

# College of Education

## Fall 2021 Supervision Travel Information (Example)

At the beginning of each semester, faculty members are required to fill out this form if they are requesting reimbursement for supervision travel. This form needs to be returned to Silvia Flores in order to verify your claim miles that you did during the time of your supervision. If any adjustments need to be made in your request, she will contact you to verify the information.

**Note:** the reimbursement is only for roundtrip mileage between your home or CSUS and the location(s) that you were assigned, whichever one has the shorter distance. If you are going to different locations in any given day, you need to enter the address of each location in the order that you traveled for that day.

If you need additional space, please use a separate form.

### ***PART 1***

*Fill out the following general information*

<b>Branch:</b>	Teaching Credential	<b>Month, Semester and Year:</b>	September, Fall 2021
<b>Employee Name:</b>	Laura Smith	<b>ID#:</b>	213457891
<b>Email:</b>	<a href="mailto:smithl@csus.edu">smithl@csus.edu</a>	<b>Vehicle License:</b>	HYTN24
<b>Address:</b>	7325 Sylvan Grove Way, Citrus Heights, CA 95610	<b>Phone number:</b>	916.467.4758

### ***PART 2***

*Fill out the Date, Start and End location addresses, and miles traveled between locations (see example)*

Date	Start Location	End Location	Miles
9/3/2021	CSUS, 6000 J Street, Sacramento, CA 95819	Grand Oaks Elementary, 7901 Rosswood Dr. Citrus Heights, CA 95621	14.00
9/3/2021	Grand Oaks Elementary, 7901 Rosswood Dr. Citrus Heights, CA 95621	CSUS, 6000 J Street, Sacramento, CA 95819	14.00
9/7/2021	7325 Sylvan Grove Way, Citrus Heights, CA 95610	Grand Oaks Elementary, 7901 Rosswood Dr. Citrus Heights, CA 95621	1.60
9/7/2021	Grand Oaks Elementary, 7901 Rosswood Dr. Citrus Heights, CA 95621	Cambride Heights Elementary, 555 Fleetwood, Citrus Heights, CA 95821	3.70
9/7/2021	Cambride Heights Elementary, 555 Fleetwood, Citrus Heights, CA 95821	7325 Sylvan Grove Way, Citrus Heights, CA 95610	2.60
<b>Total Miles</b>			<b>35.90</b>