

**Program Supervisor Mileage Reimbursement
Teaching, Learning and Sociocultural Studies**

1. Business unit completes 'Blanket' Travel Authorization form for period required each fiscal year. This is for Risk Management purposes to cover the Supervisor business travel to local schools.
2. Supervisor completes and signs '*Program Supervisor Mileage Reimbursement*' to claim course fees. Since the payee already signs this form and by adding the Program/Field Experience Supervisor and Fiscal Officer signature and amount, this form eliminates the Travel Expense Report.
3. Business unit calculates disbursement amount based on the number of students supervised and the course the students are enrolled in and submits Disbursement Voucher accordingly as a qualified reimbursement by **semester**.
4. Business unit prints DV Cover sheet and submits '*Program Supervisor Mileage Reimbursement*' as supporting documentation for expenditure to FSO/Operations
5. Accounts Payable reviews and approves disbursement as a qualified reimbursement.
6. The reimbursements will be processed at the end of each semester and generally takes 2- 4 weeks for processing.
7. Sign your Program Supervisor Mileage form. Form requires **original** signatures and dates in **blue ink**; no faxes and/or scanned documents are accepted.
 - a. Field Experience – Virginia Gonzalez, Education room 827
 - b. Teach Arizona – Michelle Tellez, Education room 702

Fall Mileage Deadline:

Due December 10

Spring Mileage Deadline:

Due May 10

Course fee amounts: 493a; 493e; 593a; 593b =\$80
493b; 493d =\$45

Revised 7/24/2015