



## Supervisor Reimbursement Process When Driving on University Business

- New supervisors must complete the following forms: [Vehicle Operating Authorization \(VOA\)](#), [Driver Authorization Process \(DAP\)](#), and [STD 261](#); your CSUS identification number will be needed. Your University Position is “faculty” and the department is “Teaching Credentials.” Drop off these forms or email them to Linda Lugea, [llugea@csus.edu](mailto:llugea@csus.edu) in 401 Eureka Hall for processing and to obtain the Department Chair’s Authorization Signature.
- The CSU [Defensive Driving Fundamentals](#) course must be completed every 4 years.
- If you have any questions about the Driver Authorization Packet or the Defensive Driving Fundamentals course, contact Susan Colley-Monk at [susan.colley-monk@csus.edu](mailto:susan.colley-monk@csus.edu).
- At the beginning of the academic year, [this Qualtrics survey must be completed](#). You must attest to covid vaccination or exemption, input your vehicle license number (required for reimbursement), and indicate whether you intend to request mileage reimbursement every month, or only at the end of each semester while employed as a supervisor. If you change your mind on the reimbursement period after submitting the survey, contact Silvia Flores at [floress@csus.edu](mailto:floress@csus.edu).
- At the beginning of each semester, the staff Placement Coordinator will share with Silvia the list of schools and the school addresses where each supervisor is assigned.
- Supervisors filling out the Monthly Mileage Log must enter the date of supervision, and the starting and ending location per leg of the trip. You do NOT need to input the address for either Sacramento State (type “CSUS”) or your home (type “HOME”) in part 2 of the form, if starting or returning from either location. Enter your home address in Part 1. For any other locations, the school’s name and full address must be entered; see sample mileage log on the next page.
- Reimbursements are only for mileage between your home or CSUS and the location(s) you were assigned, whichever is the shorter distance. If you are visiting multiple schools on any given day, enter the address of each location in the order in which you traveled that day. If you need additional space, please continue entries on another log page.
- For Direct Deposited reimbursement please click [here](#) and follow the instructions to enroll.
- At the end of the month, or end of the semester, supervisors must email the completed Monthly Mileage Log(s) to Silvia Flores at [floress@csus.edu](mailto:floress@csus.edu). She will request additional information via email for adjustments or questions on log entries.

