Mileage reimbursement is handled by the Business Office. Although it is processed through on employee paychecks it is not handled by Payroll. Please direct these questions/employees to the Mileage general email box which is mileage.help@spps.org

1. Log into peoplesoft
2. Click on FORMS

![Diagram of peoplesoft dashboard]

3. [Click here!]

4. This will bring you to a page with a few different Mileage options

![Diagram of Mileage options]

a. *note - you may need to make a mileage profile first