

## Travel/Mileage Reimbursement Information

Documents needed to be reimbursed for mileage:

### 1 Authorization for Absence from Campus

(For Supervision Travel this can be a blanket authorization for the year, ie 07/08)

Submit to Thora Collard prior to travel for signature by the appropriate administrator. Please include the names of your sites in the description.

### 2 Mileage Claim Form

Please **turn in each month** (i.e. in September for August, October for September, etc.) for all travel.

For the end of the semester, **all travel must be submitted by the following dates:**

**For Fall 07 -- December 14, 2007**

**For Spring 08 -- May 23, 2008**

**If not turned in by these dates THERE WILL BE NO EXCEPTIONS!**

Additional documents:

**Student Teaching Visitation Logs** for Supervision Travel must be turned in with mileage claim each month.

[http://www.sonoma.edu/education/supervision/student\\_teach\\_visit\\_log.doc](http://www.sonoma.edu/education/supervision/student_teach_visit_log.doc)

More than one student or site can be on a log, unless directed differently by Department Chair.

New reimbursement rates:

Mileage                   \$.485 / mile

**NEW POLICY: SSU will only reimburse mileage to your destination from SSU or your home WHICHEVER IS SHORTER.** An approved list of mileage between SSU and common sites is available online

[http://www.sonoma.edu/education/supervision/Mileage\\_by\\_site.xls](http://www.sonoma.edu/education/supervision/Mileage_by_site.xls)

For travel that lasts more than 24 hours:

Daily Per Diem	\$55.00
Brkfst	\$10.00
Lunch	\$15.00
Dinner	\$25.00
Incidentals	\$5.00

Please provide agendas, receipts and other supporting documents with Travel Expense Claim forms. **Tip: When in doubt, submit receipt, agenda or document.**

It is better to provide more documentation for expenses and travel than less.

All forms can also be found on line on the Supervision page:

<http://sonoma.edu/education/supervision.htm>

ALL OF THESE ITEMS ARE LOCATED ON THE WEB. If you would like help using the electronic/online forms please call Thora Collard 664-3143

<http://www.sonoma.edu/education/supervision.htm>

**You WILL NOT be paid until your SIGNED Authorization for Absence from Campus form is turned in**