MILEAGE FORM PROCEDURES

Mileage reimbursement for travel to supervise student teachers is reported on the Accounts Payable Excel form provided on the Student Teacher Office (STO) website at http://www.msudenver.edu/studentteaching/supervisor/mileageforms/. We have populated some fields for you. As you enter the miles traveled, the amount to be paid is calculated. We hope the following information will be helpful as you complete and submit your mileage reimbursement forms.

HOW TO START

1. Check our website each semester to make sure you are using the current STO form showing the correct mileage reimbursement rate which is set by the IRS.

2. Please report student teacher supervision mileage only on the form from the STO website; don’t combine it with travel for another department.

3. If you are supervising Master of Arts in Teaching (MAT) student teachers as well as undergrads, please report the MAT mileage separately, using the MAT mileage form.

4. If you are supervising art, math, or music student teachers, please use the mileage form that was emailed to you.

ELIGIBILITY FOR REIMBURSEMENT

5. Travel eligible for reimbursement includes:
   initial visit,
   observations,
   additional conferences as needed, and
   meetings on campus for interventions.

6. Travel not eligible for reimbursement includes:
   seminars or off campus lectures
   training meetings,
   or to submit paperwork.

7. Parking or toll fees are not eligible for reimbursement.

FACULTY STATUS

8. Affiliate faculty reports mileage from home to the host school. Affiliate faculty also hired by another department should report mileage to that department for those duties on a separate form.
9. Full-time faculty reports mileage from MSU Denver to the host school unless travel from home is shorter. When reporting from MSU Denver, use 1201 5th St, 80204 as the address. Please check MapQuest, and if travel from home is shorter than from MSU Denver, report that mileage. If you have mileage to report to your department, please do not include it on the STO form.

TRAVEL ENTRY

10. Use one line for each leg of your trip, as illustrated on the attached Sample Mileage Form. If you need more room, please continue your entries on an additional form.
   Each entry line should include:
   - date of travel,
   - street address with zip code to and from,
   - business purpose (please indicate name of school), including round trip notation if applicable,
   - miles rounded to one digit after the decimal.

COMPLETION OF FORM

11. Proofread your form before submitting it to make sure you have included all information required.

12. Sign and date the form.

SUBMISSION OF FORM

13. Forms can be submitted to the Student Teaching Office the following ways:
   - Fax: (303) 556-4666
   - Email: studentteach@msudenver.edu. Since handwritten signatures are required, we can only accept emailed forms that have been signed and scanned into the email
   - Mail: Student Teaching Office
     MSU Denver
     Campus Box 46
     P.O. Box 173362
     Denver, CO 80217-3362

14. Submit form(s) to the Student Teaching Office; our office forwards to Accounts Payable after Bridget reviews and signs to authorize payment.
15. You can submit forms throughout the semester, and all forms for any given semester must be submitted by the deadline for that semester.

REIMBURSEMENT

16. Expect your reimbursement within a couple of weeks of our submission to Accounts Payable.

SOME COMMON OMISSIONS/ERRORS

17. Common reasons for revisions or delays regarding processing of mileage forms by Accounts Payable include:
   missing date of travel,
   incomplete address in to or from column,
   entering different mileage on different dates for the same travel
   errors in rounding to tenth,
   rate of reimbursement altered or not current,
   ineligible item requested,
   signature missing.

There is a sample form on our website. Please feel free to contact us if you have questions regarding the submission of mileage reimbursement forms.