



Entering Mileage in the Employee Portal

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Logging In

← → ↻ 🏠 https://apecsportal.molineschools.org/ep/ep_login.aspx

📱 Apps ★ Bookmarks 📧 Moline Mail 📁 APECS 🏠 Moline Internet 📶 Intranet Site 📄 Google 🎧 Spotify 📧 RISD Email 📄 1s

 **Employee Portal** 

User ID :

PIN :

Institution :

Remember Me (requires cookies)

[Help Guide](#)

[Forgot your Sign](#)

Log in to the Employee Portal.

https://apecsportal.molineschools.org/ep/ep_login.aspx

Create a New Claim

The screenshot shows a web browser window with the URL https://apecsportal.molineschools.org/ep/ep_mm_rmbri_mileage_search.aspx?&menuid=85252000. The page header includes the Moline-Coal Valley School District logo and the text "Moline-Coal Valley CUSD 40". The user is identified as "Employee: O'Hern, Jennifer" with ID "15081". The current date is "Today: 12/08/2016" and there is a "Logout" link. A sidebar on the left contains navigation links: "TIME & ATTENDANCE", "PAYROLL", "REIMBURSEMENTS", "Reimbursements", "Mileage" (highlighted), "JOBS & BENEFITS", "PROFILE", and "LOGOUT". The main content area shows a table of claims with columns "CLAIM DATE", "REFERENCE NO.", "STATUS", and "COMMENTS". The table contains three rows: "04/12/2016" with reference "166004" and status "Cancelled"; "04/11/2016" with reference "166003" and status "Cancelled"; and "04/08/2016" with reference "166000" and status "Incomplete". Below the table is a "Return to Top" link. At the bottom right, there are buttons for "Enter New Claim" and "Email". A "Year" dropdown menu is set to "Jan 01, 2016 - Dec 31, 2016".

Moline-Coal Valley CUSD 40 Today: 12/08/2016 | Logout

Employee: O'Hern, Jennifer ID: 15081

Year: Jan 01, 2016 - Dec 31, 2016

CLAIM DATE	REFERENCE NO.	STATUS	COMMENTS
04/12/2016	166004	Cancelled	
04/11/2016	166003	Cancelled	
04/08/2016	166000	Incomplete	

Return to Top

Enter New Claim Email

INFORMATION

Go to **Reimbursements<Mileage**.

Click on **Enter New Claim** on the bottom right of the screen.

How to Enter Mileage In-District

The screenshot shows a web browser window with the URL https://apecsportal.molineschools.org/ep/ep_mm_rmbms_mileage.aspx. The page header displays "Moline-Coal Valley CUSD 40" and "Employee: O'Hern, Jennifer" with ID "15081". The date is "12/08/2016". A left sidebar contains navigation links: TIME & ATTENDANCE, PAYROLL, REIMBURSEMENTS (with sub-links for Reimbursements, Mileage, JOBS & BENEFITS), PROFILE, and LOGOUT. The main content area is titled "NEW ENTRY" and includes a "Claim Date" of "12/08/2016". Below this is a table with columns: DELETE, DATE, LOCATION (From/To), ROUND TRIP (Yes/No), MILES, RATE, REIMBURSEMENT, and OTHER CHARGES. The table contains three entries: 1) 12/01/2016, From: Moline Board of Education, To: Moline High School, Round Trip: Yes, Miles: 4.80, Rate: 0.540, Reimbursement: 2.59, Comment: Budget Meeting with Lisa. 2) 12/02/2016, From: Moline Board of Education, To: molin, Round Trip: No, Miles: 0.540, Rate: 0.540, Reimbursement: 0.00. 3) An empty row with From: Moline Board of Education, To: Moline High School - Coolidge Campus, Round Trip: No, Miles: 0.540, Rate: 0.540, Reimbursement: 0.00. A "Total" row shows 4.80 miles and \$ 2.59. Below the table are sections for COMMENTS and ATTACHMENTS.

DELETE	DATE	LOCATION	ROUND TRIP	MILES	RATE	REIMBURSEMENT	OTHER CHARGES
<input type="checkbox"/>	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No	4.80	0.540	2.59	
<input type="checkbox"/>	12/02/2016	From: Moline Board of Education To: molin	<input type="radio"/> Yes <input checked="" type="radio"/> No		0.540	0.00	
<input type="checkbox"/>		From: Moline Board of Education To: Moline High School - Coolidge Campus	<input type="radio"/> Yes <input checked="" type="radio"/> No		0.540	0.00	
<input type="checkbox"/>		From: Moline School District Warehouse To:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<input type="checkbox"/>		From:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<input type="checkbox"/>		From:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
				Total:	4.80	\$ 2.59	

Date: Enter the date you travelled.

