



## Supervision Frequently Asked Questions

**1. What is the rate per mile?**

The current Mileage Rate is 0.70 cents per mile.

**2. Do you know how long it takes to receive my reimbursement?**

Standard time is 4-6 weeks once everything is submitted through Concur. During certain times of year this can fluctuate. Reimbursements will be processed monthly or at the end of the semester, based on your response to our COE survey at the start of the Fall semester.

**3. Where can I find the forms and deadlines information?**

Information regarding the forms and processes for reimbursement can be found on the [Faculty & Staff Resources page](#) of the COE website.

**4. What is the deadline to submit the Mileage Logs?**

The Fall Semester deadline is the Monday of Finals Week. If you need an extension, please reach out to [Sylvia Flores](#) and your Chair with justification for your request. You can submit your mileage logs throughout the semester to help speed up the reimbursement process. Check back at the start of Spring Semester for the Spring deadline.

**5. Can you check the mileage log and let me know if something is missing?**

If you are concerned that you may be filling out the form incorrectly, or don't understand a portion of the form please send it for a spot check before entering all of your mileage. It's easier to prevent mistakes at the beginning of the semester than at the end! *Each Supervisor is responsible for verifying their own mileage.*

**6. Why do I have to use the shortest distance when determining my starting point as my home address or Sacramento State?**

Regular commuting mileage is not reimbursable, so mileage is counted from your Sacramento State or home address, whichever is a shortest distance to your first supervision site.

**7. Can you explain what EFT is?**

An EFT stands for Electronic Funds Transfer. Signing up for EFT allows the University to do a Direct Deposit for your travel reimbursements. Even if you already have Direct Deposit set up for your payroll, you must also set-up an EFT account for travel reimbursement. See these [EFT Instructions](#) for more details on how to set up an EFT, the benefits of using EFT, and for a FAQ list.

**8. Is there a limit to how many miles I can claim on a single trip?**

For school sites that are 50+ miles away (one-way) we offer virtual supervision. If you want to do an in-person site visit and get reimbursed for mileage for a site further than 50 miles you must get an exception, in writing, from your field coordinator and include it when you submit your mileage log to Silvia Flores.