



2023-2024 Policy: Field Supervisors MUST complete 2 in-person visits per Intern. All other observations and meetings can be completed either in-person or on-line. Total visits allowed per Intern for mileage reimbursement: IT1/PR (Early, Middle, SPED, DREAM, MUST) – 7; IT2/ST (Early, Middle, SPED, DREAM, MUST, Music, Speech) – 9; AT1 (Secondary ELA, SS, Math, SCI, WL) – 6; AT2 (Secondary ELA, SS, Math, SCI, WL) - 7

Mileage must be submitted at the end of each semester. The current mileage form can be found on the Office of Field Services website under the tab FORMS.

All Mileage forms must include a printed 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 OFFICE OF FIELD SERVICES		CLEVELAND STATE UNIVERSITY COLLEGE OF PUBLIC AFFAIRS & EDUCATION			
Name:	<b>EXAMPLE</b>	Term:	Spring		
CSUID:	FILL OUT	Year:	2024		
Address:	CSU ID #				
City:	AND	Number of Interns:	3.000		
ZipCode:	ADDRESS	Mileage from:	<input checked="" type="checkbox"/> HOME <input type="checkbox"/> CSU		
		Cost per intern:	\$ 8.08		
Reimbursement:	\$ 24.25	Miles:	36.20		
Mileage Rate:	0.67				
Please list chronologically. For multiple same-day trips, use three (or more) lines (one-way, site to site, and one way return). All travel reimbursement forms MUST include Mapquest/Google Maps printouts for all destinations.					
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
8/31/22	Campus International - (Intern Name)	RT	22.40		
9/1/22	Riverside - (Intern Name)	OW	2.40		
9/1/22	Emerson Lakewood - (Intern Name)	SS	2.70		
9/1/22	Return Home (insert address)	OWR	4.00		
9/15/22	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.**



Home (18443 High Pkwy) to Campus International School, 2160 Payne Ave, Cleveland, OH 44114

Drive 11.2 miles, 15 min

Round trip to Campus International 22.4 Miles

18443 High Pkwy  
Rocky River, OH 44116




Round Trip: Option 1  
1. Create a one-way map  
2. In the notes, add Round Trip total

Get on I-90 E in Lakewood from Valley View Dr, Hilliard Blvd and S Marginal Dr







- 3 min (1.1 mi)
- ↑ 1. Head southeast on High Pkwy toward E Shoreland Ave
- 161 ft
- ← 2. Turn left onto E Shoreland Ave
- 56 ft
- ↪ 3. Turn right onto Valley View Dr
- 0.3 mi
- ← 4. Turn left onto Hilliard Blvd
- 0.3 mi
- ↗ 5. Slight right onto S Marginal Dr
- 0.3 mi
- ↑ 6. Use the left lane to merge onto I-90 E via the ramp to Cleveland
- 0.2 mi

Follow I-90 E to E 30th St in Cleveland. Take exit 173C from I-90 E

- 9 min (9.3 mi)
- ↑ 7. Merge onto I-90 E
- 6.0 mi
- ↪ 8. Take exit 170B toward I-71 S/US-176 S/Columbus/I-77 S
- 0.1 mi
- ↖ 9. Keep left at the fork, follow signs for I-90 E/Cleveland
- 0.5 mi

-  10. Continue onto I-90 E  
2.5 mi
-  11. Take exit 173C toward E 30th St  
430 ft
-  12. Keep right, follow signs for E 30th St  
423 ft

**Take Payne Ave to Payne Ct**

-  13. Turn right onto E 30th St  
2 min (0.7 mi)
-  14. Turn right onto Payne Ave  
0.2 mi
-  14. Turn right onto Payne Ave  
0.5 mi
-  15. Turn left onto E 21st St  
194 ft
-  16. Turn left onto Payne Ct  
 Destination will be on the left  
289 ft

**Campus International School**

2160 Payne Ave, Cleveland, OH 44114



Home (18443 High Pkwy) to Home (18443 High Pkwy)

Drive 9.1 miles, 29 min

Site to Site: Home to Riverside to Emerson to Home



**Site to Site:**  
**1. Create a Site to Site map**  
**2. In the notes, add Site to Site**  
**3. Note: each leg of the trip is highlighted**

18443 High Pkwy  
Rocky River, OH 44116

**Take Valley View Dr to Hilliard Blvd**

1 min (0.3 mi)

- ↑ 1. Head southeast on High Pkwy toward E Shoreland Ave  
161 ft
- ↶ 2. Turn left onto E Shoreland Ave  
56 ft
- ↷ 3. Turn right onto Valley View Dr  
0.3 mi

**Take S Marginal Dr to Westland Ave in Cleveland**

5 min (1.9 mi)

- ↶ 4. Turn left onto Hilliard Blvd  
0.3 mi
- ↗ 5. Slight right onto S Marginal Dr  
0.3 mi
- ↑ 6. Continue straight to stay on S Marginal Dr  
1.0 mi
- ↷ 7. Turn right onto Warren Rd  
0.3 mi

**Follow Westland Ave and Jonathan Dr to Glencliffe Rd**

1 min (0.2 mi)

- ↶ 8. Turn left onto Westland Ave  
0.1 mi
- ↶ 9. Turn left onto Jonathan Dr  
338 ft
- ↶ 10. Turn left onto Glencliffe Rd  
13 ft

Destination will be on the right

8 min (2.4 mi)

**Home to Riverside****Riverside School**

14601 Montrose Ave, Cleveland, OH 44111

**Take Montrose Ave to Warren Rd**

54 sec (0.1 mi)

- ↑ 11. Head northwest on Glencliffe Rd toward Montrose Ave

184 ft

- ↶ 12. Turn left onto Montrose Ave

0.1 mi

**Continue on Warren Rd. Take S Marginal Dr to Elbur Ave**

3 min (0.9 mi)

