

University Supervisor's Travel Expense Information

Guidelines set by SMSU for travel expenses

If there is an Enterprise Car Rental located in your community, but you choose to drive your own car you will be paid .47 cents/mile.

If there is no Enterprise Car Rental located in your community and you drive your own car you will be paid .54 cents/mile.

Typically the type of travel the University Supervisors need to do falls under the .54 cents/mile because of the various small towns you live in. However, for those of us in Marshall who go out we only get .47 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. We will send you an expense report with the appropriate account indicated for the student(s). It will also be reviewed when submitted to the Placement and Licensure Office.

Mileage paperwork should be sent to:

SMSU Office of Placement and Licensure
IL 150A
1501 State St.
Marshall, MN 56258

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

Thank you!