



Supervisor Reimbursement Process When Driving on University Business

- New supervisors must complete the following forms: [Vehicle Operating Authorization \(VOA\)](#), [Driving Authorization Process\(DAP\)](#) and [STD 261](#) your CSUS identification number will be needed. Your University Position is “faculty” and the department is “Teaching Credentials.” Drop off these forms or email them to Andrew Hanzlik, andrew.hanzlik@csus.edu 401 Eureka Hall for processing and to obtain the Department Chair’s Authorization Signature.
- You will need to take the Defensive Driver training in CSU Learn. Once your training profile is active, the training will be assigned to you and you will receive an email providing instructions on how to log in., find the training, and complete it. The training is not searchable on the training platform.
- If you have any questions about the Driver Authorization Packet, contact Susan Colley-Monk at susan.colley-monk@csus.edu.
- At the beginning of the academic year, [this Qualtrics survey must be completed](#). You must attest to covid vaccination or exemption, input your vehicle license number (required for reimbursement), and indicate whether you intend to request mileage reimbursement every month, or only at the end of each semester while employed as a supervisor. If you change your mind on the reimbursement period after submitting the survey, contact Silvia Flores at floress@csus.edu.
- At the beginning of each semester, the staff Placement Coordinator will share with Silvia the list of schools and the school addresses where each supervisor is assigned.
- Supervisors filling out the Monthly Mileage Log must enter the date of supervision, and the starting and ending location per leg of the trip. You do NOT need to input the address for either Sacramento State (type “CSUS”) or your home (type “HOME”) in part 2 of the form, if starting or returning from either location. Enter your home address in Part 1. For any other locations, the school’s name and full address must be entered; see sample mileage log on the next page.
- Reimbursements are only for mileage between your home or CSUS and the location(s) you were assigned, whichever is the shorter distance. If you are visiting multiple schools on any given day, enter the address of each location in the order in which you traveled that day. If you need additional space, please continue entries on another log page.
- For Direct Deposited reimbursement please click [here](#) and follow the instructions to enroll.
- At the end of the month, or end of the semester, supervisors must email the completed Monthly Mileage Log(s) to Silvia Flores at floress@csus.edu. She will request additional information via email for adjustments or questions on log entries.



Supervisor's Mileage Log Example

Mileage Log

College of Education

Supervision Travel Mileage Reimbursement Information

Faculty supervisors requesting reimbursement of mileage to supervisory sites should complete this form and email it to Silvia Flores at fflores@csus.edu. Please consider submitting one form per semester, unless waiting until the end of the semester is a hardship. Forms can be submitted monthly if preferred.

Note: Reimbursement is for mileage from 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.

PART 1

Fill out the following general information

Semester: Fall	Year: 2021
Branch: Teaching Credentials	Email: dsessoms@csus.edu
Employee Name: Deidre Sessoms	Vehicle License #: 1234ABC
Home Address: 1234 Address, City, State Zip Code	Phone number: (916) 278-4267

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	Caleb Greenwood Elementary 5457 Carlson Dr., Sacramento, CA 95819	0.80
9/3/2021	Caleb Greenwood Elementary 5457 Carlson Dr., Sacramento, CA 95819	CSUS	0.80
9/7/2021	Home	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	Cambridge Heights Elementary 555 Fleetwood Dr., Citrus Heights, CA 95621	3.80
9/7/2021	Cambridge Heights Elementary 555 Fleetwood Dr., Citrus Heights, CA 95621	Home	26.00
9/9/2021	Home	Grand Oaks Elementary 7901 Rosswood Dr., Citrus Heights, CA 95621	1.60
9/9/2021	Grand Oaks Elementary 7901 Rosswood Dr., Citrus Heights, CA 95621	Caleb Greenwood Elementary 5457 Carlson Dr., Sacramento, CA 95819	15.10
9/9/2021	Caleb Greenwood Elementary 5457 Carlson Dr., Sacramento, CA 95819	CSUS	0.80
Total Miles			50.50

NOTE:

1. The mileage is calculated from CSUS or HOME, whichever is closer to the destination.
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 trip per row; it will delay processing.
3. The address does not need to be entered in each cell for travel to/from CSUS or HOME (because home address is entered in part 1).
4. Include both the school's name and the school address (school address is required in case the form is audited).
5. The form automatically adds together all miles to calculate a total for the page.