

TRAVEL EXPENSE REPORT

INSTRUCTIONS

The files attached to this email are **for example only**. **Please do not use either attachment to complete your mileage report or use as your mileage form.**

First, go to the following website to check the mileage rate (this link is also on our website) <https://www.uakron.edu/controller/travel.dot>

Next, go to our website <https://www.uakron.edu/education/student-teaching/organizer.dot> and under “Final millage due” click on the Standard mileage Expense Report” which is listed as “FIRST STEP.”

THE TABLE WAS CREATED TO ASSIST YOU WITH THE ENTRIES. THE LEFT SIDE OF THE TABLE UNDER “LOCATION” HAS THE CELL NUMBER. THE RIGHT SIDE OF THE TABLE UNDER “ENTRY” HAS THE INFORMATION YOU ENTER IN THE CELL NUMBER. FOR EXAMPLE, ON THE DOWNLOADED SPREADSHEET, FIND CELL C3. IN CELL C3, ADD YOUR FULL NAME.

PLEASE FOLLOW EACH STEP IN THE ORDER IT IS LISTED

FIRST STEP: Go to our website https://www.uakron.edu/education/student-teaching/organizer.dot and under “Final millage due” click on the Standard mileage Expense Report” and download it.	
SECOND STEP: START ON THE FIRST TAB – “TRAVEL EXPENSE REPORT”	
LOCATION	ENTRY
Cell C3	Add full name
Cell C4	Add Employee ID
Cell C5	Add your home address including city and ZIP – AND THE DEPARTMENT CODE 4201 AFTER YOUR ADDRESS
Cell C6	Type Supervising Student Teachers
Cell D7	Enter the first date you start your visits
Cell F7	Enter the last date you finished your visits
Cell G11	You will be entering the dates of visits on the Mileage Worksheet, but AP requires you enter the dates starting in G11. Before you enter the dates, above the date entries in the upper middle of the page in the purple area click on “Add Columns.” Starting in cell G11 start entering your visit dates until you enter them all or you run out of cells. If you cannot fit all of the dates do not enter them
Cell K25	Type the correct and current mileage rate
Cell C33	Enter your insurance company

	<i>(Please make sure you enter your insurance information in this cell and not in the "Remarks or Explanations" area.)</i>
Cell C88	Type your full name
Cell D89	Enter the date you finished or the last day of the semester
Cell G89	Type in a phone number, it can be your own, or my extension 7961

THIRD STEP: GO TO THE SECOND TAB – "MILEAGE WORKSHEET"	
LOCATION	ENTRY
Cell I10	Type the correct and current mileage rate
Cell A11	Enter the date of the visit
FOR Cell C11 AND E11	<ol style="list-style-type: none"> 1. Enter the FROM location – 2. Mileage must be detailed by using the start/finish location as the University or the actual point of departure, <u>whichever results in fewer miles traveled.</u> 3. Reporting of mileage must be as accurate as possible. A comparison of actual mileage will be made against the number of miles calculated using MapQuest® as the principal standard for determining approved reimbursement. Personal odometers, GPS systems, and other tracking systems, while helpful, will not be used in the final verification of miles traveled. 4. The number of reimbursable miles may not exceed the number of miles of the most cost-effective reasonably safe route between two or more duty points. 5. If the travel expense report does not provide sufficient space, the detail may be attached as a supplementary schedule, listing miles driven by date and destination. 6. If mileage varies as a result of exceptions (e.g., roads closed due to construction), adjustments can be made when the variance is noted (including reason) on the expense form or the

	<p>supplemental attachment. These occurrences should be the exception, not the rule.</p> <ol style="list-style-type: none"> 7. Mileage may be rounded up to the nearest mile (e.g., MapQuest results in 23.78 miles, you may round up your mileage to 24.0 miles). Mileage “cushions” are not permitted. 8. Any mileage accrued between duty points, e.g., going to lunch, conducting personal business, is NOT reimbursable. 9. To avoid any reimbursement delays, we strongly recommend that all mileage point-by-point itemization records be submitted no later than five business days from the end of the semester. 10. Mileage will be turned in twice during the semester. Once at mid-term and at the end of the semester. See the Student Teaching website for specific deadline dates. 11. If additional site visits are required for a student, contact The Office of Student Teaching (330-972-7961) for approval. <p>THE ADDRESS FOR UA IS 302 E. BUCHTEL AVENUE, AKRON</p>
<p>YOU MUST CHECK BOTH YOUR HOME ADDRESS AND THE UA ADDRESS IN MAPQUEST TO DETERMINE THE SHORTEST POSSIBLE DISTANCE. IF THERE ARE MULTIPLE ROUTES YOU MUST SELECT THE SHORTEST POSSIBLE DISTANCE</p>	
Cell J11	Enter the purpose of your visit
Cell G11	Enter the round-trip mileage
Cell J11	Enter the purpose of your visit
<p>CONTINUE ENTRIES UNTIL THE LAST DAY OF OBSERVATION</p>	

<p>GO BACK TO THE FIRST TAB – “TRAVEL EXPENSE REPORT”</p>	
<p>LOCATION</p>	<p>ENTRY</p>
Cell AS92	Enter the amount from cell next to “Trip Total”
Cell AT104	Enter this same amount from above
Cell AR104	Enter 201381
<p>LAST STEP: SAVE THE EXPENSE REPORT IN THIS EXACT FORMAT (THIS IS AN EXAMPLE ONLY): Travel_RPT_Doe_John_010101_010101 OR AS IT WOULD APPEAR IF IT WERE MY REPORT (AGAIN THIS IS AN EXAMPLE): Travel_RPT_Feudner_Katie_042922_050822</p>	

INCOMPLETE AND INCORRECT EXPENSES WILL BE RETURNED FOR CORRECTION