Location: In the From/To boxes, you can start typing and then select from the drop down menu that appears.

Round Trip: If this is Round Trip, select the Yes radio button.

Miles: If your mileage is between District buildings, the Miles field will automatically populate and your mileage will be calculated.

Comments (optional): You can enter the purpose of your travel in the Comments section.

How to Enter Mileage Out-of-District

https://apecsportal.molineschools.org/ep/ep_mm_rmbrrs_mileage.aspx
 Apps | Bookmarks | Moline Mail | APECS | Moline Internet | Intranet Site | Google | Spotify | RISD Email | 1st Midwest - Business

Moline-Coal Valley CUSD 40 Today: 12/08/2016 | [Logout](#)
 Employee: **O'Hern, Jennifer** ID: **15081**

Reference No.: **NEW ENTRY** Claim Date: 12/08/2016

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
<input type="checkbox"/>	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59
<input type="checkbox"/>	12/02/2016	From: Moline Board of Education To: Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan Smith	4.00	0.540	2.16
<input type="checkbox"/>	12/05/2016	From: Moline Board of Education To: First Midwest Bank - 506 15th St, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily Bank deposit	0.5	0.540	0.14
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>		
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>		
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>		
Total:				9.05		\$ 4.89

COMMENTS:

ATTACHMENTS:

If you are travelling to a location that is not preloaded in the Employee Portal, you can enter it manually.

Date: Enter the date you travelled.

Location: You can type the name and/or address of the location.

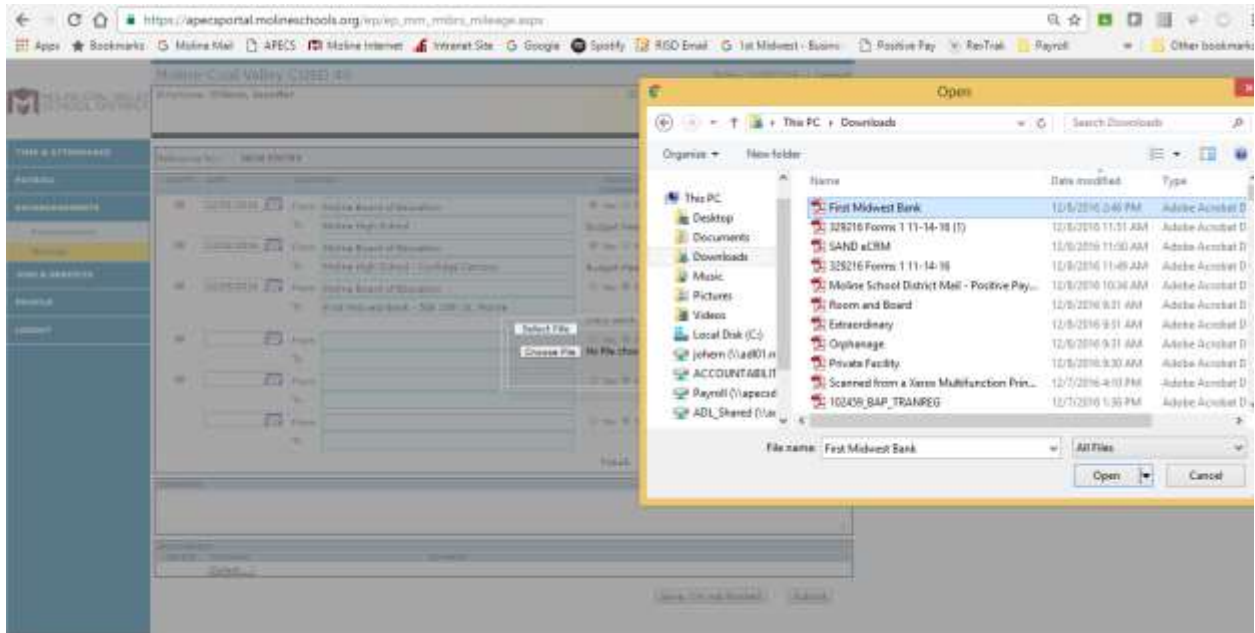
Round Trip: If this is Round Trip, select the Yes radio button.

