

Submitting for Mileage – Student Teacher and Internship Supervision

Faculty who supervise student teachers, student nurses, and other clinical oversight often spend much of their time at off-site locations. Submitting for reimbursement using Travel Management can be cumbersome if mileage takes place over several different days. To enter mileage in an efficient manner for reimbursement, it is suggested that the mileage reimbursement for a period (month, quarter, semester) be entered in Travel Management (TM) as one entry for the entire mileage for the period and dated for the last day of the period. For audit purposes, the detailed miles driven by day (mileage log) is required and can simply be scanned and added as an attachment. In order to do so please simply take the following steps. Please see your assigned Travel Assistant for any questions with TM.

1. Log into TM and select Create Expense Report



2. Choose the correct schema (non-overnight travel) and click



Start

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3. Enter the general data, destination and additional information fields as necessary

Create Expense Report	
General Data Enter Receipts	s Review and Send Completed
Employee	Schema Non-Overnight Travel
< Previous Step Enter Receipts >	Save Draft
💟 Check was successful	
Calendar of Trips Attachments (0)	
General Data	
* Start Date:	01/04/2017 1 08:00
*End Date:	03/17/2017 1 16:30
Posting Date:	03/17/2017
Destination	Standard Conver Date USA
★ Trip Country:	Standard Conus Rate, USA V Thip Region. PACES D'Erie, PA
* Destination:	various clinical sites
Additional Destinations:	No destinations entered
Additional Information	
* Activity:	Teaching Travel
*Reason	over-sight of BSN students at Erie area hospitals
Comment	
oominon.	mileage for the site visits
Cost Assignment:	100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing
Mileage	
Total Distance:	0 Mile Enter Mileage Details

- 4. Save Draft
- 5. Click on the Enter Mileage Details button. The mileage data dialog box will launch

Submitting for Mileage – Student Teacher and Internship supervision 6. Enter the total miles, the last day of the period, and comments if necessary

	General Date	α ιπισαγουσιαι	ia General Dat	а спісі і хесеір	
ator	Employee		Schema Non-Overnig	ht Travel Start Date	01/04/2017
Jp	< Previous Step	Accept Save Dra	ft		
1	Calendar of Trips	en: 450 Mile			
	Mileage Detail	s			
	New Entry Co	py De ete			
	Date	Miles Driver	1	Passengers	Start Location
	02/28/2017		450	No passengers 🐱	
			Ŭ		
	Comment:				
	Accept	Accept and New Entry	Change Cost Assig	nment Copy	Delete
	< Previous Step	Accept Save Dra	ft		

- 7. Click on the Accept button located at the top
- 8. This will summarize the mileage and bring you back to the General Data screen. Click Save Draft.

Submitting for Mileage –	- Student Teacher and Internship supervision
Employee	Schema Non-Overnight Travel
< Previous Step Enter Receipts >	Save Draft
Calendar of Trips Attachments (0)	
General Data	
* Start Date:	01/04/2017
*End Date:	03/17/2017 1 16:30
Posting Date:	03/17/2017
Destination	
* Trip Country:	Standard Conus Rate, USA 🗸 Trip Region: PA/E9 🗇 Erie, PA
*Destination:	various clinical sites
Additional Destinations:	No destinations entered
Additional Information	
* Activity:	Teaching Travel
*Reason:	over-sight of BSN students at Erie area hospitals
Comment:	mileage for the site visite
	mileage for the site visits
Cost Assignment:	100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing)
Mileage	
Total Distance:	450 Mile Enter Mileage Details

9. You now need to add documentation that provides the detailed miles driven by day. This can simply be a paper log that is signed by the chair and scanned/added to the TER. Scan and save locally. Sample log below.

College of Education Travel Expense Voucher Information

Month/Y	ear Janua	ary 2019 -	- Feb. 1, 2019	11 (17 26 4
Date	Leave Time	Return Time	Locations	Mileage
1/24/19	7AM	12PM	Ingomar Middle Marshall Middle	83.
1/25/19	7:30AM	3PM	Laurel Jr. Sr. – New Castle Jr. Sr. – George Washington Intermediate	36.
1/28/19	9AM	3PM	Penn Trafford High School	99.
2/1/19	8AM	3:30PM	North Hills Middle - Grove City Area High School	99.

