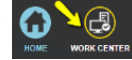# Mileage Reimbursement
FAQ

1. *Why do we need to change something that was working just fine?*

   The software we used for the previous mileage workflow is no longer supported. We needed to rebuild the process using new software.
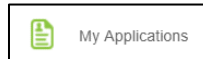
2. *Where do I find the new form?*
   http://it-wdagile01:13491/
   Use your network username and password to log on. Select Work Center

   To start a new form select *My Applications*   then the *Mileage Application*

   To continue a form that has already been started select *Inbox*   *My Tasks*

3. *Do I enter the number of miles I travel between destinations?*

   No, the application uses Google Maps to calculate the distance automatically.   The Board will approve only the shortest distance between an employee's official work location and the designated location. Please refer to Board Policy 2.25 for what is reimbursed.
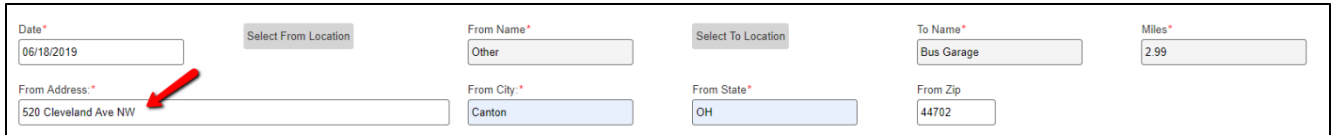
4. *How do I enter From and To Locations?*

Date*	Select From Location	From Name*	Select To Location	To Name*	Miles*
06/18/2019					0.00

   You cannot enter directly into the *From* and *To* fields. Instead, click on the *Select From (To) Location* button. Choose from the list of commonly used Locations. The mileage is automatically calculated.

   Select Lookup Result

txtFromName	txtFromAddress	txtFromCity	txtFromState	txtFromZipCode
Other				
Whipple Dale	2950 Whipple Ave NW	Canton	OH	44708
Eastgate	2121 Ashland St NE	Louisville	OH	44641
Southgate	3057 Cleveland Ave S	Canton	OH	44707
Bus Garage	3059 Cleveland Ave S	Canton	OH	44707
Alliance Community Hospital	200 E State St	Alliance	OH	44601

5. *What if my Location is not included in the Lookup List?*

   Select *Other* from the list of Locations. Manually fill in the information.

Date*	Select From Location	From Name*	Select To Location	To Name*	Miles*
06/18/2019		Other		Bus Garage	2.99

From Address:*		From City:*	From State*	From Zip
520 Cleveland Ave NW		Canton	OH	44702

6. *Can I copy entries I've already added?*

   Yes, simply click on the *Copy Record* icon beneath the record you want to copy. The copied record will appear at the bottom of the list. Change the date.
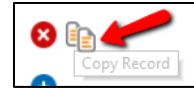
7. *Why is the mileage from one location to another sometimes different on the return trip?*

   Google Maps accounts for the differences in distance created by highway on and off ramps, one way streets, etc.

8. *What if I have a detour?*

   Use the *Misc Adjustments* field to add or deduct miles. Explanatory comments are required when using this field.

Misc Adjustments	1.30

9. *When do I need to deduct miles?*

   Per Board Policy 2.25(V), *If an employee is required to report to a location other than his/her official work location, the employee will only be reimbursed for the distance from his/her residence to the alternate location less the employee's normal commute*.

   If you are traveling from your home to a destination other than your official work location (conference, training, etc.) you may only claim the miles from your home to the destination MINUS your normal commute to your official work location. For example, you are traveling to Columbus from home which is 130 miles; your official work location is Whipple Dale and it is 10 miles from your home to Whipple Dale; you would only be reimbursed for 120 miles (130 miles MINUS normal commute of 10 miles). In addition, if your normal commute to your official work location is GREATER than the destination (conference, training, etc.) no mileage will be reimbursed.
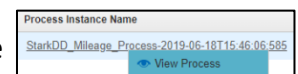
Misc Adjustments	-10.00

10. *Can I save my entries without submitting?*

    Click the *Save* button. Your saved form can be resumed from the Inbox. Be aware, before you can save your form you must check the insurance certification box. ☐ I certify the statements herein are true and correct, and that I have automobile liability insurance

11. *Once I submit my mileage how can I check its status?*

    In your *Inbox* go to the *Processes I Started* tab. **Processes I Started (1)** Click on the process name and choose *View Process*. A flow chart will open.

    Process Instance Name
    StarkDD_Mileage_Process-2019-06-18T15:46:06:585
    👁 View Process

    Finance Approval

    Look for a small, blue spinning circle. The circle will appear next to the pending activity.