

## Dallas ISD District Mileage

District Mileage is travel from one Dallas ISD department or campus to another Dallas ISD department or campus. You must create an expense report in Oracle to record or enter district mileage. Oracle will auto-populate the miles after a starting location and ending location are entered.

Note: District Mileage, City to City Mileage and Other Mileage may all be entered together in one expense report.

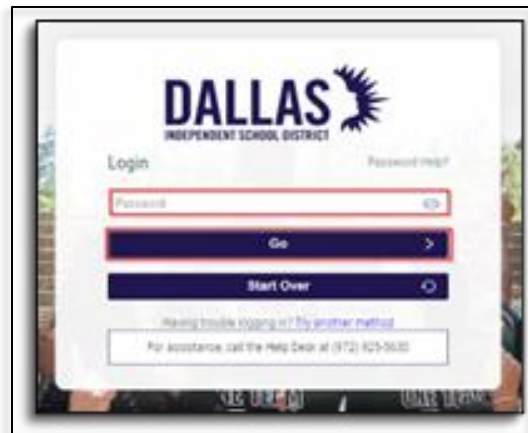
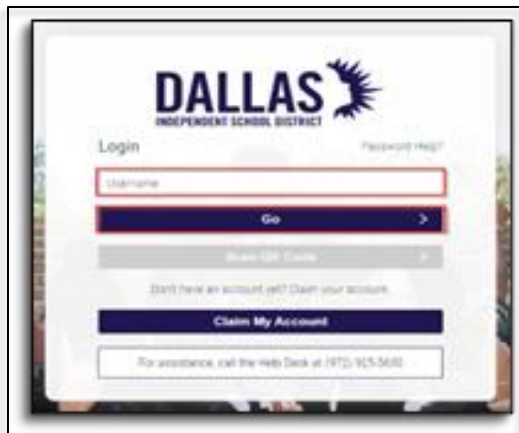
### Before creating your expense report, you must have the following.

- The line Code needed for reimbursement. (You can request this from the Office Manager or the Administrative Assistant.)
- A detailed district business justification for each District Mileage entry.

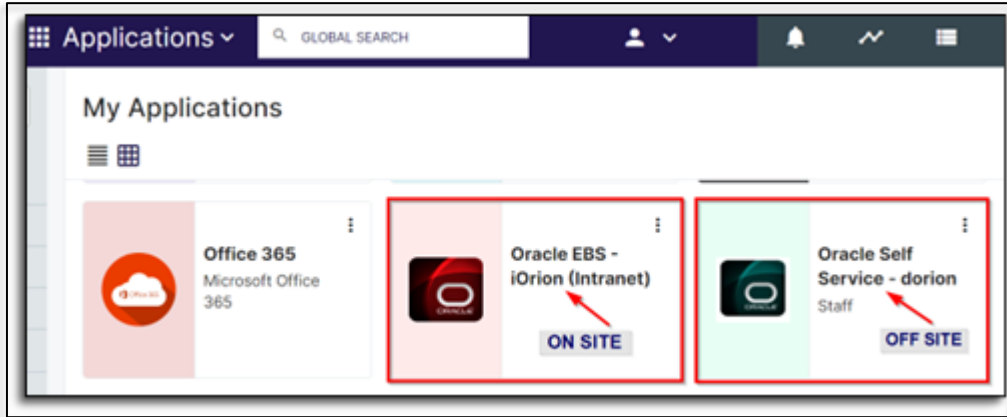
## Creating an Expense Report

Complete the following steps to create an expense report.

