TO: **All Administrators & Supervisors**

FROM: **Alison Smith**

               Chief Financial Officer

Date: **January 5, 2023**

SUBJECT: **2023 Calendar Year Mileage Reimbursement Rate**

The Internal Revenue Service has announced the optional standard mileage rates. The mileage rate is $0**.655 cents** per mile, effective January 1, 2023.

This is an increase from the July 1, 2022, rate of $0.625 cents. Please see the attached instructions for the LPS mileage online report and submission procedures.
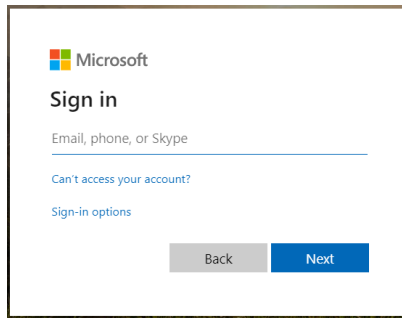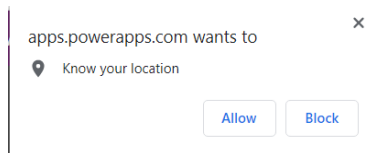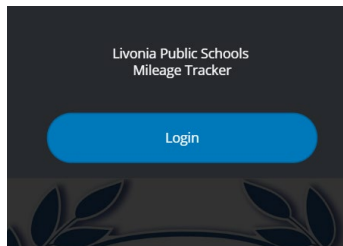
kv

LPS Mileage App

Start Up:

Sign in with your LPS email address.

The app will ask for access to your location. The primary features of the app will still function if you say no.

Click the Login button.

New Trips:

Add trips to your Mileage Log with the "Create New Trip" button.

Select your departure and destination locations, then click a "Submit" button (the system automatically fills in the driving distance between the two).

- "SUBMIT AND ADD ANOTHER" will submit this trip and clear the form for you to enter information for a new trip.

- "SUBMIT" will submit this trip and then show you your log.

- "SUBMIT AND DRIVE" will submit the trip and then open Google Maps with the route between the two locations.

Reports:

To create a report of your mileage for reimbursement, click the Reports button.

Revised 1/9/2023
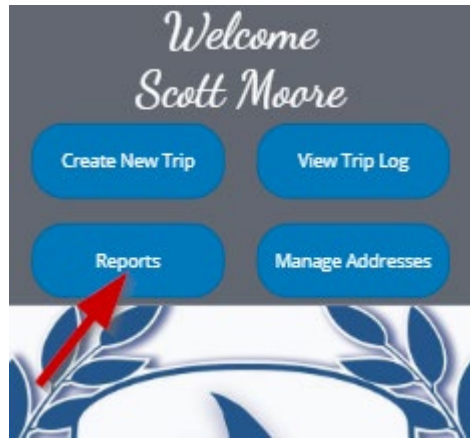
You will see a summary of your past reports, along with a "New Report" button. Click the "New Report" button.
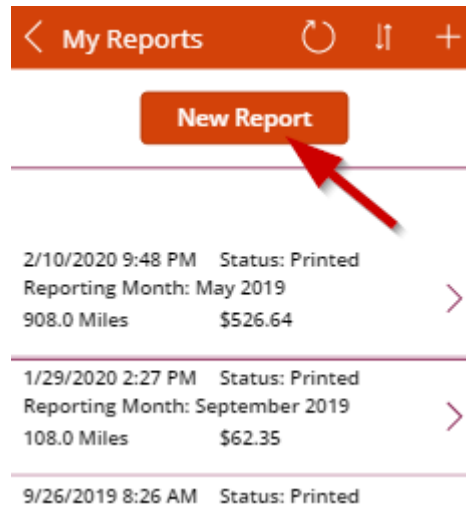
Your log of new trips will be displayed. The check boxes at the top allow you to select which months you want to include in this report. When you click the "Send Report" button, a pdf file will be saved to your OneDrive and emailed to you.

