

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Supervision Travel

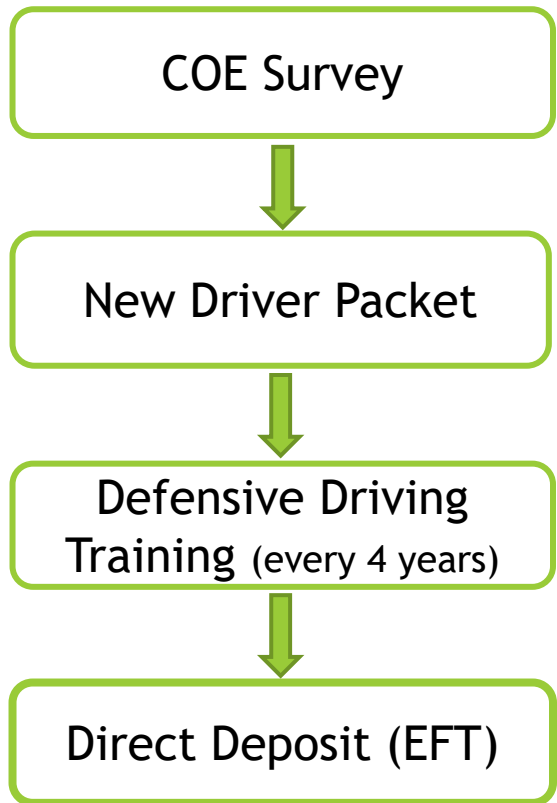
November 14, 2025

AGENDA

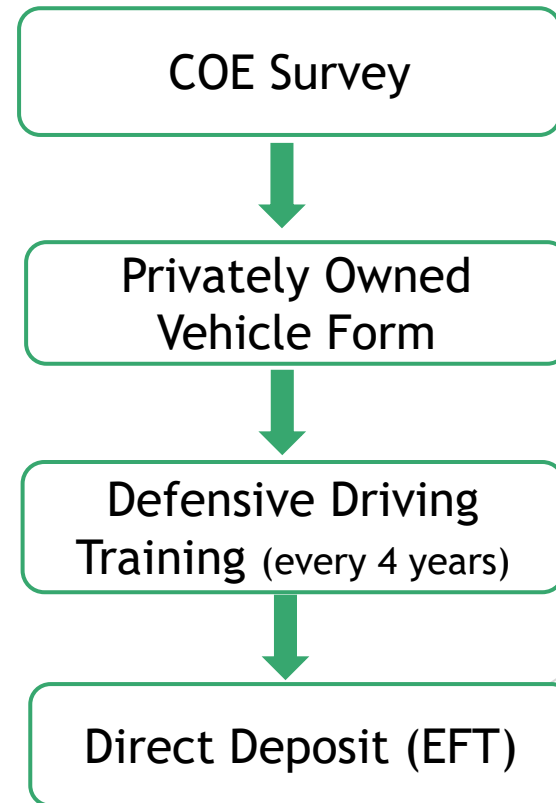
- ▶ Required items for new and returning supervisors
- ▶ Mileage Log Form & Map 
[\(take me straight to the updates\)](#)
- ▶ Supervision Travel Resources - COE Website
- ▶ Questions

Required Items Overview

New Supervisors



Returning Supervisors



COE Qualtrics Survey

- ▶ Every Supervisor needs to complete the Qualtrics survey (annually) as soon as possible. *Why?*
 - ▶ Our travel system requires a Travel Request to be submitted **before** travel takes place, and before a claim for reimbursement can be processed.