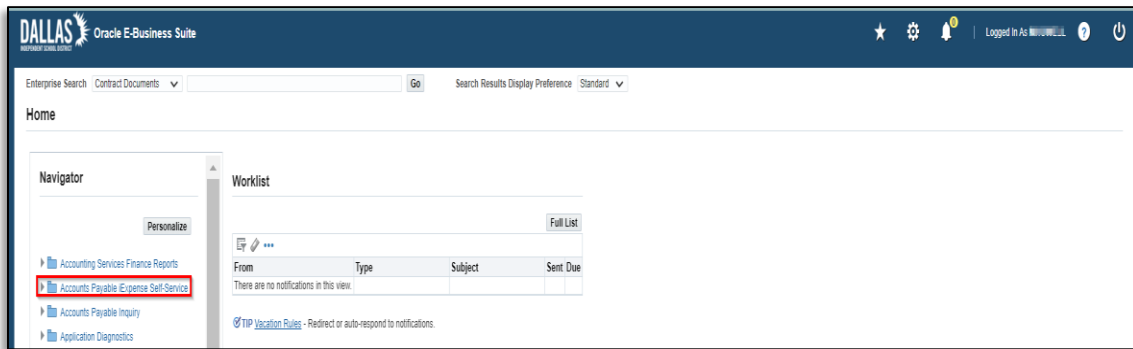
1. Go to [portal.dallasisd.org](http://portal.dallasisd.org) and sign in with your EAD **username** and **password**.



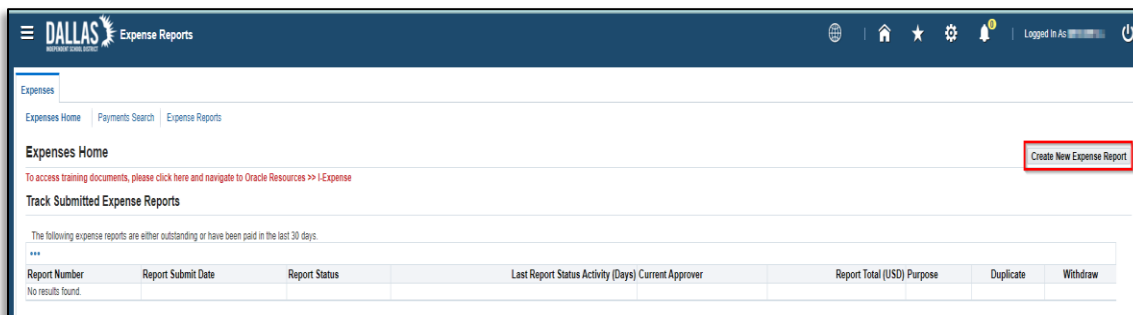
2. Open the **Oracle** application.



3. Select **Accounts Payable iExpense Self-Service**.



4. Click on **Create New Expense Report**.



## General Information (Step 1 of 4)

This is the first step of the expense report in Oracle.

The screenshot shows the Oracle EBS 'Expense Reports' interface. The main heading is 'Create Expense Report: General Information'. A progress bar at the top indicates the current step is 'General Information', followed by 'Cash and Other Expenses', 'Expense Allocations', and 'Review'. Below the progress bar, there are instructions and a list of expense types. The 'Organization' field is set to '816' and the 'Expense Type' is set to 'Employee Reimbursement'. The 'Purpose' field contains 'August 2023 Mileage'.

### General Information:

- Organization:** This field will default to the Oracle user's organization number. If another department is funding the expense, enter the corresponding organization number.
- DISD Expense Type:** From the drop-down, select **Employee Reimbursement**.
- Purpose:** Enter the business purpose for the mileage.  
**For example,** August 2023 Mileage
- Select **Next**.

## Cash and Other Expenses (Step 2 of 4)

On the Update Expense Report: Cash and Other Expenses screen, enter **Mileage Expenses**.

Mileage must be entered in sequential order by date. All mileage types should be entered on the same report.

The screenshot shows the 'Update Expense Report: Cash and Other Expenses' screen. The 'Mileage Expenses [0.00]' tab is selected. Below the tab, there are instructions and a table for 'Select Expense Lines'. The table has columns for Line, Start Date, Expense Type, Justification, Unit of Measure, Trip Distance, Distance Rate, and Reimbursable Amount (USD). Line 1 is selected, and 'District Mileage' is chosen in the 'Expense Type' dropdown. A 'Details' icon is visible for line 1.

1. Select the **Mileage Expenses Tab**.
2. On the first available line, use the drop-down menu in the **Expense Type** column to select **District Mileage**.  
*(If an expense type is not chosen, the information fields will not generate on the next step.)*
3. Select the **Details Icon**. A new window will appear.

