



2022-2023 Policy: Supervisors are allowed TWO in-person visits per Intern for each semester. The in-person visits are encouraged. Please indicate the Intern and School on each trip. If another visit is needed, the Supervisor must obtain approval from OFS.

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. 2023 Government Rate is \$0.655 (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: **EXAMPLE** Term: Spring
 CSUID: FILL OUT Year: 2023
 Address: CSU ID #
 City: AND Number of Interns: 3.000
 ZipCode: ADDRESS Mileage from: HOME CSU
 Sign: Cost per intern: \$ 43.38
 Date: Miles: 198.70

Reimbursement: \$ 130.15
 Mileage Rate: 0.655

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	Louisa May Alcott - (Intern Name) Map C	RT	63.00		
9/1/22	Riverside - (Intern Name) Map A	OW	35.50		
9/1/22	Euclid Park - (Intern Name) Map B	SS	18.50		
9/1/22	Home (insert address) - Map F	OWR	18.70		
9/15/22	Louisa May Alcott (Intern Name) - Map C	RT	63.00		
TOTAL MILEAGE			198.70		

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.**

Attach maps from Google Maps or MapQuest Only.

YOUR TRIP TO:

14601 Montrose Ave

45 MIN | 35.5 MI

IRS Reimbursement: \$20.58

Trip time based on traffic conditions as of 6:58 PM on April 26, 2019. Current Traffic: Light

Home to Riverside / Riverside to Home (OW)

Map A



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

- 1. Start out going north on
Then 0.36 miles
0.36 total miles
- 2. Turn left onto
Then 0.30 miles
0.66 total miles
- 3. Turn left onto
Then 2.50 miles
3.16 total miles
- 4. Turn left onto Center
Then 1.32 miles
4.48 total miles
- 5. Merge onto I-90 W toward Cleveland.
Then 5.45 miles
9.93 total miles
- 6. Take I-90 (LOCAL) W/I-271 S toward Cleveland.
Then 1.27 miles
11.20 total miles
- 7. Take I-90 W toward Cleveland.
Then 23.45 miles
34.64 total miles
- 8. Take EXIT 165A toward Warren Rd.
Then 0.28 miles
34.92 total miles
- 9. Merge onto Lakewood Heights Blvd.
Then 0.07 miles
34.99 total miles
- 10. Turn left onto Warren Rd.
Then 0.34 miles
35.33 total miles

From Google Map/MapQuest, print each map showing total miles. Detailed route or visual map is your choice as long as the total miles are visible.

YOUR TRIP TO:

Euclid Park School

27 MIN | 18.5 MI

IRS Reimbursement: \$10.71

Trip time based on traffic conditions as of 7:05 PM on April 26, 2019. Current Traffic: Moderate

Riverside to Euclid Park / Euclid Park to Riverside (SS)

Map B



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

- 1. Start out going east on Montrose Ave toward Glenciffe Rd.
Then 0.10 miles
0.10 total miles
- 2. Take the 2nd right onto W 144th St.
Then 0.16 miles
0.27 total miles
- 3. Turn left onto Triskett Rd.
Then 0.23 miles
0.50 total miles
- 4. Take the 3rd left onto W 140th St.
Then 0.32 miles
0.81 total miles
- 5. Merge onto I-90 E toward Cleveland.
Then 14.70 miles
15.51 total miles
- 6. Take EXIT 180B toward E 152nd St.
Then 0.14 miles
15.65 total miles
- 7. Merge onto S Waterloo Rd.
Then 0.30 miles
15.94 total miles
- 8. Turn right onto E 152nd St.
Then 0.96 miles
16.91 total miles
- 9. Turn slight left onto Ivanhoe Rd.
Then 0.71 miles
17.61 total miles
- 10. Turn left onto Euclid Ave/US-20 E/US-6 E.
Then 0.84 miles
18.46 total miles

YOUR TRIP TO:
7180 Village Dr, Mentor, OH, 44060-6571
1 HR 24 MIN | 63.0 MI

Round trip to
Louisa May Alcott

Map C

IRS Reimbursement: \$36.52

Trip time based on traffic conditions as of 9:34 PM on February 19, 2019. Current Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

There are timed restrictions on your route.

- 7180 Village Dr, Mentor, OH
1. Start out going north on
Then 0.36 miles 0.36 total miles
 2. Turn left onto
Then 0.30 miles 0.66 total miles
 3. Turn left onto
If you are on and reach you've gone about 0.3 miles too far.
Then 2.50 miles 3.16 total miles
 4. Turn left onto Center St.
Center St is 0.2 miles past
Then 1.32 miles 4.48 total miles
 5. Merge onto I-90 W toward Cleveland.
If you reach you've gone about 0.3 miles too far.
Then 5.45 miles 9.93 total miles
 6. Take I-90 (LOCAL) W/I-271 S toward Cleveland.
Then 1.27 miles 11.20 total miles
 7. Take I-90 W toward Cleveland.
Then 3.08 miles 14.28 total miles
 8. Take the I-90 W exit on the left toward Cleveland/OH-2 W.
Then 0.71 miles 14.99 total miles
 9. Merge onto OH-2 W.
Then 16.15 miles 31.14 total miles

YOUR TRIP TO:
Euclid Park School

30 MIN | 18.7 MI

IRS Reimbursement: \$10.84

Trip time based on traffic conditions as of 9:48 PM on February 19, 2019. Current Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

Home to
Euclid Park
(one way) / Euclid Park
to Home

Map E

1. Start out going north on
Then 0.36 miles 0.36 total miles
2. Turn left onto
Then 0.30 miles 0.66 total miles
3. Turn left onto
Mentor Ave is 0.2 miles past Brandywine Dr.
If you are on Ave and reach you've gone about 0.3 miles too far.
Then 2.50 miles 3.16 total miles
4. Turn left onto Center St.
Center St is 0.2 miles past Ave.
Then 1.32 miles 4.48 total miles
5. Merge onto I-90 W toward Cleveland.
If you reach you've gone about 0.3 miles too far.
Then 5.45 miles 9.93 total miles
6. Take I-90 (LOCAL) W/I-271 S toward Cleveland.
Then 1.27 miles 11.20 total miles
7. Take I-90 W toward Cleveland.
Then 2.48 miles 13.68 total miles
8. Merge onto US-20 W via EXIT 186.
Then 5.01 miles 18.69 total miles
9. Euclid Park School, 17914 Euclid Ave, Cleveland, OH, 17914 EUCLID AVE is on the left.
Your destination is just past Cliffview Rd.
If you reach Hillview Rd you've gone a little too far.

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.