

Steps to Process Supervision Travel Reimbursement

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RESOURCES

[Faculty & Staff Resource Forms](#)

[Accounts Payable & Travel Forms](#)

[Concur](#)

FIRST STEP: SUPERVISION APPROVAL & CONTRACT

Send an email to Silvia Flores to let her know that you are a supervisor for the semester and provide the following information: full name, address, email, phone number, ID#, and vehicle license.

Faculty members have to be approved and sign their supervision contract each semester.

SECOND STEP: TRAINING

Prior to attending the mandatory meeting, new faculty need to complete all the paper work with HR and sign their contract. Field Supervisors need to attend the mandatory supervisor training to open a Concur account.

Send an email to Silvia Flores with the date and times that you are available to attend the training. Sarah David will send you an invitation to the training. Sarah will email the PowerPoint and recording of the training after you have completed the mandatory training.

THIRD STEP: FORMS TO COMPLETE

Complete and return the following documents available in the [Faculty & Staff Resources Supervision Travel](#) section:

Supervision Sites List: List of sites that you were assigned. Return completed form to Silvia Flores.

Mileage Log form: Form to keep track of your miles. Upload completed form in PDF format to the Concur system when submitting your monthly expense report.

FOURTH STEP: OPEN REQUEST AND SUBMIT IN CONCUR

Open a request in [Concur](#) to submit an estimate of the number of miles you are planning to travel during the semester.

It is a requirement that you are fully vaccinated before you do any supervision travel. In the "comments" section of the request form, state that you are fully vaccinated. After your request has been approved, you can start your supervision travel.

FIFTH STEP: EXPENSE REPORT & MILEAGE LOG FORM SUBMISSION

At the end of the month, submit a monthly expense report in the Concur system, and attach, in PDF format, the Mileage Log Form.

Each monthly expense report needs to be renamed to include the semester and month that you are requesting reimbursement. For example, **Supervision Travel F'21 Aug miles**.

SIXTH STEP: REIMBURSEMENT

Account Payable will send you a check after your monthly expense report has been approved. If you would like to use Direct Deposit, complete the steps outlined in the training PowerPoint presentation.