

**Rider University**  
**College of Education and Human Services**

**EXPENDITURES FOR SUPERVISION OF STUDENT TEACHERS**

SUPERVISOR'S NAME	FROM DATE	TO DATE

DATE	DESTINATION(S)	TOTAL NO. OF MILES	COST \$ PER MILE	TOLLS	TOTAL COST
			.655		
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TOTALS					

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature: Erica Spence-Umstead, Director of Field Placement

\_\_\_\_\_  
Date

**NOTES:**

1. Column totals are required for processing. Purchases of Instructional Supplies are an exception and must be pre-approved by the Director of Field Placement.
2. Complete the "Request for Check" form and list the total for each expense subcode (travel, meals, instructional supplies), respectively.
3. Attach a copy of this form and any (original) receipts to the "Request for Check" form and return them to:  
Rider University, Office of Field Placement, Bierenbaum Fisher Hall 116, 2083 Lawrenceville Rd., Lawrenceville, NJ 08648
4. Your check will be mailed to the address you provide on the "Request for Check" form.
5. Please retain one copy of this form, one copy of your receipts and one copy of the "Request for Check" form for your records/reference.