

## Mileage Database – Step by Step Instructions

**Mileage reimbursement policy:** <http://www.businessoffice.spps.org/Procedures.html>

**The current mileage reimbursement rate is listed on the mileage entry screen.**

Questions or comments on this procedure should be submitted to [mileage.help@spps.org](mailto:mileage.help@spps.org).

### Accessing the online mileage database:

<http://mileage.spps.org>

**User name** = email user name (If your email address is [sue.smith@spps.org](mailto:sue.smith@spps.org), your email user name is sue smith.)

**Password** = Password you use when you access your mail from the internet

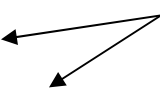
### If you submit mileage for reimbursement:

#### First time user profile set-up:

You will need to complete your user profile page before you can submit a mileage report. You will need this information:

- Starting location – Your default starting location
- Manager/Principal (Person who approves your mileage)
- Budget Administrator (Person who approves and tracks the budget at your site)
- Building – Your payroll building location
- Department – Optional
- Employee Number – 6 digit employee number
- Budget code – Select the percent(s) and code(s) where your mileage will be charged (See your budget administrator, if you have questions.)

May be the same person  
in some instances



*Note: You will only need to revisit your profile page if any of this information changes.*

#### Other items on the page:

**Identification of user**

**Logout**

**My Mileage Info:** (This section is the mileage information for the user.)

- **My Mileage** – Where you go to enter mileage/trip information and to create your monthly mileage report to be submitted for approval and payment
- **My Mileage Reports** – Where you go to check the status of your submitted mileage reports
  1. **Submitted** – You have submitted the report for processing. A green check mark will appear beside the name(s) of the approver(s).
  2. **Rejected** – A red “X” will appear next to the name of the rejecter. You can open the report and read the comments. You will need to make the necessary corrections and resubmit the corrected report.
  3. **Completed** – Your report is processed by the Business Office and readied for payment on the next payroll. The date of the completion will also be posted so you can calculate the anticipated payment date of your mileage reimbursement. The completion date must be 6 working days (or greater) from the next paycheck Friday, for possible inclusion in that paycheck.

- **My Profile** – Where you first enter information for your mileage reimbursement and where you make changes should any of that information change, i.e. building, principal, budget code, etc.

**Submitted Mileage Reports:** (This section is used by the manager/principal and budget administrator to track submitted, approved, and rejected mileage reports. Unless there are mileage reports submitted to you for processing, these choices will always show “No documents found.”)

- **Submitted** – Shows mileage reports waiting to be processed by you
- **Approved** – Shows mileage reports approved by you
- **Rejected** – Shows mileage reports rejected by you

### Using this form for tracking mileage:

**Entering trip information for travel to a listed District building:** (Enter each leg of the trip as a separate entry.)

1. Log in and select the My Mileage link.
2. Click on “Add Mileage”.
3. **Date:** Select correct date for this entry.
4. **From location:** This will default to the starting location specified in your profile page and the address of the location will be provided. Change the location if that is the incorrect starting location.
5. **To location:** Select the location from the drop-down list. The address will fill in as well as the mileage for the trip, based on calculation from Google Maps. You can click the “View Map” link to get directions or check the route.
6. **Purpose:** Select from the drop-down list or complete “Enter Purpose”.
7. Click save.

### Entering trip information for return travel from a listed District building:

1. Log in and select the My Mileage link.
2. Click on “Add Mileage”.
3. **Date:** Select correct date for this entry.
4. **From location:** This will default to the ending location specified in the previous entry if it is today’s date, and will provide the address of that location. Change the location if that is the incorrect starting location for this trip.
5. **To location:** Select the location from the drop-down list. The address will fill in as well as the mileage for the trip, based on calculation from Google Maps. You can click the “View Map” link to get directions or check the route.
6. **Purpose:** Select from the drop-down list or complete “Enter Purpose”.
7. Click save.

### Entering trip information for travel to a location not on the provided list:

1. Log in and select the My Mileage link.
2. Click on “Add Mileage”.
3. **Date:** Select correct date for this entry.
4. **From location not on the list** – Select the “-Please Select-” line from the Building list and enter the exact address of the location not on the list. Address must be in the format of: address, city, state and zip code if you have it.
5. **To location not on the list** – Select the “-Please Select-” line from the Building list and enter the exact address of the location not on the list. Address must be in the format of: address, city, state and zip code if you have it.
6. You can click the “View Map” link to get directions or check the route.
7. **Purpose:** Select from the drop-down list or complete Enter Purpose.

8. Click save.

**Submit your monthly mileage report at the end of each month after you have entered all of your mileage for that month:**

1. Log in and select the My Mileage link.
2. Click on "Create Mileage Report".
3. Select the month and year for the mileage report.
4. Review the items listed. **Note:** Individual mileage trip lines will only be submitted one time.
5. Review the routing and budget information.
6. Click submit. An email will be sent to the name listed as Manager/Principal indicating that there is a report waiting for their review and processing.

**Routing/approval information:**

***When you submit your monthly report:***

1. An email notification is sent to your Principal/Manager.
2. The submitted report shows in "My Mileage Reports" with the status "Submitted".