- ▶ Survey is very brief
 - Name
 - Vehicle License
 - How often you want to submit your mileage logs
 - At the end of each semester (Fall and Spring)
 - Monthly
 - Primary Work Location and Address

Required Driving Forms

► *Forms required before going to any sites*

1. For new supervisors

a. New Driver Packet

- i. Vehicle Operation Authorization (VOA)
- ii. Driving Authorization Process (DAP)
- iii. Authorization to Use Privately Owned Vehicles (STD261)

2. For returning supervisors

a. Authorization to Use Privately Owned Vehicles (STD261)*

*Must be renewed annually

Defensive Driving Training

- ▶ Training required (once every 4 years) when using a vehicle to go to your assigned sites
- ▶ Contact Susan Colley-Monk with questions: susan.colley-monk@csus.edu

Defensive Driving Program

If you want Direct Deposit (EFT)

- ▶ You need to complete the [Direct Deposit/Electronic Funds Transfer EFT](#) form.
- ▶ If you have any issues completing the form, review the [instructions here](#).

Mileage Reimbursement Workflow

- ▶ Submit your claim paperwork to supervision-travel@csus.edu
- ▶ 1-2 week review process, if there are any questions or we need additional information we will email you.
- ▶ Once reviewed the claim will be emailed to Silvia Flores and you will be cc'ed.
- ▶ Silvia will enter the claim into Concur for reimbursement.
- ▶ Once in Concur it will be processed by the university's travel team and once approved a check or direct deposit will be made.

Mileage Log Form

- ▶ The Mileage Log is used to list the sites and miles you travelled in a given day during your supervision
- ▶ Consists of 2 parts
 - ▶ Part 1: General Information
 - ▶ Part 2: Locations and Miles

Part 1				
Branch:			Semester / Year:	
Employee Name:			Vehicle License #:	
Email:			Phone Number:	
Home Address:				
Work Address:				
Part 2				
Fill out the Date and use drop-downs to select your Start-End Location, District, and School. The address will automatically fill in. You only need to enter your total mileage for the day on the last trip of the day, you don't have to list mileage for each leg. Enter everything in chronological order.				
Note: Drop downs will not clear automatically				
Date	Starting Location		End Location	Miles
	Starting:		Ending:	
	District:		District:	
	School:		School:	
	Address:		Address:	
	Starting:		Ending:	
	District:		District:	
	School:		School:	
	Address:		Address:	
	Starting:		Ending:	
	District:		District:	
	School:		School:	

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Work Address:				
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	District:		District:	
	School:		School:	
	Address:		Address:	
	Starting:		Ending:	
	District:		District:	
	School:		School:	
	Address:		Address:	
	Starting:		Ending:	
	District:		District:	
	School:		School:	

Part 1: General Information

Double click before you type any information in each cell

Part 1	
Branch:	<u>TCRED</u>
Employee Name:	<u>Charlie Brown</u>
Email:	<u>charlie.brown@peanuts.com</u>
Home Address:	<u>1630 Example St. Sacramento, CA 95814</u>
Work Address:	<u>6892 School Work Example St. Sacramento, CA 95819</u>
Semester / Year:	<u>Fall 2025</u>
Vehicle License #:	<u>1234567</u>
Phone Number:	<u>123-456-7890</u>