Submitting for Mileage – Student Teacher and Internship supervision 10. Click on the Attachment button

Create Expense Report	
General Data Enter Receipts	s Review and Send Completed
Employee	Schema Non-Overnight Travel
< Previous Step Enter Receipts >	Save Draft
Calendar of Trips Attachments (0)	
*Start Date:	01/04/2017
*End Date:	03/17/2017 1 16:30
Posting Date:	03/17/2017
Destination	
* Trip Country:	Standard Conus Rate, USA 🗸 Trip Region: PA/E9 🗇 Erie,
*Destination:	various clinical sites

11. This will open the Attachment dialog box. Click on the arrow button and find the scanned log

Calendar of Trips Attachments (0)		
Delete Attachment		
Title	Added By	Added On
(i) The table does not contain any	y data	
Add Attachment		
Type: File Kote Kote Kote Kote Kote Kote Kote Kote	usiness Document	
File Path: No file chosen		
Upload		

12. This will launch the Choose File to Upload dialog box. Find and select the scanned log document you saved earlier.



Submitting for Mileage – Student Teacher and Internship supervision

13. Click on the Upload button

Titl	a	Added By	
i	The table does not co	ntain any data	
<			
2 ·			
Add Att	achment		
Add Att	tachment File Link Not	e 🔘 Business Document	

Submitting for Mileage – St	udent Teacher and Internship supe	rvision
Previous Step Enter Receipts >	Save Draft	
Calendar of Trips Attachments (1)		
Delete Attachment		
Title	Added By	Added On
🔘 ি Campus Sign	Proper , Tina M.	03/29/2023
Add Attachment	Business Document	
File Dethy Na file chasen		
File Path: No file chosen	<u> </u>	
Upload		

14. The file will show as an attachment.

Previous Step Enter Receipts >	Save Draft	
Calendar of Trips Attachments (1	.)	
Delete Attachment		
Title	Added By	Added On
🔿 🖾 Campus Sign	Proper , Tina M.	03/29/2023
Add Attachment Type: File Link Note) Business Document 	
Upload		

15. At this point you can also follow these same steps to attach any receipts you have for additional costs such as tolls and/or parking fees. You will then add the information under the Enter Receipts tab below so the system will calculate these costs in your Expense Report.

16. You will click on New Entry and enter your information for your receipt. If this is your only receipt, you will click on Accept. If you have more receipts, you will click on Accept and New Entry each time you need to add an additional receipt info. When you have finished all your receipts, click Save Draft

			ama Non-Overnight have	I Start Date 03/01/2023	End Date 03/29/2023			
revi	ous Step	Review > Save Draft						
		\bigcirc						
ecei	pts in Th	is Expense Report						
w E	ntry	Delete						
No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin

17. If everything is entered, click on Review and Send (located at the top)

Change Expense	Report (3500002634)	
General Data Ent	2, ter Receipts	3 Review and Send	Cor
Employee	S	chema Non-Overnight Tr	avel
Previous Step Save and S	end for Approv	al	
Final Action			
 Save Draft 	I only want	t to save my expense repo	ort and s
 Save and Send for Approval 	l want to s I confirm t	ave my expense report an that all expenses were in	d send curred
Summary			
Total Mileage	240.75	USD	
Total Travel Expenses	240.75	USD	
Amount Reimbursed	240.75	USD	
Amount Paid Out	240.75	USD	

18. If all travel costs are entered and receipts attached, submit the TER for approval by clicking the

Save and Send for Approval radial button and click on

19. TM will confirm that the TER has been saved and sent for approval. The approval log will be populated on the Expense Form.



20. To view the form and check on the status of the approval process click on the Display Expense Form button.

Final Action		
	I and success to a success	
	i only want to save	ny expense report and send it later
 Save and Send for Approval 	I want to save my e	xpense report and send it now for further processing
	I confirm that all e	xpenses were incurred by and on behalf of the company
Summary		
Total Mileage	294.75 USD	
Total Individual Receipts	100.00 USD	
Total Travel Expenses	394.75 USD	
Amount Reimbursed	394.75 USD	
Amount Paid Out	394.75 USD	
Cost Assignment		
394.75 USD Company Code S	SHE (State System of	Higher Ed), Business Area 70 (Slippery Rock), Cost Center 7011400000 (ADN
Disalary Francisco Francis		