documentation, for example, MapQuest, toll receipts, parking receipts, copy of approved MLP, etc.**