

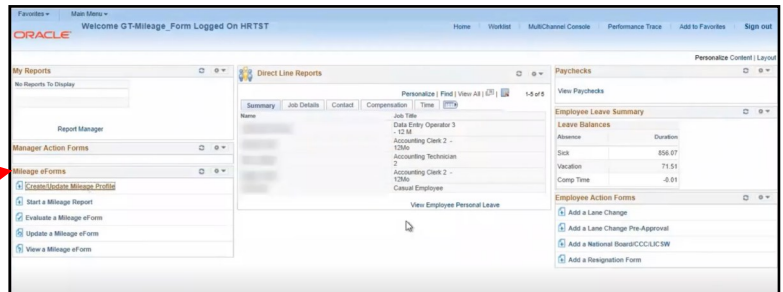
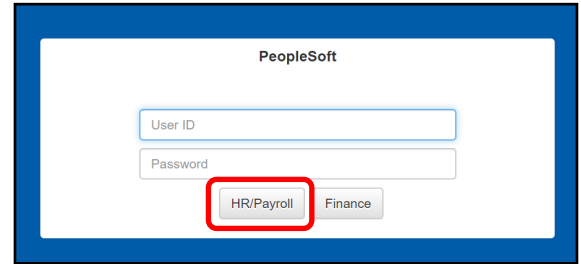
Mileage Reporting eForm—Report Mileage

Introduction

Employees who use their own vehicle for SPPS business may be eligible to have their mileage reimbursed. See the SPPS policy [Mileage Reimbursement](#) for criteria and further information.

Login to PeopleSoft and Find the Mileage eForms

- 1) Go to the SPPS PeopleSoft [login page](#)
 - a. Enter your User ID
 - b. Enter your Password
 - c. Click HR/Payroll to access the human resources side of PeopleSoft
- 2) Find the Mileage eForms section
 - a. If you haven't customized your home page, this should be in the left column



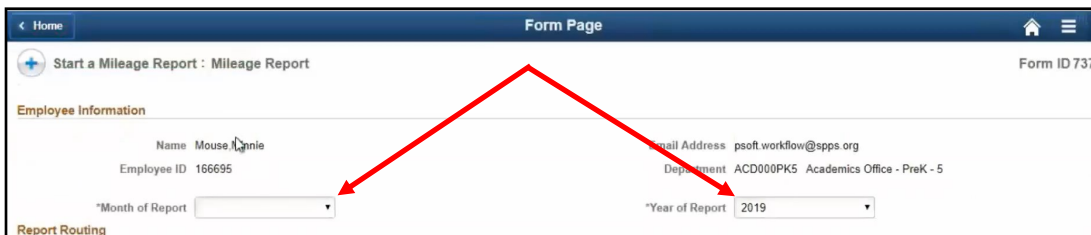
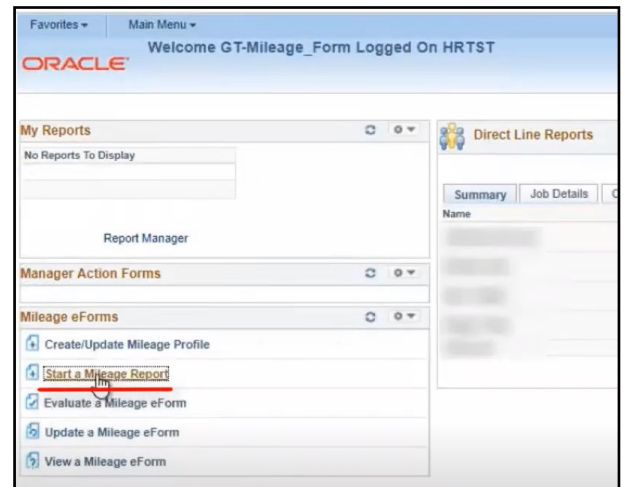
Recording and Reporting Mileage

If this is your first time using the mileage e-Forms, and you haven't created your profile yet, or if you've had changes to your budget code since your last mileage report, please view the [Create/Update Mileage Profile](#) instructions to complete that step first. Your mileage profile must be accurate and approved before you report mileage.

