



2024-2025 Policy: Field Supervisors MUST complete at least 2 school visits in-person per Intern. All other observations and meetings can be completed either in-person or on-line. New Observation Policy is as follows:

- P-5, Middle, SPED, DREAM (IT1 & IT2), Music (ST) – 4 observations, 2 TRIADS
- Secondary (ELA, SS, Math, SCI, WL), MUST (AT1 & AT2) – 3 observations, 2 TRIADS
- SLP Supervisors please refer to the program area

Mileage must be submitted at the end of each semester by the set deadline. The current mileage form can be found on the Office of Field Services website under Policies, Procedures, Expectations.

All Mileage forms must include a PDF'd map for each destination (round trip (RT) , one-way (OW) and site-to-site (SS)). CSU approved mapping sites are MapQuest and Google Maps.

CSU MILEAGE POLICY: Mileage reimbursement is based on the current government rate. 2024 Government Rate is \$0.67 (rate is subject to change year to year). Full Time CSU employees must map from Cleveland State University to the school location. Part-Time CSU employees must map from their home to the school location but cannot be reimbursed for trips to Cleveland State University.* Completed Mileage forms must be submitted at the end of the semester. Supervisors will be reimbursed once paperwork is completed, signed and submitted to CSU's Purchasing Department. Mileage Contact: Aimee Furio, a.furio15@csuohio.edu

Please refer to the below example when preparing your mileage reimbursement.

REQUEST FOR TRAVEL REIMBURSEMENT		CLEVELAND STATE UNIVERSITY			
OFFICE OF FIELD SERVICES		LEVIN COLLEGE OF PUBLIC AFFAIRS & EDUCATION			
Name: EXAMPLE	Term: FALL				
CSUID: FILL OUT	Year: 2024				
Address: CSU ID #	Number of Interns: 1				
City: AND	Mileage from: <input checked="" type="checkbox"/> HOME <input type="checkbox"/> CSU				
ZipCode: ADDRESS	Reimbursement: \$ 24.25				
	Cost per intern: \$ 24.25				
2024 Mileage Rate: 0.67	Total Miles: 36.2				
<small>2024-2025 Policy: Field Supervisors MUST complete at least 2 school visits in-person per Intern. All other observations and meetings can be completed either in-person or on-line. New Observation Policy is as follows: P-5, Middle, SPED, DREAM (IT1 & IT2), Music (ST) – 4 observations, 2 TRIADS. Secondary (ELA, SS, Math, SCI, WL), MUST (AT1 & AT2) – 3 observations, 2 TRIADS. SLP Supervisors please refer to the program area.</small>					
<small>Please list chronologically. For multiple same-day trips, use three (or more) lines (one-way, site to site, and one way return).</small>					
<small>All travel reimbursement forms MUST include Mapquest/Google Maps printouts for all destinations. Full Time CSU employees must map from Cleveland State University to the school location. Part-Time CSU employees must map from their home to the school location but cannot be reimbursed for trips to Cleveland State University</small>					
Insert additional lines if needed.			(OFS Use Only)		
Date	Destination School	Round trip (RT), One way (OW), Site to site (SS), One way return (OWR)	Mileage	✓	Correction
8/31/24	Campus International - (Intern Name)	RT	22.40		
9/1/24	Riverside - (Intern Name)	OW	2.40		
9/1/24	Emerson Lakewood - (Intern Name)	SS	2.70		
9/1/24	Return Home (insert address)	OWR	4.00		
9/15/24	Riverside (Intern Name)	RT	4.70		
TOTAL MILEAGE			36.20		

FT Employees select CSU
PT Employees select HOME

Miles and Reimbursement
will auto fill

List by chronological order, fill
in the location (school name),
corresponding map, trip type,
and miles

****PLEASE DOUBLE CHECK
ACCURACY BEFORE
SUBMITTING. Mileage MUST
match attached maps.**

From CSU Controller's Office:

Travel Policy 3344-69-01 through 3344-69-10 (unofficial)

(B) Personal automobile

A traveler may be reimbursed for the use of a privately owned automobile at the federal government rate then in effect. The current mileage rate can be found on the university's web site.

- (1) Reimbursement for use of a privately owned automobile shall not exceed the round trip coach air fare of all persons traveling in the car or the mileage allowance, whichever is the lesser. Travel Policy 3344-69-01 through 3344-69-10 (unofficial) 3
- (2) Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle. The names of all persons traveling on the same trip and in the same vehicle must be listed in the designated section of the travel and expense report.
- (3) The mileage rate provided for in subparagraph (1) of this section is meant to cover all expenses incurred in using a privately owned vehicle for university business except those covered under subparagraph (1) of section (D).
- (4) Mileage while commuting to and from work will not be reimbursed. Mileage while commuting from home to an off-campus location may be reimbursed, but only to the extent that it exceeds mileage from the employee's home to CSU's campus.
- (5) No traveler may be reimbursed for expenses on the mileage basis unless he/she carries motor vehicle liability insurance with coverage equal to or greater than that required by section 4509.51 of the Revised Code.

* Part -Time Supervisors will be reimbursed for total mileage from home location to school location. Distance to CSU's campus will not affect their total mileage as stated in #4 above. Trips to CSU's campus will not be reimbursed with the exception of supervisors visiting MC2 Stem High School.