

University Supervisor's Travel Expense Information

Guidelines set by SMSU for travel expenses: mileage for supervision as of January 1, 2020

If there is an Enterprise Car Rental located in your community, but you choose to drive your own car you will be paid 50.5 cents/mile.

If there is no Enterprise Car Rental located in your community and you drive your own car you will be paid 57.5 cents/mile.

Typically the type of travel the University Supervisors need to do falls under the 57.5 cents/mile because of the various small towns you live in. However, for those of us in Marshall who go out you only get 50.5 cents/mile because there is an Enterprise Car Rental Office at the Marshall airport.

Forms that need to be turned in at the end of each month

SMSU Student Teaching Visitation Report
Expense Report

These should be sent in together for processing at the end of each month. Placement and Licensure has two different accounts that we access payment through:

On-campus students	Cost Center # is 210602
Distance Learning/2+2	Cost Center # is 210159

This means you need to know if your student teachers are On-campus or Distance Learning. If by chance you have both, you will need to turn in two different mileage reports.

Mileage paperwork should be sent to the Placement and Licensure Secretary

Stephanie Fladhammer
Office of Placement and Licensure
Southwest Minnesota State University
1501 State St. IL 150A
Marshall, MN 56258

If you have any questions, please call 507-537-6152.

Thank you!

* Mileage reimbursement amount revised – 1/1/2020