*Primary work location address.
Leave blank if it's Sacramento State.*

Part 2 : Locations and Miles

Date	Starting Location		End Location		Miles
9/6/25	Starting:	Work	Ending:	School Site	
	District:		District:	Davis	
	School:		School:	Harper Jr High	
	Address:	6892 School Work Example St. Sacramento	Address:	4000 E. Covell Blvd, Davis, CA 95618	
9/6/25	Starting:	School Site	Ending:	School Site	
	District:	Davis	District:	Other	
	School:	Harper Jr High	School:	Center SDC Preschool (Center)	
	Address:	4000 E. Covell Blvd, Davis, CA 95618	Address:	8725 Watt Ave. #0, Sacramento, CA 9584	
9/6/25	Starting:	School Site	Ending:	Home	32.80
	District:	Other	District:		
	School:	Center SDC Preschool (Center)	School:		
	Address:	8725 Watt Ave. #0, Sacramento, CA 9584	Address:	1630 Example St. Sacramento, CA 95814	
9/8/25	Starting:	Home	Ending:	School Site	
	District:		District:	Elk Grove	
	School:		School:	Cosumnes Oaks High	
	Address:	1630 Example St. Sacramento, CA 95814	Address:	8350 Lotz Pkwy, Elk Grove, CA 95757	
9/25/25	Starting:	School Site	Ending:	Home	10.10
	District:	Elk Grove	District:		
	School:	Cosumnes Oaks High	School:		
	Address:	8350 Lotz Pkwy, Elk Grove, CA 95757	Address:	1630 Example St. Sacramento, CA 95814	
	Starting:		Ending:		
	District:		District:		
	School:		School:		
	Address:		Address:		
	Starting:		Ending:		
	District:		District:		
	School:		School:		
	Address:		Address:		
Total Miles					43

- ▶ Starting/Ending location, District, and School are all **drop-downs**
- ▶ Address will **automatically be filled in** based on your previous drop-down selection.
- ▶ You must still calculate the mileage

Please...

- ▶ Keep all entries in chronological order
- ▶ When selecting Home or your primary work location (Work or Sacramento State) as your starting point, use the one with the shortest distance.
- ▶ Do not enter any roundtrip mileage, enter every trip as one-way.
- ▶ Do not record mileage by leg, enter the total mileage for the day, on the last leg of the day.
- ▶ If you need more lines, open another file.

Mileage Log Form

- ▶ Complete both parts, Part 1 & Part 2
- ▶ Part 1: General information (e.g., vehicle license, home address, branch, etc.)
 - ▶ Primary work address: enter your primary work address (cannot be your home address) or leave blank if it is Sacramento State.
- ▶ Part 2: Dates, Locations and Miles
 - Enter date traveled (keep everything in chronological order!)
 - Use the dropdown to enter your starting location “type” (Home, Work, Sacramento State, or School Site)
 - If you select School Site, use the next drop down to select the District of the school, and then the next dropdown to select the School name.
 - The Address will automatically fill in based on the previous selections.
- ▶ Use Google Maps to calculate the miles (enter miles calculated to the hundredths, it will automatically convert to whole miles at the end of the spreadsheet)
- ▶ You do not need to enter the miles for each leg of your trip. Only enter the **total mileage for the day**, on the last leg of the day.

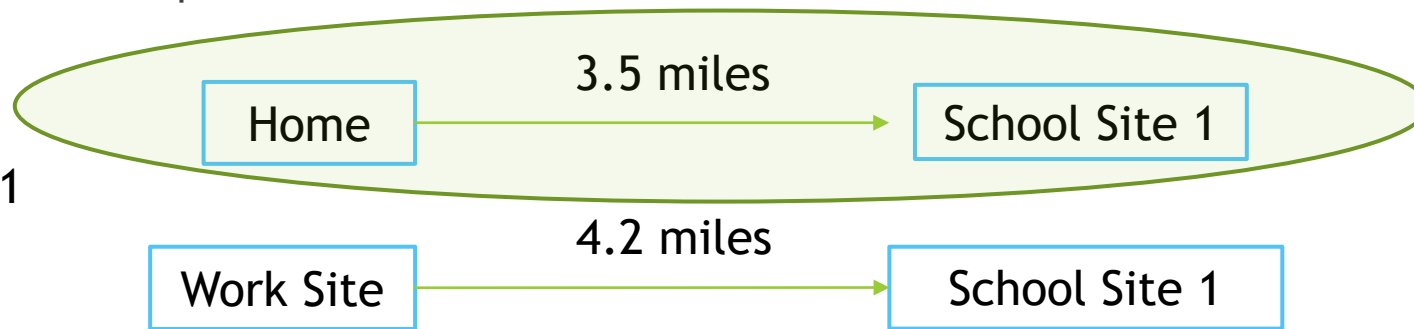
NOTE: Do not enter mileage as round trip, enter each leg of the trip as one-way.

