



Supervision Reimbursement Process

This document will go over the annual requirements that must be met before visiting school sites, forms for direct deposit, and how to fill out and submit the mileage reimbursement log maps for mileage verification.

For new supervisors:

- At the beginning of each semester, [this Qualtrics survey must be completed](#).
Make sure you have:
 - Your license plate number
 - Your primary work location (school site or Sacramento State)
 - Whether you want reimbursement monthly or at the end of the semester.For questions contact Silvia Flores at floress@csus.edu.
- **New Driver Packet**. This packet includes the forms:
 - Vehicle Operating Authorization (VOA)
 - Driving Authorization Process (DAP)
 - Authorization Use Privately Owned Vehicles.
 - **Important:** Put your Chair as the Supervisor / Approving Official AND enter Silvia Flores' email in the CC line – floress@csus.edu so she knows when this is complete.

Step 1- Follow the [New Driver Packet link](#) and sign into Adobe using Sac State username and password

Step 2 - Enter the Department Chair's email address as Approving Authority lim@csus.edu AND enter Silvia Flores' email (floress@csus.edu) in the CC line, then click *Send*.

Step 3- Fill in all required fields for each document then press *Click to Sign*

- The CSU [Defensive Driving Program](#) course must be completed every 4 years.

If you have any questions about the New Driver Packet or the Defensive Driving Fundamentals course, contact [Susan Colley-Monk](#).

For returning and continuing supervisors:

- At the beginning of each semester, [this Qualtrics survey must be completed](#).
Make sure you have:
 - Your license plate number
 - Your primary work location (school site or Sacramento State)
 - Whether you want reimbursement monthly or at the end of the semester.For questions contact Silvia Flores at floress@csus.edu.
- Complete the [Privately Owned Vehicle Renewal Form \(STD 261\)](#) annually
 - **Important:** Put your Chair as the Supervisor / Approving Official AND enter Silvia Flores' email in the CC line – floress@csus.edu so she knows when this is complete.

- The CSU [Defensive Driving Program](#) course must be completed every 4 years. Once completed you must email the certificate showing completion to Silvia Flores at floress@csus.edu.

If you have any questions about the New Driver Packet or the Defensive Driving Fundamentals course, contact [Susan Colley-Monk](#).

For Reimbursement:

- For Direct Deposited (EFT) reimbursement please [click here](#) to enroll. ([Instructions are here](#))
- By Monday of Finals Week supervisors must email the completed Mileage Log(s) to the COE Supervision Travel email, supervision-travel@csus.edu. Reimbursements will be processed on a monthly or semester basis, based on your response to our COE Survey. You can send your mileage logs to the supervision email at any point during the semester.

Completing the Mileage Log

*Please note, this form **will only work in Excel**. It will not work with any other software.*

- Complete **Part 1** of the mileage log with your personal information, and the address of your primary worksite. If Sacramento State is your primary work location, you can leave Work Address blank. All other information must be completely entered.
- Under **Part 2** you will log the dates and the **starting and ending location for each leg** of the trip.
 - **Date:** Enter the date traveled
 - **Starting:** Select **the shortest distance** to the school site you are visiting between home or your Primary Work Address (listed as Work or Sacramento State).
 - Home: The address will automatically fill-in based on Part 1.
 - Work: The address for your primary work location, it cannot be your home address. The address will automatically fill-in based on Part 1.
 - Sacramento State: Please select this if Sac State is your primary work location.
 - **School Site:** Select if your starting location is at a school. If you are visiting multiple schools in a day, list them in the order you traveled that day.
 - **District:** Select the District the school site is in.
 - **School:** Select the school site you are starting/ending at.
 - **Address:** This will automatically be filled in for you based on the previous information entered.
 - **Miles:** 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. You can enter mileage rounded to the hundredths, the total mileage for each log will be rounded to a whole number. **There is a maximum limit of 50 miles one-way to a single site.** Exceptions must be approved ahead of time in writing by your field coordinator and submitted with your mileage log and maps.
- If you run out of space, please continue entries on another log page.

See next pages for example of the Mileage Log and print maps



Supervisor's Mileage Log Example

College of Education Supervision Travel Mileage Reimbursement Information

Email completed form to supervision-travel@csus.edu.

Reimbursement is for **mileage from your home or primary worksite** and the location(s) that you were assigned, whichever one has the **shortest distance**.

