

Chappaqua Congress of Teachers

Mileage Rate: 58.5 cents
(for 2022)

Name: _____

Travel To: _____ Purpose: _____

Date						Total
# of Miles *						
@ _____ per miles						
Tolls/parking						
Air Fare						
Cars/Taxi						
Room						
Meals (+ tip)						
Telephone						
Registration						
Other						

Date: _____

Signature: _____

Reimbursement date: _____

Check no.: _____

* for travel on schooldays you may include only mileage from workplace to the event and back to the workplace (you may not include your usual commute home)