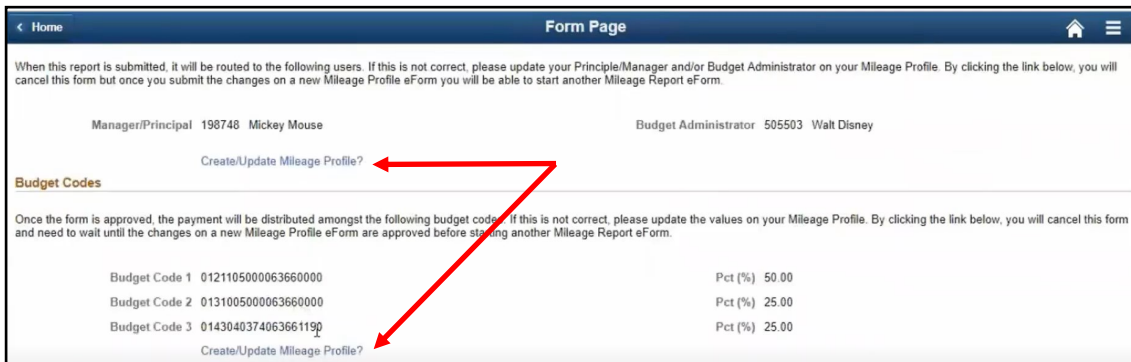
Enter Mileage

Please note that you can only submit one mileage form per month. Also, this is a time-sensitive process, so do not delay.

- 1) From the Mileage eForms section on your PeopleSoft home page, click **Start a Mileage Report**
- 2) The report will open, populated with information from your profile
- 3) Click on the **Month of Report** field to select the month
- 4) Click on the **Year of Report** to select the year if the default is incorrect



- 5) You will see your profile information in the Report Routing and Budget Codes sections;
 - a. If any of this information is incorrect, you can click any of the **Create/Update Mileage Profile** links to go to your profile for changes
 - b. You will not be able to submit your mileage report until the corrected profile is approved

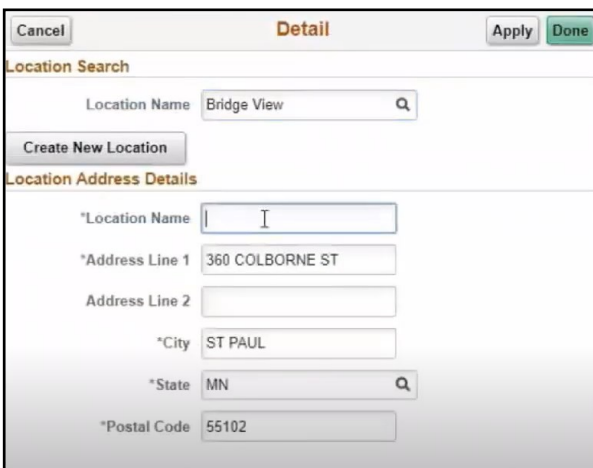
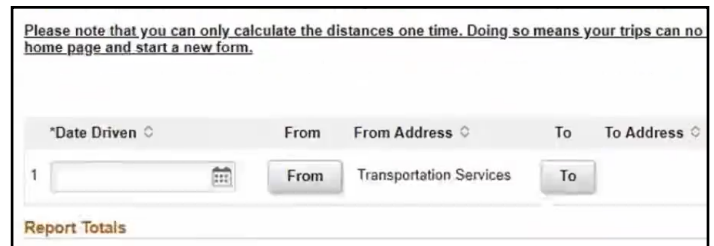


Trip Information

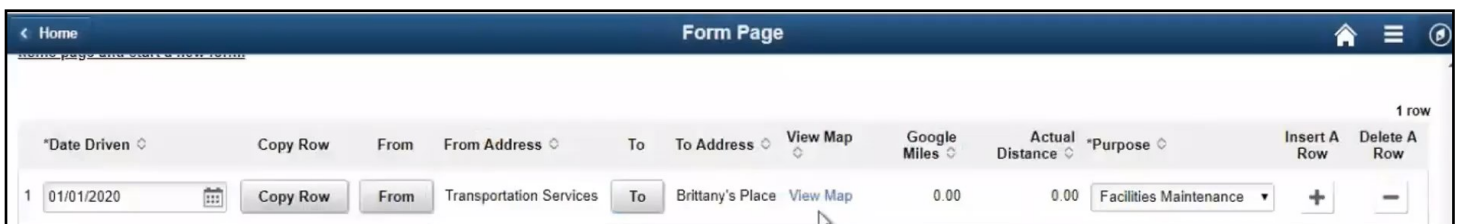
Be sure to enter trips in sequential order. The fields listed in these instructions are required.

