## VENTNOR CITY BOARD OF EDUCATION PERSONAL EXPENSE REPORT

NAME				
DATE SUB	MITTED			
Date	Traveled To (And From if other than School)	Total Miles	x \$0.47	Total
			TOTAL	
Amount of	tolls, if any	_		
Other, if an	У	_		
Signature		_ Date		

FORM MUST ACCOMPANY PURCHASE ORDER REQUEST. MILEAGE MUST BE SUPPORTED BY DRIVING MAP SHOWING SHORTEST DISTANCE FROM HOME OR VENTNOR EDUCATIONAL COMMUNITY COMPLEX, ORIGINAL RECEIPTS (AND/OR EZ-PASS STATEMENT) MUST BE ATTACHED FOR TOLLS AND PARKING. APPROVED LEAVE FORM MUST BE INCLUDED FOR WORKSHOPS/CONFERENCES. TRAVEL REIMBURSEMENT MUST BE SUBMITTED WITHIN 30 DAYS OF TRAVEL.