Addresses:

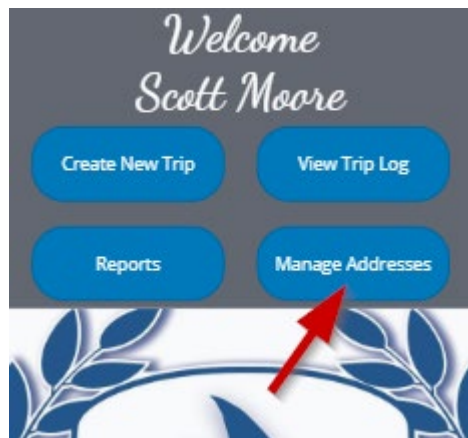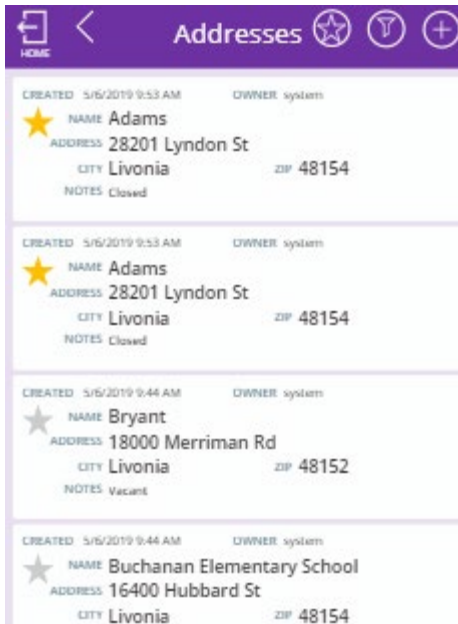You can save addresses that you use frequently (all LPS buildings are already in the system) with the "Manage Addresses" button.

Here you will see all of the addresses in the system that you have access to. Addresses that you add will only be shown to you.

Click the star on any address to mark it as a favorite. Your favorited addresses will be shown at the top of the drop-down lists in the New Trip screen.

 Click this button to toggle the "Favorites" filter.

 Click this button to see only the addresses that you have entered.

 Click this button to add a new address.

Support:

If you need help with this app, please contact support@livoniapublicschools.org.

To Add Addresses:

Click on MANAGE ADDRESSES then the +, enter the address of your destination and hit SUBMIT. Then hit the HOME button in the left corner of the screen to go back to the home page or hit the + sign on the right to continue to add to your current report.

☑ January 2023   ☑ February 2023

☑ March 2023

The report was generated successfully and saved to your OneDrive at /Documents/Mileage/MileageReport-2023-03-01T0122.pdf

There is no data loading for this report. Please click on the sort button in the upper right corner.

Mileage Reimbursement Submission

- Your mileage should be submitted every 2 months.
- Please attach a PDF of your mileage report to the Electronic Employee Reimbursement Form (*link below*).
- You will need to fill out all the boxes highlighted in red, attach your PDF mileage report to and then hit the submit button at the bottom of the form.
- A list will pop up and you will need to select the secretary for your building.

  Your secretary will enter the budget code information and then forward the form to your principal for approval. Once it has been approved it will be forwarded to payroll for processing. After Payroll has completed your form, you will receive an email letting you know that your reimbursement has been processed and when it will be paid.

Livonia: Employee Reimbursement

Click on Manilla Folder above to get to documents!

File   Computer   View

This PC

Search This PC

Name   Type   Total Size   Free Space

∨ Folders (7)

3D Objects   System Folder

Desktop   System Folder

Documents   System Folder

Downloads   System Folder

Music   System Folder

Pictures   System Folder

Videos   System Folder

∨ Devices and drives (1)

Local Disk (C:)   Local Disk   237 GB   113 GB

∨ Network locations (4)

File   Home   Share   View

This PC › Documents

Search Documents

Name	Status	Date modified	Type	Size
Calendars	⊘	3/27/2019 4:10 PM	File folder	
Custom Office Templates	⊘	4/3/2019 7:36 AM	File folder	
Desktop	⊘	4/2/2020 1:04 PM	File folder	
Downloads	⊘	1/4/2022 3:59 PM	File folder	
Fax	⊘	3/27/2019 4:12 PM	File folder	
Fujitsu Scans	☁	8/1/2022 10:38 AM	File folder	
HDrive Backup - One Drive	⊘	4/2/2020 1:04 PM	File folder	
In-Box	⊘	3/27/2019 4:12 PM	File folder	
Mileage	⊘	3/1/2023 8:22 AM	File folder	
Music	⊘	4/2/2020 1:04 PM	File folder	
Out-Box	⊘	1/17/2014 10:06 AM	File folder	
Payroll	⊘	10/13/2022 2:53 PM	File folder	