MONROE TOWNSHIP BOARD OF EDUCATION
Office of Business Administration

<div align="right">

ACCOUNTS PAYABLE AFFIDAVIT
Mileage Reimbursement

</div>

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	Brookside	Oak Tree/ Applegarth	Middle 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 .47 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.