

End-of-Semester Requirements

Mileage Reimbursement

A completed odometer log form or mileage reimbursement form and maps documentation must be submitted by the appropriate deadline in order to receive reimbursement. Once Education Services receives the documents, the mileage is verified and the individual notified of any corrections.

[Mileage Reimbursement Instructions and Policies](#)

The following are due at the end of the semester (see due date below). Mileage reimbursements will not be processed until these are complete. Refer to the [Coordinator & Field Supervisor Requirement Timeline](#) for a complete list of TEA requirements.

Intern I Semester

- [UT \(Pre-Student Teaching\) Field Based Observation and Active Engagement Log](#) (Optional for Intern I) - Complete and submit form via the [DocuSign Forms for the College of Education webpage](#)
- [Reflection Form of Observations and Active Engagement](#)
- Formative Assessment - [Online Evaluation System](#)

Intern II Semester

- [UT \(Pre-Student Teaching\) Field Based Observation and Active Engagement Log](#) - Complete and submit form via the [DocuSign Forms for the College of Education webpage](#)
- [Reflection Form of Observations and Active Engagement](#)
- Formative Assessment - [Online Evaluation System](#)

Student Teacher Semester

- Summative Assessment - These evaluations are completed online using the [Online Evaluation System](#). Summative Assessments must be completed for every student teacher by both the field supervisor and cooperating teacher, and then reviewed by both the student and coordinator before being routed to the Education Services Office for final approval.
- [TEA Observation Record Log](#) and [TEA Observation Record Log Example and Information](#) - Field supervisors are to email the TEA Observation Record Log for student teachers at the end of the semester to the Field Experiences office at fieldexp@austin.utexas.edu.
- [Student Teacher Attendance Log](#) - Student Teacher logs ongoing and CT signs at end. Loaded into Box.

Due Dates

All end-of-semester materials and mileage reimbursement documents* are due by:

May 6, 2024

***Mileage reimbursement documents for January through May travel are due by the above due date or prior to 60 days from the last day of travel, whichever is sooner.** The IRS requires that mileage reimbursement submissions are received no later than 60 days from the last day of travel. If submitting after 60 days, an explanation as to why it is being submitted late is required on the reimbursement form and is subject to approval.

If you have school visits beyond the due date, you must contact the Education Services Office to receive an extension for submitting your mileage reimbursement.

Travel is paid only after all requested documents are received.