Rider University College of Education and Human Services EXPENDITURES FOR SUPERVISION OF STUDENT TEACHERS

| SUPERVISOR'S NAME | BRONC ID | FROM DATE | TO DATE |
|-------------------|----------|-----------|---------|
| | | | |

| DATE | DESTINATION(S) / miles traveled | subtract total miles to and from Rider to home* | TOTAL NO. OF MILES | COST \$ PER MILE | TOLLS | TOTAL COST |
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Supervisor's Signature

Approval Signature: Erica Spence-Umstead, Assistant Dean

NOTES:

1. *Total mileage from home to Rider plus Rider to home must be subtracted IF you are a full-time employee with an office on campus.

2. Column totals are required for processing. Purchases of Instructional Supplies are an exception and must be pre-approved by the Director of Field Placement.

3. Complete the "Request for Check" form and list the total for each expense subcode (travel, meals, instructional supplies), respectively.

4. 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

5. Your check will be mailed to the address you provide on the "Request for Check" form. Make sure to include your Bronc ID.

6. 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.

Date

Date