

	Total Mileage:	

College Supervisor Name: _____ **Date Submitted:** _____

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 [the Administrative Internship website](#). 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 M.Ed. Office at 717-815-1398 or email us at med@ycp.edu. Thank you!