

## **University Supervisor Travel Reimbursement Procedures:**

The Travel Request System is accessed through ECU OneStop. An ECU ID (Banner ID) and ECU Email (Pirateid) account is required in order to be reimbursed for travel expenses. Once logged into the OneStop via your Pirateid and password, click the Travel Request link located on the Tools page. Only preparers and those that need to electronically sign travel forms can access the Travel Request System.

### **Blanket Travel Forms:**

- The Blanket Travel Form is the first step in the travel reimbursement process. It documents permission given by the Office of Teacher Education to University Supervisors who wish to be reimbursed for mileage while conducting Senior II Intern observations. (This form is not signed by your program area, but by the director of Teacher Education.)
- Must be signed and submitted to the Office of Clinical Experiences once every fiscal year (July 1-June 30) in order for University Supervisors to receive reimbursement during that period.
- An email notification will be sent to your ECU Email asking you to electronically sign the Blanket Travel Form.
- Without this form on file, NO reimbursement requests can be submitted or will be accepted by OCE or the Travel Office!

### **Reimbursement Request Policies:**

- All reimbursement requests must be completed and submitted to the Office of Clinical Experiences **no later than 5 days** after the end of each month. This gives OCE time to process the forms, acquire the necessary signatures via ECU email, and submit the original forms to the Travel Office. (Ex. Travel for the month of January will be due to OCE no later than February 5.)
- The Travel Office upholds a strict deadline for all reimbursements. If a reimbursement form is turned in after the deadline or contains more than month on the form, the individual risks denial of reimbursement. **DO NOT HOLD ALL REQUESTS UNTIL THE END OF THE SEMESTER!**
- Only **ONE month of travel is recorded on a single form, even if you only traveled one day during the month**. For example, if a form showing mileage for both January and February is submitted, the Travel Office will return the form and request that each month be recorded on separate forms. The individual risks denial of reimbursement if it is turned in 30 days after the dates of travel due to the travel office requirement.
- **University Supervisors will receive \$0.56 per mile** and all mileage is rounded to the nearest mile. For example, if a supervisor travels a total of 15.25 miles, they will receive reimbursement for 15 miles.
- The travel office requires an electronic signature in order to reimburse the traveler. The traveler will be notified by ECU email to electronically sign, once the travel request is prepared.

### **Completing the Travel Reimbursement Request Form:**

#### **Section One Requirements:**

- Month of Travel
- Total requested amount for reimbursement

- Traveler's name
- Banner ID
- Permanent Address
- ECU Address (if applicable)
- Dates traveled for that particular month

**Section Two Requirements:** University Supervisor Fund Code completed

**Section Three Requirements:**

- Date(s) traveled (list each school visited daily)
- Beginning destination – ending destination each day
- Miles traveled each day (roundtrip)
- Mileage amounts for each day will automatically calculate to reflect the \$0.56 per mile rate.

**Travel Reimbursement Checklist and Reminders:**

- ✓ Blanket Travel Form submitted and on file for the current year
- ✓ Banner ID included
- ✓ Reimbursement request reflects only **one** month of travel
- ✓ Mileage for each day rounded to the nearest mile
- ✓ Form correctly calculated \$0.56 per mile
- ✓ Total mileage reimbursement amount included
- ✓ Traveler's original signature included
- ✓ Forms are due to OCE by the 5th of each month

**Travel Contact Information:**

Submit forms to:  
**oce@ecu.edu**  
 For questions or concerns, please contact:  
**Phone: (252) 328-6051**  
**Fax: (252) 328-2361**  
**Email: oce@ecu.edu**