- ↷ 13. Turn right onto Warren Rd

0.3 mi

- ↷ 14. Turn right onto S Marginal Dr

0.1 mi

- ↑ 15. Continue straight to stay on S Marginal Dr

0.2 mi

- ↶ 16. Turn left onto W 140th St

0.1 mi

- ↷ 17. Turn right onto Lakewood Heights Blvd

0.2 mi

- ↶ 18. Turn left onto Elbur Ave

3 min (1.0 mi)

- ↷ 19. Turn right onto Detroit Ave

37 sec (0.2 mi)

**Continue on Nicholson Ave to your destination**

2 min (0.4 mi)

- ↶ 20. Turn left onto Nicholson Ave

0.3 mi

- ↶ 21. Turn left onto Emerson Ave

456 ft

- ↪ 22. Turn right  
 ⓘ Destination will be on the right  
 \_\_\_\_\_ 236 ft

10 min (2.7 mi) ← **Riverside to Emerson**

**Emerson Elementary School**  
 13439 Clifton Blvd, Lakewood, OH 44107

**Take Jackson Ave to Clifton Blvd**

- \_\_\_\_\_ 40 sec (0.1 mi)
- ↑ 23. Head west toward Jackson Ave  
 \_\_\_\_\_ 154 ft
- ↪ 24. Turn right onto Jackson Ave  
 \_\_\_\_\_ 413 ft

**Continue to W Clifton Blvd**

- \_\_\_\_\_ 6 min (2.3 mi)
- ↶ 25. Turn left onto Clifton Blvd  
 \_\_\_\_\_ 1.9 mi
- ↶ 26. Use the left lane to turn left onto W Clifton Blvd  
 \_\_\_\_\_ 0.1 mi
- ↑ 27. Continue straight to stay on W Clifton Blvd  
 \_\_\_\_\_ 0.2 mi

**Continue on W Clifton Blvd. Take Riverside Dr to High Pkwy in Rocky River**

- \_\_\_\_\_ 5 min (1.6 mi)
- ↑ 28. Continue straight to stay on W Clifton Blvd  
 \_\_\_\_\_ 0.4 mi
- ↶ 29. W Clifton Blvd turns left and becomes Riverside Dr  
 \_\_\_\_\_ 0.7 mi
- ↪ 30. Turn right onto Hilliard Rd  
 \_\_\_\_\_ 0.2 mi
- ↪ 31. Turn right at the 1st cross street onto Valley View Dr  
 \_\_\_\_\_ 0.3 mi

- ↶ 32. Turn left onto E Shoreland Ave  
56 ft
- ↷ 33. Turn right onto High Pkwy  
Destination will be on the left  
161 ft

12 min (4.0 mi) ← **Emerson to Home**

18443 High Pkwy  
Rocky River, OH 44116



Home (18443 High Pkwy) to Home (18443 High Pkwy)

Drive 4.7 miles, 15 min

Round Trip: Home to Riverside to Home

Round Trip: Option 2  
1. Create a Round Trip map  
2. In the notes, add Round Trip

18443 High Pkwy  
Rocky River, OH 44116

Take Valley View Dr to Hilliard Blvd

1 min (0.3 mi)

- ↑ 1. Head southeast on High Pkwy toward E Shoreland Ave  
161 ft
- ↶ 2. Turn left onto E Shoreland Ave  
56 ft
- ↷ 3. Turn right onto Valley View Dr  
0.3 mi

Take S Marginal Dr to Westland Ave in Cleveland

5 min (1.9 mi)

- ↶ 4. Turn left onto Hilliard Blvd  
0.3 mi
- ↗ 5. Slight right onto S Marginal Dr  
0.3 mi
- ↑ 6. Continue straight to stay on S Marginal Dr  
1.0 mi
- ↷ 7. Turn right onto Warren Rd  
0.3 mi

Follow Westland Ave and Jonathan Dr to Glencliffe Rd

1 min (0.2 mi)

- ↶ 8. Turn left onto Westland Ave  
0.1 mi
- ↶ 9. Turn left onto Jonathan Dr  
338 ft
- ↶ 10. Turn left onto Glencliffe Rd  
Destination will be on the right  
13 ft



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8 min (2.4 mi)

### Riverside School

14601 Montrose Ave, Cleveland, OH 44111

### Take Montrose Ave to Warren Rd

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54 sec (0.1 mi)

- ↑ 11. Head northwest on Glencliffe Rd toward Montrose Ave

---

184 ft

- ↶ 12. Turn left onto Montrose Ave

---

0.1 mi

### Continue on Warren Rd. Take N Marginal Dr and Hilliard Rd to Valley View Dr in Rocky River

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5 min (1.9 mi)

- ↷ 13. Turn right onto Warren Rd

---

0.3 mi

- ↶ 14. Turn left onto Lakewood Heights Blvd

---

0.1 mi

- ⤴ 15. Use the left lane to merge onto I-90 W via the ramp to Toledo

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0.6 mi

- ↷ 16. Take exit 164 toward Mc Kinley Ave

---

0.2 mi

- ⤴ 17. Merge onto N Marginal Dr

---

0.3 mi

- ↶ 18. Use any lane to turn left onto Hilliard Rd

---

0.4 mi

### Continue on Valley View Dr. Drive to High Pkwy

---

1 min (0.3 mi)

- ↷ 19. Turn right onto Valley View Dr

---

0.3 mi

- ↶ 20. Turn left onto E Shoreland Ave

---

56 ft

- ↷ 21. Turn right onto High Pkwy

 Destination will be on the left

---

161 ft

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7 min (2.4 mi)

**18443 High Pkwy**

Rocky River, OH 44116

**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.