

## For Supervisors of PSU Student Teachers

### How to Complete Travel Reimbursement Request Forms (Mileage)

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Click on this link [http://www.pdx.edu/sites/www.pdx.edu.bao/files/media\\_assets/Reimbursement\\_Request.pdf](http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/Reimbursement_Request.pdf) for a Travel Reimbursement Request (a fillable PDF form that will make the calculations for you by tabbing through the fields). Signing up for Direct Deposit with Business Affairs (BAO) can expedite your reimbursement by as much as 2-3 weeks.

<b>Name</b>	Jane Doe	<b>Employee Official Station</b>		
<b>PSU ID</b>	999-99-9999 ( <u>NOT</u> YOUR SSN)	<i>If you teach classes at PSU: Use 615 SW Harrison, Portland, OR 97201.</i>		
<b>Address</b>	615 SW Harrison Portland, OR 97201	<i>If you work solely out of your home &amp; do not have an office at PSU, use your home address as your Official Station and starting point for your trips.</i>		
<b>Title</b>	Supervisor of PSU GSE Student Teachers	<b>PSU Department</b>	<b>Contact Name</b>	<b>Phone No.</b>
		Choose One: CI, SPED, COUN, OR ELP	Your Contact Person's Name	Your Contact Person's Phone

Date	Itinerary	Miles	.51 Amt	Per Diem	Brkfst	Lunch	Dinner	Lodging	TOTAL
1/3/11	RT-Home to Cedar Park Elem.	3.0	1.53						1.53
1/6/11	RT-Home to Kelly Elem.	42.0	21.42						21.42
1/21/11	Home to Tualatin HS to Kelly to Home	68.0	34.68						34.68
<b>Business Purpose (Required on all requests)</b>									
Supervision of PSU Student Teachers: Sam Spade, Cedar Park; Perry Mason, Kelly Elem; Ben Matlock, Tualatin HS.									

**MAPS (REQUIRED TO DOCUMENT MILEAGE):** Go to [www.mapquest.com](http://www.mapquest.com) to map out your trip mileage (Yahoo and Google maps are acceptable, but MapQuest allows you to enter multiple stops on one map and seems to return higher mileage estimates overall).

Enter your (A) starting address (615 SW Harrison OR your home if you do not have a PSU office), then (B) your destination, and then click on "Get Directions." If you made multiple stops, you can add more (C) to calculate your total mileage rather than printing multiple maps and adding the mileage together. Once the map appears, click on "Print," and check *Print without Advertisement* and uncheck *Route Map*, then print your directions (route map is not needed).

**ROUNDING:** Run your map from your starting point to your destination to get one-way mileage, multiply x 2 for round-trip mileage, then round up or down. For totals less than .50, round down (e.g., 3.12 miles would become 3 miles); for totals .50 or greater, round up (e.g., 3.56 miles would become 4 miles total). Only round mileage, never round dollar amounts.

**TURNING IN YOUR FORM:** Due to changes in Business Affairs policy, you may submit your reimbursement forms at the end of the term rather than monthly. Mileage to school sites for the purpose of supervising student teachers will be reimbursed in accordance with the PSU Travel Reimbursement Policy. Travel to and from PSU is not reimbursable.

Be certain to sign your form and submit by mail or in person to: Karen Carskadon, Office of Field Placement & Licensure, Graduate School of Education (ED 603), PSU, P.O. Box 751, Portland, OR 97207-0751.

**Questions? Contact Karen at [ktcarsk@pdx.edu](mailto:ktcarsk@pdx.edu) or 503-725-9717.**