Mileage Log Form

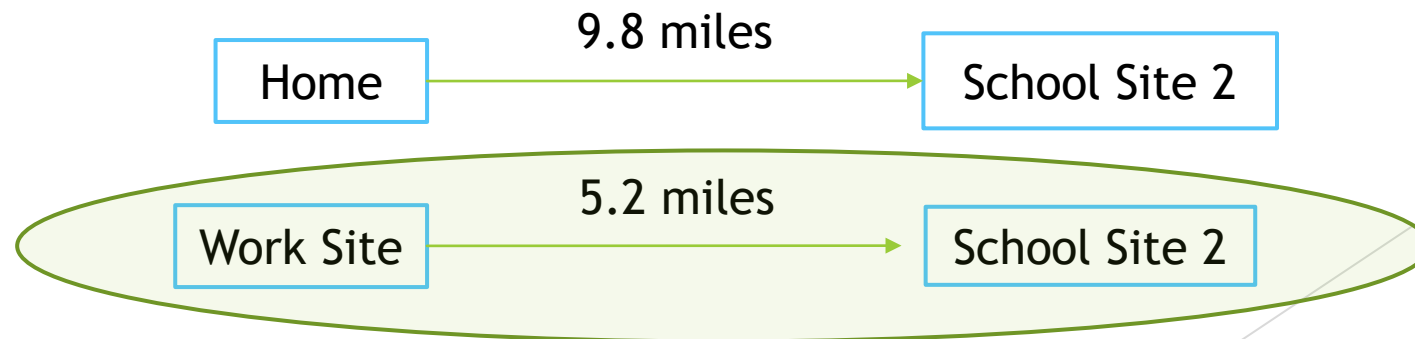
- Use the **mileage** that has the **shortest distance** either from your home or your primary workplace to the location(s) that you were assigned, whichever one has the shorter distance

For example:

Scenario 1



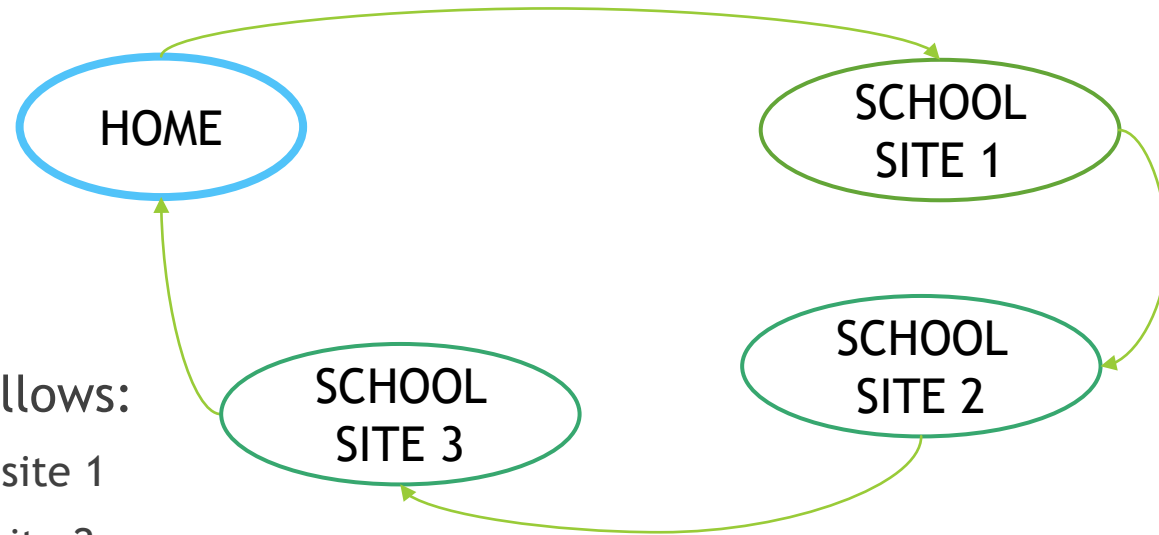
Scenario 2



Mileage Log Form

- If you are going to different locations in any given day, enter the address of each location in the **order that you travelled** for the day

