

UT Arlington Mileage Training

For Field Supervisors

Office of Educational Field Experiences

coedfield@uta.edu (817) 272-2831

Submitting Mileage for Reimbursement



Documents Needed:

- Mileage Reimbursement Form (signed and dated)
- MapQuest Driving Directions.

Submission Time

New this Fall

- Mileage reimbursements will now be processed on a monthly basis
- Submitted by last day of the month
- All documentation must be scanned into .pdf form and sent via email.

Critical

New this Fall

- Each supervisor must sign a mileage reimbursement form for their expense report, asking them to accept or deny that their mileage information and reimbursement amount is accurate.
- This must be returned in a timely manner or the system will cancel the mileage reimbursement report causing us to resubmit – creating a significant delay in the reimbursement process.

Submission Time

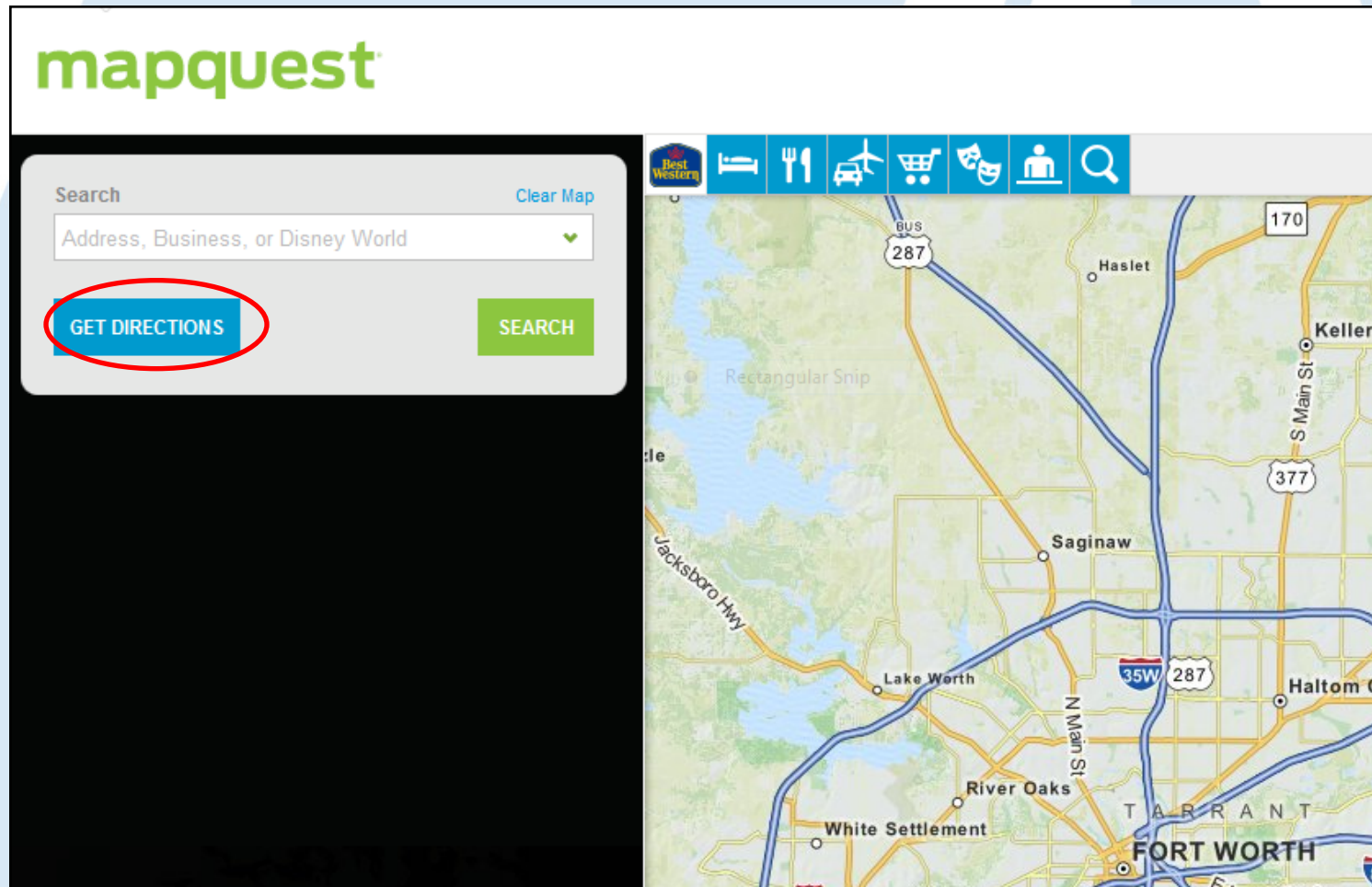
New this Fall

- The mileage reimbursement form can be downloaded at:

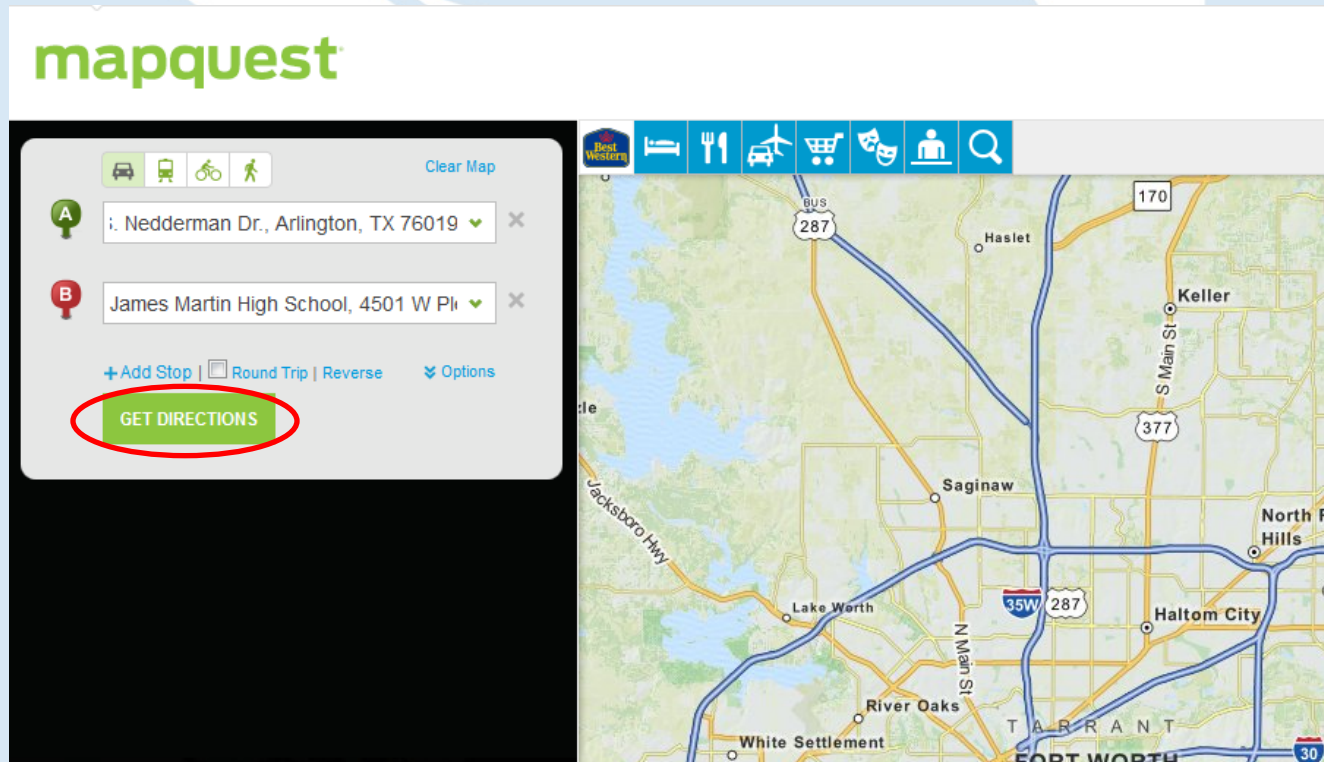
<http://www.uta.edu/coed/academics/fieldexperience/handbooks.php>

- QUICK Tip - Add each trip to the form immediately following the observation.