Miles: Since the location was not pre-loaded, you will have to manually enter the number of miles.

Comments (required): The purpose of your travel must be noted if the location is outside of the District.

Attachments (required): Mapquest directions are required for all travel to locations out of the District.

Attaching Information



Save the document you will be attaching to your computer.

In the **Attachments** section, click **(Select...)**.

A new box called **Select File** will appear.

Click **Choose File**. This will open a new box for you to search for your Saved Document.

Find and select your document. Click **Open**.

Attaching Information (cont.)

← → ↻ 🏠 https://apecsportal.molineschools.org/ep/ep_mm_rmbtrs_mileage.aspx

Apps ★ Bookmarks 📧 Moline Mail 📄 APECS 📺 Moline Internet 📡 Intranet Site 📄 Google 🎧 Spotify 📧 RISD Email 📧 1st Midwest - Busine...

Moline-Coal Valley CUSD 40 Today: 12/08/2016 | [Logout](#)

MOLINE-COAL VALLEY SCHOOL DISTRICT
Employee: O'Hern, Jennifer ID: 15081

Reference No.: NEW ENTRY Claim Date: 12/08/2016

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT	OTHER CHARGES
<input type="checkbox"/>	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59	
<input type="checkbox"/>	12/02/2016	From: Moline Board of Education To: Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan Smith	4.00	0.540	2.16	
<input type="checkbox"/>	12/05/2016	From: Moline Board of Education To: First Midwest Bank - 506 15th St, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily bank deposit	0.5	0.540	0.14	
<input type="checkbox"/>			<input type="radio"/> Yes <input checked="" type="radio"/> No First Midwest Bank.pdf				
<input type="checkbox"/>			<input type="radio"/> Yes <input checked="" type="radio"/> No Upload Close				
			<input type="radio"/> Yes <input checked="" type="radio"/> No				
Total:				9.05		\$ 4.89	

COMMENTS

ATTACHMENTS

DELETE	FILENAME	COMMENT
<input type="checkbox"/>	(Select...)	

In the **Select File** box, click **Upload**.

Attaching Information (cont.)

Secure | https://apecsportal.molineschools.org/ep/ep_mm_rmbrrs_mileage.aspx

Moline Coal Valley School District | Moline-Coal Valley CUSD 40 | Today: 01/09/2018 | [Logout](#)

Employee: O'Hern, Jennifer | ID: 15081

Reference No.: NEW ENTRY | Claim Date: 01/09/2018

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT	OTHER CHARGES
<input type="checkbox"/>	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59	
<input type="checkbox"/>	12/02/2016	From: Moline Board of Education To: Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan Smith	4.00	0.540	2.16	
<input type="checkbox"/>	12/05/2016	From: Moline Board of Education To: First Midwest Bank - 506 15th Street, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily Bank Deposit	0.50	0.540	0.27	
<input type="checkbox"/>		From: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<input type="checkbox"/>		From: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No Upload Successful				
<input type="checkbox"/>		From: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No				
				Total:	9.30	\$ 5.02	

COMMENTS

ATTACHMENTS

DELETE	FILENAME	COMMENT
<input type="checkbox"/>	(Select...)	

The box will now say **Upload Successful**.

Click **Close**.

Attaching Information (cont.)

Secure | https://apecsportal.molineschools.org/ep/ep_mm_rmbrrs_mileage.aspx
Moline Mail | APECS | Moline Internet | 1st Midwest - Busine: | Positive Pay | Payroll | ISBE | ERate

Moline-Coal Valley CUSD 40

Today: 01/09/2018 | [Logout](#)

Employee: **O'Hern, Jennifer** ID: **15081**

Reference No.: **NEW ENTRY**
Claim Date: **01/09/2018**

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59
	12/02/2016	From: Moline Board of Education To: Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan Smith	4.00	0.540	2.16
	12/05/2016	From: Moline Board of Education To: First Midwest Bank - 506 15th Street, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily Bank Deposit	0.50	0.540	0.27
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Total:				9.30		\$ 5.02

COMMENTS

DELETE	FILENAME	COMMENT
	First Midwest Bank.pdf	
	(Select...)	

Your attachment will show up at the bottom of the screen.

