



## Supervisor Reimbursement Process When Driving on University Business

- New supervisors must complete the following forms: Vehicle Operating Authorization (VOA) and Driving Authorization Process (DAP), which are accessible in the [New Driver Packet](#).
  - Step 1- Sign into Adobe using Sac State username and password
  - Step 2 (once signed in)- Enter the Department Chair's email address as Approving Authority [jimporter@csus.edu](mailto:jimporter@csus.edu) then click *Send*
  - Step 3- Fill in all required fields for each document then press *Click to Sign*  
\*If you need assistance with Adobe Sign, contact Andrew Hanzlik at [Andrew.hanzlik@csus.edu](mailto:Andrew.hanzlik@csus.edu)
- All supervisors must complete the [STD 261](#) annually. [For returning/continuing supervisors]
- The CSU [Defensive Driving Fundamentals](#) 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 at [susan.colley-monk@csus.edu](mailto:susan.colley-monk@csus.edu).
- At the beginning of each semester, [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](mailto:floress@csus.edu).
- On the *Monthly Mileage Log*, 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](mailto:floress@csus.edu). She will request additional information via email for adjustments or questions on log entries.



## Supervisor's Mileage Log Example

### 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](mailto: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: 2023
Branch: Teaching Credentials	Email: <a href="mailto:jmporter@csus.edu">jmporter@csus.edu</a>
Employee Name: Jenna Porter	Vehicle License #: 1234ABC
Home Address: 1234 Address, City, State Zip code	Phone number: (916) 278-4620

#### PART 2

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

Date	Start Location	End Location	Miles
9/5/2023	CSUS	Caleb Greenwood Elementary 5457 Calson, Dr., Sacramento, CA 95819	1.00
9/5/2023	Caleb Greenwood Elementary 5457 Calson, Dr., Sacramento, CA 95819	CSUS	1.00
9/7/2023	Home	Grand Oaks Elementary 7901 Rosswood Dr., Citrus Height, CA 95821	2.00
9/7/2023	Grand Oaks Elementary 7901 Rosswood Dr., Citrus Height, CA 95821	Cambridge Heights Elementary 555 Fleetwood Dr., Citrus Heights, CA 95821	4.00
9/7/2023	Cambridge Heights Elementary 555 Fleetwood Dr., Citrus Heights, CA 95821	Home	26.00
9/11/2023	Home	Grand Oaks Elementary 7901 Rosswood Dr., Citrus Height, CA 95821	2.00
9/11/2023	Grand Oaks Elementary 7901 Rosswood Dr. Citrus Height, CA 95821	Caleb Greenwood Elementary 5457 Calson, Dr., Sacramento, CA 95819	15.00
9/11/2023	Caleb Greenwood Elementary 5457 Calson, Dr., Sacramento, CA 95819	CSUS	1.00
<b>Total Miles</b>			<b>52.00</b>

**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.