The screenshot shows the 'Cash and Other Expenses: Details for Line 2' screen. The 'Expense Type' is 'District Mileage', 'Start Date' is '03-Aug-2023', and 'Justification' is 'Attended PowerSchool training for Registrars and Data Controllers'. 'Start Location' and 'End Location' are also filled in.

4. On this page, enter all the information as shown below.

- a. **Start Date:** Click on the calendar icon and select **date of travel**.
- b. **Start Location:** If the organization number is known, enter the 3-digit org number and press the Tab key. Oracle will auto-populate the location information.  
*\*If the org number is unknown:*

Select	Quick Select	Start Location	Description
<input checked="" type="radio"/>		001-ADAMS HS LA	2101 MILLMAR DRIVE, Dallas, TX, 75228
<input type="radio"/>		002-ADAMSON HS	309 E NINTH STREET, Dallas, TX, 75203
<input type="radio"/>		101-ADAMS ES	8239 LAKE JUNE ROAD, Dallas, TX, 75217
<input type="radio"/>		101R-ADAMS ES	7852 UMPHRESS, Dallas, TX, 75217
<input type="radio"/>		233-N ADAMS ES	12600 WELCH ROAD, Dallas, TX, 75244

- i. Select the **Magnifying Glass**.
- ii. Use the percent sign “%” as a wild card and enter no more than the **first three letters of the campus/department name and select Go**.

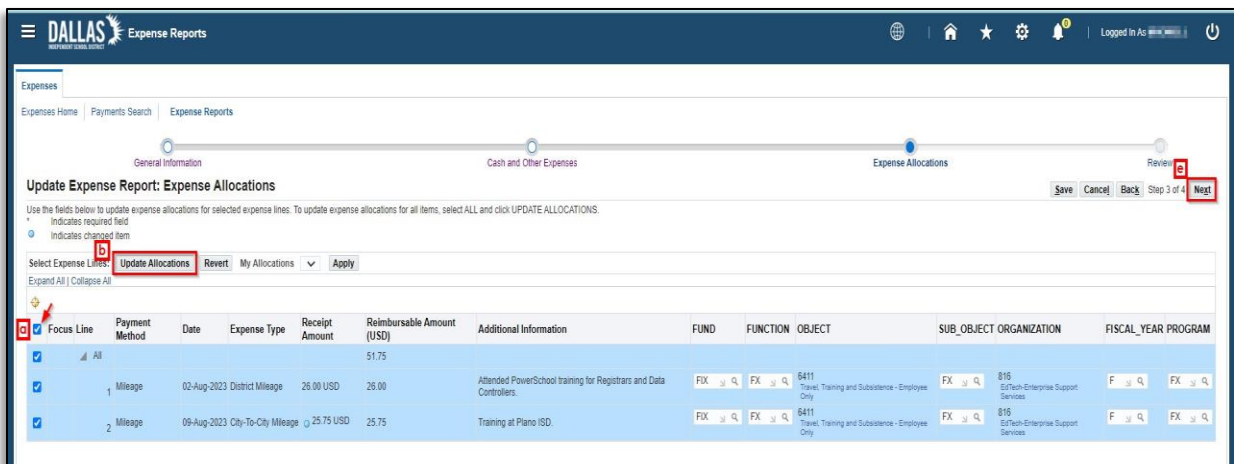
- iii. A list of all names that fit the requested search parameters should appear. Select the appropriate location by clicking on **Quick Select** button **next to the location**.
  - c. **End Location:** Enter the trip end location, following the same instructions as the start location.
  - d. **Justification:** Enter a detailed justification stating the official district business conducted. *Do not use any abbreviations, acronyms, or one-word phrases like meeting or training.*
  - e. Select **Return**.
5. After all mileage lines have been entered, select **Next**.

## Expense Allocations (Step 3 of 4)

The line code(s) will be entered on this screen. **Obtain the correct line code from Administrative Assistant or Office Manager.**

To enter the same line code for all lines, follow the instructions below.

NOTE: Each line may also be entered one by one by clicking on each individual field and entering the required data.



- Tick the checkbox next to the word **Focus** – this will select all of the lines within the expense report.
- Click the **Update Allocations** button – a new window will appear.