***When your Principal/Manager acts on your monthly report:***

**Approved** (with or without comments)

1. An email notification is sent to your Budget Administrator.
2. The submitted report in "My Mileage Reports" shows a green check mark by the Principal/Manager and the status as "Submitted".

**Rejected** (with or without comments)

1. An email notification is sent to you.
2. The submitted report in "My Mileage Reports" shows a red "X" by the Principal/Manager and the status as "Rejected".
3. At this point, you will need to make the necessary adjustments on the "My Mileage" page and resubmit the report.

***When your Budget Administrator acts on your monthly report:***

**Approved** (with or without comments)

1. The submitted report is routed to the Business Office.
2. The submitted report in "My Mileage Reports" shows a green check mark by the Building Administrator and the status as "Submitted".

**Rejected** (with or without comments)

1. An email notification is sent to you.
2. The submitted report in "My Mileage Reports" shows a red "X" by the Budget Administrator and the status as "Rejected".
3. At this point, you will need to make the necessary adjustments on the "My Mileage Page" and resubmit the report.

***When the Business Office acts on your monthly report:***

**Approved** (with or without comments)

1. An email notification is sent to you.
2. The submitted report in "My Mileage Reports" shows a green check mark in the Business Office column, the status as "Completed" and the date of completion. Using this date, you can calculate the anticipated payment date of your mileage reimbursement. The completion date must be 6 or more working days before the actual pay date.

**Rejected** (with or without comments)

1. An email notification is sent to you.
2. The submitted report in "My Mileage Reports" shows an "X" in the Business Office column and the status as "Rejected".
3. At this point, you will need to make the necessary adjustments on the "My Mileage Page" and resubmit the report.

**If you process mileage reimbursement requests:**

Access to the mileage forms you need to process:

<http://mileage.spps.org>

**User name** = email user name (If your email address is [sue.smith@spps.org](mailto:sue.smith@spps.org), your email user name is sue smith.)

**Password** = Password you use when you access your mail from the internet

**Note:** If your only role is to process mileage forms, you do not need to complete the profile page.

**Submitted Mileage Reports:** This section is used by the manager/principal and budget administrator to track submitted, approved, and rejected mileage reports.

- **Submitted** – Shows mileage reports waiting to be processed by you (You will receive an email with a link for each mileage report that is submitted to you for processing.)
- **Approved** – Shows mileage reports approved by you
- **Rejected** – Shows mileage reports rejected by you

**Processing mileage reports submitted for your approval:**

You will receive an email notification for each mileage report that has been submitted to you for processing.

To access the mileage report, choose one of the following options:

- Click on the document link in the email, log in, and the document will open.
- Copy and paste the document link into the browser of your choice, log in, and the document will open.
- Use this URL – [mileage.spps.org](http://mileage.spps.org), log in, click on “Submitted” in the Submitted Mileage Reports section, and select the document you wish to view.

**Principal/Manager**

After your review of the report you are processing, you can:

- **Approve (with or without comments)**
  1. An email notification is sent to the Budget Administrator.
  2. The report moves to the “Approved” view in your Submitted Mileage Reports section and shows a green check mark by the Principal/Manager and the status as “Submitted”.
  3. In the employee’s “My Mileage Reports” section, the submitted report shows a green check mark by the Principal/Manager and the status as “Submitted”.
- **Reject (with or without comments)**
  1. An email notification is sent to the employee.
  2. The report moves to the “Rejected” view in your Submitted Mileage Reports section and shows a red “X” by the Principal/Manager and the status as “Rejected”.
  3. In the employee’s “My Mileage Reports” section, the submitted report shows a red “X” by the Principal/Manager and the status as “Rejected”.

**Budget Administrator**

After your review of the report you are processing, you can:

- **Approve (with or without comments)**
  1. The report moves to the Business Office for processing.
  2. The report moves to the “Approved” view in your Submitted Mileage Reports section and shows a green check mark by the Budget Administrator and the status as “Submitted”.
  3. In the employee’s “My Mileage Reports” section, the submitted report shows a green check mark by the Budget Administrator and the status as “Submitted”.

- **Reject (with or without comments)**
  1. An email notification is sent to the employee.
  2. The report moves to the “Rejected” view in your Submitted Mileage Reports section and shows a red “X” by the Budget Administrator and the status as “Rejected”.
  3. In the employee’s “My Mileage Reports” section, the submitted report shows a red “X” by the Principal/Manager and the status as “Rejected”.

**Principal/Manager and Budget Administrator are one person:**

After your review of the report you are processing, you can:

- **Approve (with or without comments)**
  1. The report moves to the Business Office for processing.
  2. The report moves to the “Approved” view in your Submitted Mileage Reports section and shows a green check mark by the Principal/Manager and Budget Administrator and the status as “Submitted”.
  3. In the employee’s “My Mileage Reports” section, the submitted report shows a green check mark by the Principal/Manager and Budget Administrator and the status as “Submitted”.
- **Reject (with or without comments)**
  1. An email notification is sent to the employee.
  2. The report moves to the “Rejected” view in the Submitted Mileage Reports section and shows a red “X” by the Principal/Manager and Budget Administrator and the status as “Rejected”.
  3. In the employee’s “My Mileage Reports” section, the submitted report shows a red “X” by the Principal/Manager and Budget Administrator and the status as “Rejected”.