Saving Your Mileage

Secure | https://apecsportal.molineschools.org/ep/ep_mm_rmbrs_mileage.aspx

Apps | Bookmarks | Moline Mail | APECS | Moline Internet | 1st Midwest - Busine: | Positive Pay | Payroll | ISBE | ERate

Moline-Coal Valley CUSD 40 Today: 01/09/2018 | Logout

MOLINE-COAL VALLEY SCHOOL DISTRICT

Employee: O'Hern, Jennifer ID: 15081

Reference No.: NEW ENTRY Claim Date: 01/09/2018

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
<input type="checkbox"/>	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59
<input type="checkbox"/>	12/02/2016	From: Moline Board of Education To: Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan Smith	4.00	0.540	2.16
<input type="checkbox"/>	12/05/2016	From: Moline Board of Education To: First Midwest Bank - 506 15th Street, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily Bank Deposit	0.50	0.540	0.27
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:				9.30		\$ 5.02

COMMENTS

ATTACHMENTS

DELETE	FILENAME	COMMENT
<input type="checkbox"/>	First Midwest Bank.pdf	
	(Select...)	

If you have entered mileage but are not ready to submit it to your supervisor, you can click on **Save, I'm not finished** on the bottom right of the screen.

This will save your mileage and allow you to come back and add to it later.

Saving Your Mileage (cont.)

Secure | https://apecsportal.molineschools.org/ep/ep_mm_rmbrs_mileage.aspx
Today: 01/09/2018 | [Logout](#)

Moline-Mail APECS Moline Internet 1st Midwest - Busine: Positive Pay

Moline-Coal Valley CUSD 40
Employee: **O'Hern, Jennifer** ID: **15081**

Save successful.

Reference No.: **52**
Claim Date: **01/09/2018**

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
<input type="checkbox"/>	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59
<input type="checkbox"/>	12/02/2016	From: Moline Board of Education To: Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan	4.00	0.540	2.16
<input type="checkbox"/>	12/05/2016	From: Moline Board of Education To: First Midwest Bank - 506 15th Street, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily Bank Deposit	0.50	0.540	0.27
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:				9.30		\$ 5.02

COMMENTS

ATTACHMENTS

DELETE	FILENAME	COMMENT
<input checked="" type="checkbox"/>	First Midwest Bank.pdf	<input type="text"/>
<input type="checkbox"/>	(Select...)	<input type="text"/>

Cancel Save, I'm not finished Submit

Email Back

After you click **Save, I'm not finished**, there will be a pink bar at the top of the screen that says, **"Save Successful."**

Saving Your Mileage (cont.)

The screenshot shows a web browser window with the URL https://apecsportal.molineschools.org/ep/ep_mm_rmbrrs_mileage_search.aspx?8. The page title is "Moline-Coal Valley CUSD 40". The user is identified as "Employee: O'Hern, Jennifer" with ID "15081". The date is "Today: 01/09/2018" and there is a "Logout" link. A "Year" dropdown menu is set to "Jan 01, 2018 - Dec 31, 2018". A table lists claims with the following data:

CLAIM DATE	REFERENCE NO.	STATUS	COMMENTS
<u>01/09/2018</u>	52	Incomplete	

Buttons for "Enter New Claim" and "Email" are visible. The left sidebar menu includes: TIME & ATTENDANCE, PAYROLL, REIMBURSEMENTS (with sub-items Reimbursements and Mileage), JOBS & BENEFITS, PROFILE, and LOGOUT.

To come back to your mileage request later, you will log in to the Employee Portal.

On the blue menu at the left, click on **Reimbursements**<**Mileage**.

Any mileage requests you have entered will be listed along with the status.

Incomplete – This is a mileage request that you have entered and not completed. It has not been sent to your supervisor for approval.

New – Your mileage request has been submitted and is waiting for the first approver.

Pending – Your mileage request has been submitted and is in the approval process.

Approved – Your mileage has been approved.

Cancelled – You cancelled your mileage reimbursement.

Denied – Your mileage has been denied by an approver.

To go back and complete your mileage request, click on the underlined **Claim Date**.