Part 1

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

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
9/6/25	Starting: <u>Work</u>	Ending: <u>School Site</u>	
	District: <u>[Redacted]</u>	District: <u>Davis</u>	
	School: <u>[Redacted]</u>	School: <u>Harper Jr High</u>	
	Address: <u>6892 School Work Example St. Sacramento</u>	Address: <u>4000 E. Covell Blvd, Davis, CA 95618</u>	
9/6/25	Starting: <u>School Site</u>	Ending: <u>School Site</u>	
	District: <u>Davis</u>	District: <u>Other</u>	
	School: <u>Holmes Junior High</u>	School: <u>Center SDC Preschool (Center)</u>	
	Address: <u>1229 Drexel Dr, Davis, CA 95616</u>	Address: <u>8725 Watt Ave. #0, Sacramento, CA 9584</u>	
9/6/25	Starting: <u>School Site</u>	Ending: <u>Home</u>	32.80
	District: <u>Other</u>	District: <u>[Redacted]</u>	
	School: <u>Center SDC Preschool (Center)</u>	School: <u>[Redacted]</u>	
	Address: <u>8725 Watt Ave. #0, Sacramento, CA 9584</u>	Address: <u>1630 Example St. Sacramento, CA 95814</u>	
9/8/25	Starting: <u>Home</u>	Ending: <u>School Site</u>	
	District: <u>[Redacted]</u>	District: <u>Elk Grove</u>	
	School: <u>[Redacted]</u>	School: <u>Cosumnes Oaks High</u>	
	Address: <u>1630 Example St. Sacramento, CA 95814</u>	Address: <u>8350 Lotz Pkwy, Elk Grove, CA 95757</u>	
9/25/25	Starting: <u>School Site</u>	Ending: <u>Home</u>	10.10
	District: <u>Elk Grove</u>	District: <u>[Redacted]</u>	
	School: <u>Cosumnes Oaks High</u>	School: <u>[Redacted]</u>	
	Address: <u>8350 Lotz Pkwy, Elk Grove, CA 95757</u>	Address: <u>1630 Example St. Sacramento, CA 95814</u>	
	Starting: <u></u>	Ending: <u></u>	
	District: <u></u>	District: <u></u>	
	School: <u></u>	School: <u></u>	
	Address: <u></u>	Address: <u></u>	
Total Miles			43

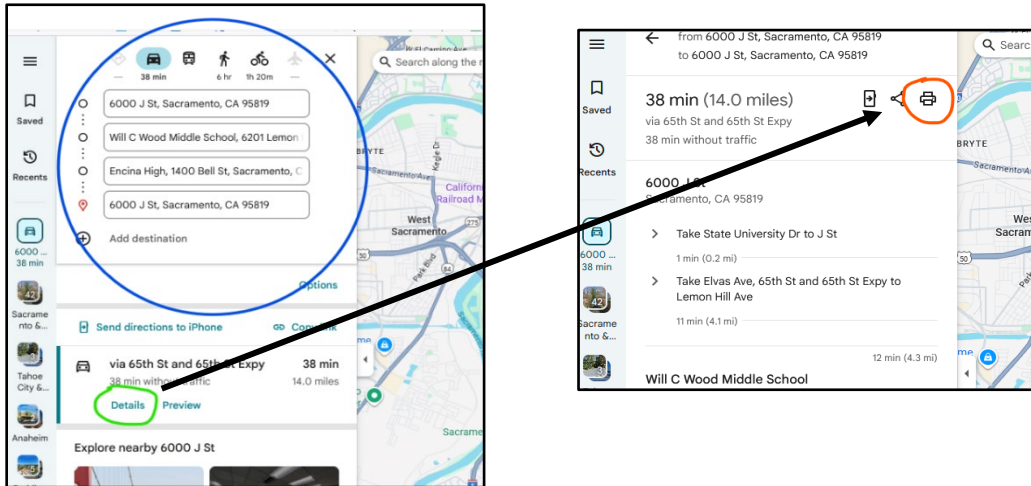
NOTE:

1. The mileage is calculated from your Home or Primary Work Location, whichever is closer to the destination. **Primary work location can be the school site you are employed at or Sacramento State.**
2. Multiple schools can be traveled to in one day; simply enter them in the order in which the travel occurred, entering each leg of the trip on one row. **Do not enter round trips per row; it will delay processing.**
3. **Mileage should be recorded by the day!** If you visit multiple school sites in one day, you do not need to enter mileage for each row. Only enter total mileage for the day on the last row of the day's travel.

- 4. The form automatically fills in the address.

Map Requirement for Mileage Verification: NEW for 2025! We are now required by the University to submit a map for mileage verification to the Concur travel system.

- Please attach a PDF of a google map showing your mileage for the day. Make sure to enter the same addresses listed on your mileage form. You do **NOT** need to submit a map for each leg of your trip, you can enter multiple destinations in google maps. See below, circled in blue.
- Print to PDF by selecting **Details** (circled in green below) and then selecting the Print icon, circled in orange.



- After creating your map, please open it in Adobe and compress the file. The Concur system will not allow files greater than 5mb, so the maps must be compressed. See screenshot to the right for details.
- When you are saving the PDF of your map, please use this naming convention for ease of tracking. **LastNameFirstInitial_Date of travel.pdf (Ex. SmithJ_9.18.25)**
- If you travel the same route with the same mileage multiple times in a submission period (monthly or semester) you only need to submit the map for the route once per submission, not every time you took the route. In this instance, please use the naming convention: **LastNameFirstInitial_MonthOfTravel_SchoolSites.pdf (Ex. SmithJ_Sept_Rosemont-McClatchy)**
- When you are entering your route, don't forget to use Primary Work Location (Work or Sac State) or your Home address as the starting point – whichever is the shortest distance to the school site you are visiting. If you are visiting multiple school sites, you can use the actual route driven between sites.

