Individuals claiming mileage reimbursement must enter their own mileage, as the system will not allow users to create mileage for someone else.

THIS MODULE IS **ONLY** FOR DISTRICT EMPLOYEES

PLEASE USE THE NON – EMPLOYEE REIMBURSEMENT ENTRY POINT FOR NON – EMPLOYEES INCLUDING BOARD MEMBERS
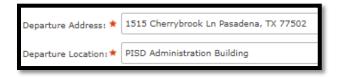
Entry point, **Create Mileage Reimbursement Request**

Year
Use the drop-down menu and select the calendar year.

Month
Use the drop-down menu to select the month.

Departure Location
Enter the **Departure Location** name, this will populate the Departing Address.

Tip: When using a Home Address type the numbers of the address and hit the space bar to see if the Home Resident is already in the system.

Arrival Location.
Enter **Arrival Location** name, this will populate the Arrival Address.

Reason for Trip
Use the drop-down list to select one of the following reasons.

- Athletic Event
- Delivery/Pickup
- District Business
- Field Trip
- Fine Arts Event
- Instructional Support
- Meeting
- Purchase Supplies
- Special Event
- SpEd Services
- Training

> If you need a new reason added, contact *Derek Gillard* in Business Services

Notes
Use the notes field to explain the reason in more detail, so your approver knows the purpose of the mileage request.

Date
Select the date when the route was taken.

Departure Time
Enter departure time.

Arrival Time
Enter the time you arrived at your destination.

Approved routes:

Miles will populate if the route has already been established.

Newly added locations

If the Route is New, then the miles will <u>not</u> populate, and you will need to enter miles that match the map you will attach.

Toll Type

All routes should choose NONE as the Toll Type, reimbursement for tolls needs to go through an **Employee Reimbursement**.

Account Number:

It will need to be supplied by the **Secretary** or **Bookkeeper** or click the search icon to show a list of accounts. The object code for employee mileage should be 6411.

If no accounts show up, you will need to enter a Technology Work Order for Frontline requesting permission to the account.

Attachments

You only need to attach a map for **new** routes. Drop, Drag, or Upload a mileage map from **Google Maps** (*preferred*) or similar.

Google Maps Instructions

Continue Daily Route

To continue the route for multiple stops, click **Continue Daily Route**.

The Arrival Location moves to the Departure Location and the Account Number will populate automatically.

Complete Daily Route

Once all stops have been entered

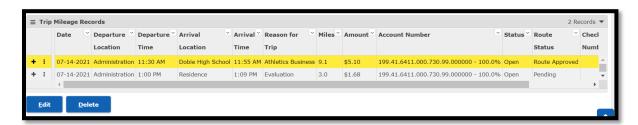Once you click **Complete Daily Route** your mileage is submitted.

Trip Mileage Records

The entered routes for the entire month are at the bottom of the entry point. The status column will show the route status (Route Approved, Pending, or Denied)

	Date	Departure Location	Departure Time	Arrival Location	Arrival Time	Reason for Trip	Miles	Amount	Account Number	Status	Route Status	Check Numb
✛ ⋮	07-14-2021	Administration	11:30 AM	Dobie High School	11:55 AM	Athletics Business	9.1	$5.10	199.41.6411.000.730.99.000000 - 100.0%	Open	Route Approved	
✛ ⋮	07-14-2021	Administration	1:00 PM	Residence	1:09 PM	Evaluation	3.0	$1.68	199.41.6411.000.730.99.000000 - 100.0%	Open	Pending	

Edit   **Delete**

If a route has been Denied highlight the route and then click edit. Make the necessary changes, click save. The route will now be in the Pending status waiting for approval.

Additional notes

You are **NOT** able to enter mileage for someone else – only the person requesting mileage will be able to submit.

Mileage transactions submitted for the prior month will move to **Approval in Progress** status on the first day of every month.
For example, all routes submitted for July 1st – July 31st will enter into workflow for approvals on August 1st.

If you create a mileage request for a previous month, the request will move to **Approval in Progress** status the day after being entered.
For example, June 12 – June 25th mileage requests entered August 15th, will move into workflow for approvals the next day on August 16th.

Mileage Requests must be entered within **120 days** of travel date**.** The system will not allow requests over 120 days to be entered.