

York College of Pennsylvania

College Supervisor Employee Expense Statement Directions & Log

Important Information:

- *Mileage for school visits should be included on the Employee Expense Statement. Mileage to the College for trainings and meetings should not be logged on this form because they are considered part of a College Supervisor's duties and covered by the stipend.*
- *When documenting mileage, please make sure to record the shortest route (found on Google Maps, GPS, etc.).*
- *If you have multiple student teachers, only ONE Employee Expense Statement is needed and MULTIPLE logs should be submitted (one per student teacher).*

1. Click on "Employee Expense Statement" and save it on your desktop
2. Complete the following green boxes (in the upper left area of the form): submitted by, address, department (Education), ID # (90# located on your York College ID)
3. Beside the word "Date:" (There is a box which indicates "Insert Date Here", under the ID#), type a capital "F" or "S" followed by two number digits to represent the year. (example: F19, S20)
4. Click on the third green box from the left toward the bottom labeled "Miles." Enter the TOTAL MILES (from the "College Supervisor Travel Log") traveled for Student Teacher supervision/visitation in the box and then press the "Enter". The form will then self-populate the appropriate boxes on the form.
5. In the same green row, under "Purpose of Trip", please enter "Student Teacher Supervision".
6. Save and print the Statement.

7. Sign the printed form beside the word “Signature” (upper left area) and beside your signature write today’s date.
8. Submit this form with your Travel Log(s) (the second page of this document) which must contain the dates, schools visited, and miles traveled.
9. Please submit the Expense Statement and the Travel Log at the same time along with your Student Teaching Paperwork and Checklist. The two forms need to be submitted to the Department of Education Office with your final packet for Student Teaching at the end of the semester. Remember, only ONE Expense Statement needs to be submitted with the total of ALL miles from your Logs (more than one log will be submitted if you have multiple student teachers).