For example:



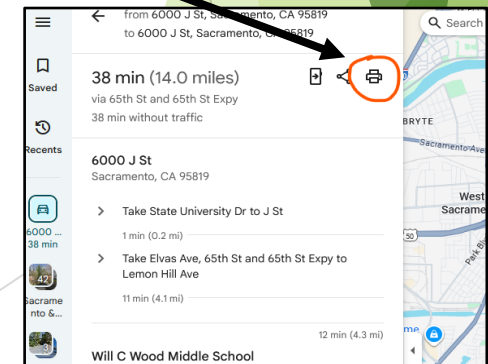
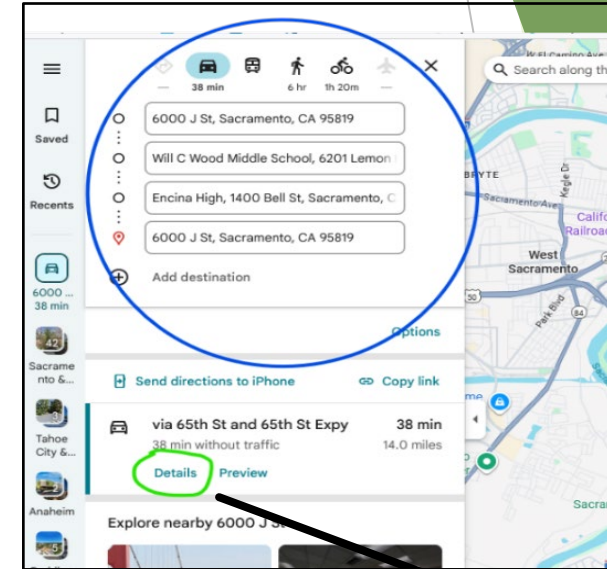
Enter the information as follows:

Home	→	School site 1
School site 1	→	School site 2
School site 2	→	School site 3
School site 3	→	Home

Calculating Mileage

- ▶ Calculate the miles by going to Google maps
 - ▶ You must enter each location you traveled to (circled in blue), you can enter the total mileage for the day on the last leg of the day. *You do not need to enter mileage for each leg of the trip.*
 - ▶ Print to pdf by selecting Details (circled in green) and then selecting the Print icon (circled in orange).
 - ▶ When you are saving the PDF of your map, please use one of these naming conventions for ease of tracking.
 - ▶ LastNameFirstInitial_Date of travel.pdf (ex. SmithJ_9.18.25)
 - ▶ LastNameFirstInitial_Month of travel_SchoolSites.pdf (ex. SmithJ_Sept_Rosemont-McClatchy)

If you are traveling the same route, you do not need to submit duplicate maps.



