

Instructions to complete the Travel Expense Mileage Report

Accurate documentation of all expenses is essential. Please use the form below and follow the instructions to ensure accuracy.

- **Download** the most recent version of [Acrobat Reader DC](#) to your computer.
- ***It is very important to access the form from this link:***

<https://www.missouristate.edu/ProfessionalEd/StudentTeaching/>

- Once the form is accessed, save the fillable Travel Expense Mileage Report form to your computer. When prompted for a location to save the document, choose Desktop. Open the form from your desktop to begin. Save entered information before closing the form by clicking File -> Save As and choosing a file location. The PDF file is fillable and will automatically total the mileage column and multiply by the cents/mile to give a mileage expense total. *If the form is not fillable or will not auto-add for you, try opening and saving in a different browser (Google Chrome or Firefox).*
- **Submit the report.** As our office and Financial Services have moved to a paperless approval process, the form must be emailed as a PDF attachment to (DO NOT PRINT AND MAIL):

PES@MissouriState.edu

- **Do not include multiple months on a single Travel Expense Mileage Report form.** If mileage is being reported for two or three separate months, please complete two or three separate forms. This is essential to our new accounting requirements.
- **List each student teacher candidate visited on each trip and include the certification area.** If necessary, use multiple lines to fit all relevant information. Even if all student teacher candidates visited on the same trip share a certification area, knowing which students were visited will allow us to keep more accurate and meaningful budget data.
- **List the ADDRESS leaving FROM and ADDRESS going TO.** Do not put “home” in the FROM box (you must enter the actual address from which you leave). To make completion of the form easier, you may put the “school name” in the TO/FROM box instead of typing out the address each time. However, if you choose to do this, you must attached a word document which includes the student’s name, school name visited and the actual address to which you travel. This address must include street address, city, state and zip code. This word document can be saved to your desktop one time at the beginning of the semester to attach with your travel expense form each month.
- **If a trip is not for student supervision,** please use the Student Teacher Candidate(s) and Certification Area columns to include a description of or reason for the trip.
- **Domicile Address** – If you have an MSU office, then your domicile address is 901 S. National, Springfield, MO 65897. If you do not have an MSU office, then your domicile address is your home address.