- Only enter the required parts of the line code. Object and Organization will auto-populate based on the chosen template.
- Select **Apply** after line code information has been entered correctly.
- Select **Next**.

## Applying an Advance

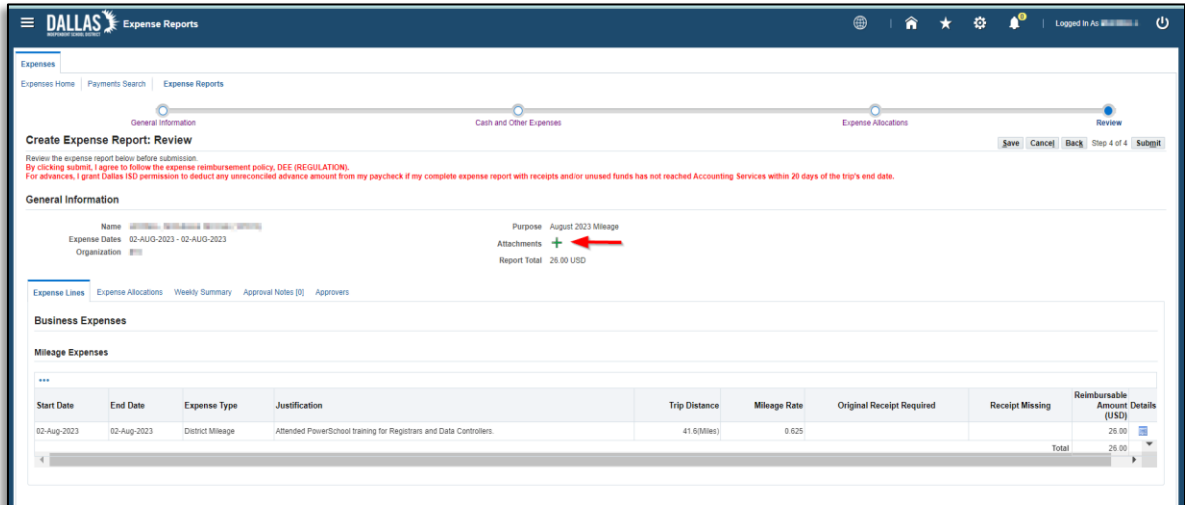
If you have an unreconciled advance, this step will be present in your expense report.

To move to the next step, enter N/A in Unapplied Advance Reason box and click Next.

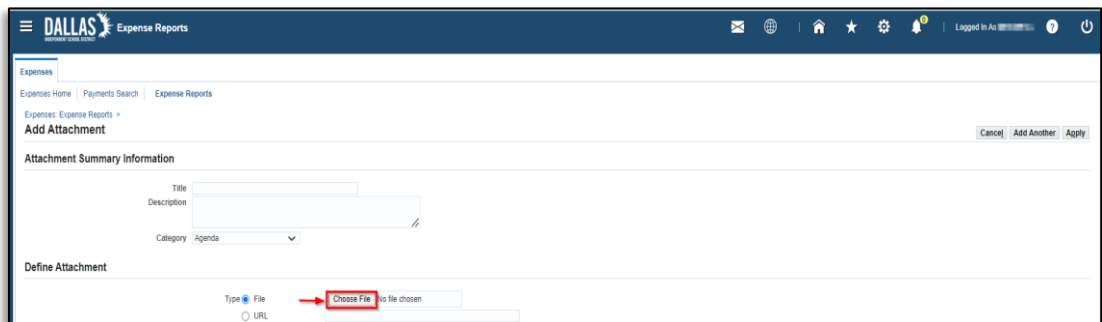
## Review (Step 4 of 4)

For district mileage, Accounts Payable only requires a detailed business purpose in the justification field for each line entry for approval.

If documentation is required by your supervisor, follow these steps to attach files.



1. Select the **green plus sign** next to the Attachments section. A new screen will open.
2. Select **Choose File**.



3. Locate your file and double click or click Open to select.
4. Select **Apply** to upload the file.
5. You will see a confirmation that the attachment(s) were added successfully.
6. Select **Submit**. You will see a confirmation message, including the expense report number.