- 1) Click in the **Date Driven** field to enter the date of the trip

- a. Dates must use MM/DD/YYYY format (eg: 12/31/2000)
- b. Dates older than 60 days will be rejected
- c. Future dates can be entered, but can not be submitted until they have past



- 2) Click **To**, to enter the location you have driven or are driving to
- 3) Click in the Location Name field to bring up a list
 - a. Click to select your destination from the list
 - b. If your destination isn't in the list, you can click **Create New Location** to add it
 - c. New or custom locations can not have the same name as an already existing location
- 4) If you click **View Map**, you can see the route options for this trip
 - a. Select the route you actually take



5) Click **Purpose** to enter the reason for the travel

*Date Driven	Copy Row	From	From Address	To	To Address	View Map	Google Miles	Actual Distance	*Purpose	Custom Purpose
08/20/2019	Copy Row	From	Transportation Services	To	Brittany's Place	View Map	0.00	0.00	Facilities Maintenance	
08/20/2019	Copy Row	From	1780 W 7th Street - Disc Club	To	Test	View Map	0.00	0.00		
08/21/2019	Copy Row	From	Transportation Services	To	Brittany's Place	View Map	0.00	0.00	Facilities Maintenance	
08/21/2019	Copy Row	From	Brittany's Place	To	271 Belvidere Bldg	View Map	0.00	0.00	Other	

a. If you select **Other**, you will be required to complete a *Custom Purpose* field

6) To add new rows for additional trips or return trips

a. Click the plus sign (+) at the right end of the row, to insert a new row

- The to address from the prior line will become the from address, and the to address will be blank, allowing you to easily continue the trip, this is very helpful when you've used a custom address, as the system will not show that in the table and it will not allow you to add it again)
- Click in the *From* field if you want to override and change the from address
- Click in the *To* field and select a destination

*Date Driven	Copy Row	From	From Address	To	To Address	View Map	Google Miles	Actual Distance	*Purpose	Insert A Row	Delete A Row
08/20/2019	Copy Row	From	Transportation Services	To	Brittany's Place	View Map	0.00	0.00	Facilities Maintenance		-
08/20/2019	Copy Row	From	Brittany's Place	To		View Map	0.00	0.00		+	-

b. Click **Copy Row** to duplicate an entire row

- Click the fields to modify them if needed (this is very helpful when you've just entered a custom address, as the system will not allow you to add it again)

7) Click the minus sign (-) at the right end of the row, to delete it

Save or Calculate and Submit

1) If you need to set aside your mileage report for later, scroll to the bottom of the form and click **save**

a. If you close your mileage report without saving, all your work will be lost

2) When all your trips for the month have been entered, you will need to calculate mileage

a. Calculation should be **one of the last things you do to your mileage report before submitting it**

b. You will not be able to edit information or add/delete rows in the report after calculating

c. If you need to add or delete rows or make substantive changes after calculating, you will need to withdraw the form and start a new one, re-entering everything

- 3) Double check that everything has been entered
- 4) Click Calculate Google Distances
- 5) Click **Yes** to calculate
 - a. You can view the maps and override the mileage if the route doesn't match the one you took
 - b. Mileage will automatically be updated
 - c. The system will not permit you to copy, add or delete rows

- 6) If your form is complete and calculated, but can not yet be submitted because it contains future dates, click **Save**

- 7) If your form is ready to be submitted, click the acknowledgement, changing it to **Yes**

- 8) Click **Submit**, you will get a confirmation of the submission and it will now route to your approver
 - a. If you try to submit the report without filling in the trip data, you will get an error message
 - b. The system will not allow you to submit a report for the same time period as a previously submitted report
 - c. If you get an error, it will direct you what the error is and what row contains it, so you can correct the problem, you will need to save the form and come in via update to correct it

Updating

If you have a saved mileage report you are ready to complete or submit, or if your report was recycled back to you for correction (that doesn't involve adding or deleting rows), you can update the form. If a form was recycled back because of problems that can't be corrected, you'll need to withdraw it.

- 1) From the Mileage eForms section of your PeopleSoft home page, click **Update a Mileage Form**

- 2) Click **Search**
- 3) Find the form ID in your list, and select it
 - a. It will open as editable; make the necessary corrections
 - b. If the form has not been calculated, you can add and delete rows at this point as well
 - c. If the form has been calculated, it may look like you can add and delete rows, but these will not be recognized by the system and your reimbursement will be incorrect.

- 4) For uncalculated forms, once all changes are implemented, click **Calculate Google Distances**
- 5) If you are done but are not yet ready to submit the form, click **Save**
- 6) If your form is ready to be submitted, click the acknowledgement, changing it to *Yes*
- 7) Click **Submit**, you will get a confirmation of the submission and it will now route to your approver

Withdrawing a Mileage Report

You will need to withdraw the form if you need to make any of the following changes after it has already been calculated:

- Add row
- Delete row
- Change a to location
- Change a from location

Withdrawing the form removes it from the system, allowing you to create an entirely new form with all the necessary information included.

Mileage reports can be withdrawn at any point before they have received supervisor approval.

- 1) From the Mileage eForms section of your PeopleSoft home page, click **Update a Mileage Form**
- 2) Click **Search**
- 3) Find the form in your list, and select it
- 4) Scroll to the bottom of the report and click **Withdraw**