Submitting Your Mileage

Secure | https://apecsportal.molineschools.org/ep/ep_mm_rmbrrs_mileage.aspx
Apps ★ Bookmarks Moline Mail APECS Moline Internet 1st Midwest - Busine: Positive Pay

Moline-Coal Valley CUSD 40
Today: 01/09/2018 | [Logout](#)

Employee: O'Hern, Jennifer
ID: 15081

Reference No.: 52
Claim Date: 01/09/2018

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
	12/01/2016	From: Moline Board of Education To: Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59
	12/02/2016	From: Moline Board of Education To: Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan	4.00	0.540	2.16
	12/05/2016	From: Moline Board of Education To: First Midwest Bank - 506 15th Street, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily Bank Deposit	0.50	0.540	0.27
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
		From: <input type="text"/> To: <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Total:				9.30		\$ 5.02

COMMENTS

ATTACHMENTS

DELETE	FILENAME	COMMENT
	First Midwest Bank.pdf	
	(Select...)	


Cancel Save, I'm not finished Submit

Email Back

When your mileage is complete, click the **Submit** button at the bottom right of the screen.

Submitting Your Mileage (cont.)

Secure | https://apecsportal.molineschools.org/ep/ep_mm_rmbrrs_mileage.aspx
Apps | Bookmarks | Moline Mail | APECS | Moline Internet | 1st Midwest - Busine: | Positive Pay



MOLINE-COAL VALLEY SCHOOL DISTRICT

Moline-Coal Valley CUSD 40 Today: 01/09/2018 | [Logout](#)

Employee: **O'Hern, Jennifer** ID: **15081**

Save successful.

Reference No.: **52** Claim Date:

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
	<input type="text" value="12/01/2016"/>	From Moline Board of Education To Moline High School	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Lisa	4.80	0.540	2.59
	<input type="text" value="12/02/2016"/>	From Moline Board of Education To Moline High School - Coolidge Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No Budget Meeting with Dan	4.00	0.540	2.16
	<input type="text" value="12/05/2016"/>	From Moline Board of Education To First Midwest Bank - 506 15th Street, Moline	<input type="radio"/> Yes <input checked="" type="radio"/> No Daily Bank Deposit	0.50	0.540	0.27
Total:				9.30		\$ 5.02

COMMENTS

ATTACHMENTS

DELETE	FILENAME	COMMENT
	First Midwest Bank.pdf	
	(Select...)	

INFORMATION

After you click the **Submit** button, you should see a pink bar at the top of the screen that says, **“Save Successful.”**

Reviewing Your Mileage

The screenshot shows a web browser window with the URL https://apecsportal.molineschools.org/ep/ep_mm_rmbrs_mileage_search.aspx?. The page title is "Moline-Coal Valley CUSD 40" and the date is "Today: 01/09/2018". The user is logged in as "Employee: O'Hern, Jennifer" with ID "15081". The page has a sidebar menu with options: TIME & ATTENDANCE, PAYROLL, REIMBURSEMENTS (with sub-items Reimbursements and Mileage), JOBS & BENEFITS, PROFILE, and LOGOUT. The main content area shows a table with columns CLAIM DATE, REFERENCE NO., STATUS, and COMMENTS. A single row is visible with CLAIM DATE "01/09/2018", REFERENCE NO. "52", and STATUS "New". There are buttons for "Enter New Claim" and "Email".

CLAIM DATE	REFERENCE NO.	STATUS	COMMENTS
01/09/2018	52	New	

To check the status of your mileage request, log in to the Employee Portal.

Click on **Reimbursements**<**Mileage**.

Incomplete – This is a mileage request that you have entered and not completed. It has not been sent to your supervisor for approval.

New – Your mileage request has been submitted and is waiting for the first approver.

Pending – Your mileage request has been submitted and is in the approval process.

Approved – Your mileage has been approved.

Cancelled – You cancelled your mileage reimbursement.

Denied – Your mileage has been denied by an approver.

Questions

https://apecsportal.molineschools.org/ep/ep_mm_rmbms_mileage_search.aspx?&menuid=85252000

Moline-Mail APECS Moline Internet Intranet Site Google Spotify RISD Email 1st Midwest - Business Positive Pay

Moline-Coal Valley CUSD 40 Today: 12/08/2016 Logout

MOLINE-COAL VALLEY SCHOOL DISTRICT Employee: O'Hern, Jennifer ID: 15081

Year: Jan 01, 2016 - Dec 31, 2016

CLAIM DATE	REFERENCE NO.	STATUS	COMMENTS
04/12/2016	166004	Cancelled	
04/11/2016	166003	Cancelled	
04/08/2016	166000	Incomplete	

Reimbursements Mileage

Enter New Claim Email

INFORMATION

If you have questions regarding your mileage, click on the **Email** button at the bottom right of the screen. This will send an email to the District Accountant.