

UCSC Cal Teach Mileage Reimbursement Plan

Cal Teach student interns are provided a fixed amount of reimbursement for their travel to specific schools. Reimbursements will only be provided for school sites beyond 9 miles. Please refer to the list below, those schools that are bolded, are schools that are acceptable for reimbursements:

Mileage one-way between school sites and UCSC

Mission Hill Middle School	1.2 miles	
Santa Cruz High School	1.6	
Pacific Collegiate School	2.1	
Branciforte Middle School	2.8	
Harbor High School	5.3	
Shoreline Middle School	6.1	
Soquel High School	6.6	
New Brighton Middle School	6.9	
Scotts Valley High School	9	
San Lorenzo Valley High School reimbursement	9.4	\$4/trip travel
Aptos High School	11.4	
Pajaro Valley High School	16.2	
Watsonville High School reimbursement	19.2	\$6/trip travel

Reimbursement per school site trip

\$6/trip for students traveling to schools greater than 15 miles away from the base of the UCSC campus (Watsonville and PV High) and
 \$4/trip for students traveling 9-15 miles away (Scotts Valley, SLV, and Aptos High)
Interns must keep track of the days they travel to their school site; these days must align with the dates set up with the coordinator and the host teacher. Turn in a record of the travel days to the coordinator to receive a reimbursement.

How to process the mileage reimbursement

Please use the Post Travel Expense form. To ensure that you use the most up to date version of the form, please get it directly from the FAST website:

<http://finaff.ucsc.edu/fast/>.

With regards to recording mileage on the form, you should note the dollar figure being reimbursed on the mileage line. This is of course assuming that the amount you're providing as a fixed figure is less than what policy allows: Standard rate: 48.5 ¢ per mile incurred on or after Jan 1, 2007 (44.5 ¢ before Jan 1, 2007). To avoid possible confusion by folks in the FAST office, please make a note in the comments section that you are only providing partial reimbursement for mileage & include the actual number of miles per trip.

Also, please make sure the intern signs the form as the traveler. You can certainly fill the form out for them, but they have to sign to verify incurred recorded expense.