Completion and submission of maps:
Visit www.mapquest.com and click blue “Get Directions” tab on left.



A new page will refresh and will prompt you for an “A” location (point of origin) and a “B” location (destination). For “A” location, use 701 S. Nedderman Dr., Arlington, TX 76019. For point “B”, you can type in the name of the school and a drop-down box will appear, which allows you to select your destination. This allows both the name of the school and the physical address to appear. If you are visiting an additional school while in the area, you may click the “+ Add Stop” tab just above the green “Get Directions” tab for each additional destination. Click the green “Get Directions” tab on the left.



To conserve paper, customize by printing only the driving directions by removing several of the following options listed on the side of the screen. De-select all options except “Driving Directions”. There is a Notepad feature at the top of the screen. This is especially helpful to list the name of the school and the date(s) the campus was visited.

mapquest

Trip to:
James Martin High School
 4501 W Pleasant Ridge Rd
 Arlington, TX 76016
 (682) 867-8600
 6.83 miles / 11 minutes

Notes
 Go Mavericks!

701 S Nedderman Dr, Arlington, TX 76019-9800 [Download Free App](#)

1. Start out going east on S Nedderman Dr. [Map](#) 0.01 Mi
2. Take the 1st right onto S Cooper St / FM-157. [Map](#) 3.8 Mi
3. Merge onto I-20 W toward Ft Worth. [Map](#) 1.4 Mi
4. Take the Park Springs Blvd exit, EXIT 447, toward Kelly-Elliott Rd. [Map](#) 0.5 Mi
5. Merge onto Park Springs Blvd. [Map](#) 0.3 Mi
6. Turn left onto Pleasant Rdg. [Map](#) 0.6 Mi
7. Pleasant Rdg becomes W Pleasant Ridge Rd. [Map](#) 0.2 Mi
8. 4501 W PLEASANT RIDGE RD is on the right. [Map](#)

James Martin High School
 4501 W Pleasant Ridge Rd, Arlington, TX 76016
 (682) 867-8600

Total Travel Estimate: 6.83 miles - about 11 minutes

Print Page

Send to Mobile Device
 Enter Mobile #

Send to Mobile

Your carrier may charge text message and data access fees.

Printing Options [Help](#)
 Show:
☒ Driving Directions
☐ Total Distance Traveled
☐ Helpful Hints
☒ Map
☐ Highway Exits
☒ Step-by-Step ☐ At end

☒ Lodging
☒ Restaurants & Coffee
☒ Gas Stations
☐ Advertisement
 Text Size: **A** [A](#) [A](#)

From here, click “Print Page” at the top of the screen, so that you have driving directions. If you have visited multiple schools during travel that day, please follow the above instructions, except on Point A you will list the physical address of your last visited school and will list Point B as 701 S. Nedderman Dr., Arlington, TX 76019.

Because the mileage in this instance was 6.83 miles, this will give a round trip total of 13.66 as reflected below. It is imperative that the travel distance provided by Mapquest is the same distance used on your mileage form. It is no longer necessary to list odometer readings between locations, as reflected on the form below:

METROPLEX MILEAGE DETAILED REPORT

Exhibit 2-96
Rev. 25 June 2007

Name: Dr. Ed Supervisor	Purpose of Trip(s): Student Teacher Observation
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Headquarters Location: COEHP- 701 S. Nedderman Dr., Arlington, TX 76019 **Benefit of Trip(s)** Supervise Student Teachers

[illegible]

All mileage is from Headquarters unless otherwise noted. *If other than Headquarters, must show that cost is equal to or less than from Headquarters.

I certify that the expenses for this voucher are true, correct, and unpaid.

1206 Meals
1205 Tolls
1209 Parking
Other

Employee Signature

Date _____

You may be

Once all forms are completed and scanned, email them to the Field Office: coedfield@uta.edu.

If you have any questions about the mileage reimbursement process, please contact:

The Office of Educational Field Experiences at 817-272-2831

UNIVERSITY OF TEXAS  ARLINGTON