Example

Part 1				
Branch:	TCRED		Semester / Year:	Fall 2025
Employee Name:	Charlie Brown		Vehicle License #:	1234567
Email:	charlie.brown@peanuts.com		Phone Number:	123-456-7890
Home Address:	1630 Example St. Sacramento, CA 95814			
Work Address:	6892 School Work Example St. Sacramento, CA 95819			
Part 2				
Fill out the Date and use drop-downs to select your Start-End Location, District, and School. The address will automatically fill in. You only need to enter your total mileage for the day on the last trip of the day, you don't have to list mileage for each leg. Enter everything in chronological order.				
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	Address:	6892 School Work Example St. Sacramento	Address:	4000 E. Covell Blvd, Davis, CA 95618
9/6/25	Starting:	School Site	Ending:	School Site
	District:	Davis	District:	Other
	School:	Harper Jr High	School:	Center SDC Preschool (Center)
	Address:	4000 E. Covell Blvd, Davis, CA 95618	Address:	8725 Watt Ave. #0, Sacramento, CA 9584
9/6/25	Starting:	School Site	Ending:	Home
	District:	Other	District:	
	School:	Center SDC Preschool (Center)	School:	
	Address:	8725 Watt Ave. #0, Sacramento, CA 9584	Address:	1630 Example St. Sacramento, CA 95814
9/8/25	Starting:	Home	Ending:	School Site
	District:		District:	Elk Grove
	School:		School:	Cosumnes Oaks High
	Address:	1630 Example St. Sacramento, CA 95814	Address:	8350 Lotz Pkwy, Elk Grove, CA 95757
9/25/25	Starting:	School Site	Ending:	Home
	District:	Elk Grove	District:	
	School:	Cosumnes Oaks High	School:	
	Address:	8350 Lotz Pkwy, Elk Grove, CA 95757	Address:	1630 Example St. Sacramento, CA 95814
	Starting:		Ending:	
	District:		District:	
	School:		School:	
	Address:		Address:	
	Starting:		Ending:	
	District:		District:	
	School:		School:	
	Address:		Address:	
Total Miles				43

Submitting the Mileage Log Form

Submit mileage log and maps to: supervision-travel@csus.edu

- ▶ Verify all the information and dates before submitting
 - ▶ Part 1 is complete
 - ▶ Trips are recorded in chronological order
 - ▶ Total mileage for the day is recorded, and all legs of the trip are one-way.
 - ▶ The shortest distance was used (when selecting Home Address vs Work address)
 - ▶ Maps clearly show the total mileage, and the file size is less than 5mb
 - ▶ If requesting a single trip of more than 50+ miles one way, email your coordinator and include their approval when submitting the mileage log.
- ▶ Deadline for submitting mileage log forms is **Monday of Finals Week**. If you need an extension reach out to your Chair and include written permission with your log.

Supervision travel questions can be directed to floress@csus.edu.

Supervision Travel Resources

- ▶ COE Website ([link here](#))
 - ▶ Supervisor Responsibilities & Processes (forms, reimbursement, etc.)
 - ▶ Supervision Mileage Log
 - ▶ Supervision FAQ
 - ▶ Supervisor Survey to be completed each year

Welcome to the College of Education

The Virtual Front Desk waiting room is available for students who have questions regarding document submission for Chair/Dean approval, registration, CoE Programs and general inquiries. The college's staff can also be reached in person Monday – Friday 8:00am – 5pm, via phone at 916-278-6639 or via email at coe@csus.edu.

Spring 2026 Drop In Registration Advising

Scholarship Celebration

American Sign Language (ASL) Lab

Virtual Front Desk
Tuesday/Thursday (9am-11am & 1pm-3pm)

Explore College of Education

- Student Support Services
- Community Engagement
- College Leadership
- Dean's Honors List
- Accreditation

Resources

- Add/Drop petition and other student forms
- Faculty/Staff Resources**
- Part-time Faculty Application
- ASL/English Interpreting Requests

Faculty & Staff Resources

Accessibility
Policy: Retention, Tenure & Promotion
Policy: System and University-wide
Policy: College-wide
COE Calendar
Faculty Support
Faculty Travel/PD Funds
Supervision Travel
Curriculum Workflow Resources
Student Forms

Accessibility

- [Tip Sheet - Hosting Effective and Accessible Online Meetings with Deaf](#)
- [Participants](#)
- [Faculty making Online Learning Accessible for Deaf Students](#)

Policy: Retention, Tenure & Promotion

- [APPROVED ARTP Policy \(2025\).PDF](#)
- [RTP Toolkit](#)

Contact us

Submit your claim or questions regarding your claim to
supervision-travel@csus.edu

For all other travel questions please email Silvia Flores:
floress@csus.edu