**College Supervisor Travel Log**

*Please use* ***one log*** *to record mileage throughout the internship of* ***each intern****.*

# Intern’s Name: Semester(s) and Year(s):

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| **Date** | **School Traveled To & From** | **Mileage** |
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|  | ***Total Mileage****:* |  |

**College Supervisor Name: Date Submitted:**

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**Travel & Entertainment Expense Form Instructions**

Please use the log above to record all reimbursable miles incurred throughout your supervision of each intern’s internship. **Please use a separate log for each intern.** A hard copy of this Travel Log should be submitted at the conclusion of the student’s internship, along with a hard copy (with signature) of your YCP Travel & Expense Form for that semester.

1. **At the end of internship(s)**, use the information you recorded on your Travel Log(s) to complete a YCP Travel & Expense Form. (Although you kept a separate Travel Log for each intern, you may use a single Expense Form to submit combined miles for supervised internships that are ending this semester. Please ***do not*** submit expenses for supervision of an intern who is only halfway through his/her internship.)
2. A link to the YCP Travel & Expense Form is on When you click on the “Travel & Expense Form” link, a pop-up screen will ask what you want to do with the form. **Save it to your computer for editing.**
3. **Open your SAVED form on your computer** and type your name in the “Submitted By:” green box (in the upper left area of the form).
4. Please type your YCP ID# (starts with “90…”) in the green box to the right of “ID #.”
5. Beside the word “Date:” (there is a box which indicates “Insert Date Here”), please type the abbreviated semester and year that the internship(s) are concluding. *Examples*: F15 for Fall 2015, S16 for Spring 2016, Su17 for Summer 2017.
6. Please click on the third green box from the left toward the bottom marked with a zero and labeled “Miles.” Using the information you recorded on your Travel Log, enter the TOTAL MILES traveled for Administrative Intern Supervision/Visitation of students whose internships are concluding, and then press the “Enter” key. The form will then self-populate the appropriate boxes.
7. Next, please print your Expense Form on your printer. If you haven’t done so already, print the accompanying Travel Log(s) as well.
8. Please **sign** the Expense form where indicated with the word “Signature” (upper left area). ***The YCP Business Office requires a signature***; your typed name will not be approved for reimbursement. Beside your signature, enter today’s date on the line. Finally, attach the Travel Log(s) to your Expense Form.

**Please submit hard copies** of your completed Travel Log(s) and your Travel & Expense Form to the Master of Education Program Office (LS140), along with the **flash drive(s)** of intern(s)**.** Questions? Call the Office at or email us at Thank you!