

Dallas ISD City-to-City Mileage

City-to-City Mileage is travel from a department or campus within Dallas ISD to another city in **Texas**.

You must create an Expense report in Oracle to record or enter City-to-City 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.

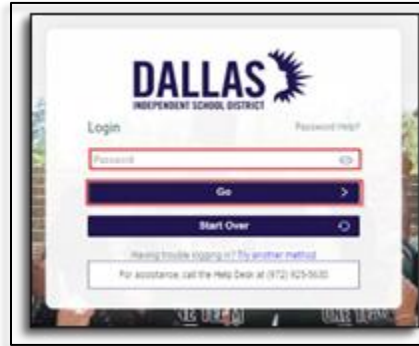
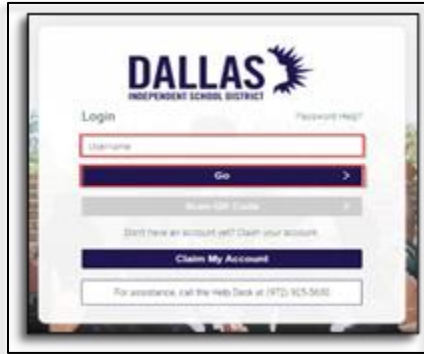
Before creating your expense report, you must have the following.

- 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 entry.
- If you stayed overnight, you will also need to upload proof of attendance and the event agenda.

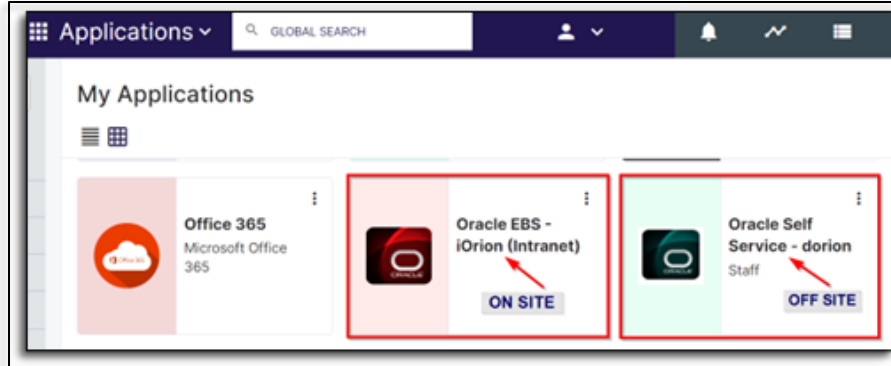
Creating an Expense Report

Complete the following steps to create an expense report.

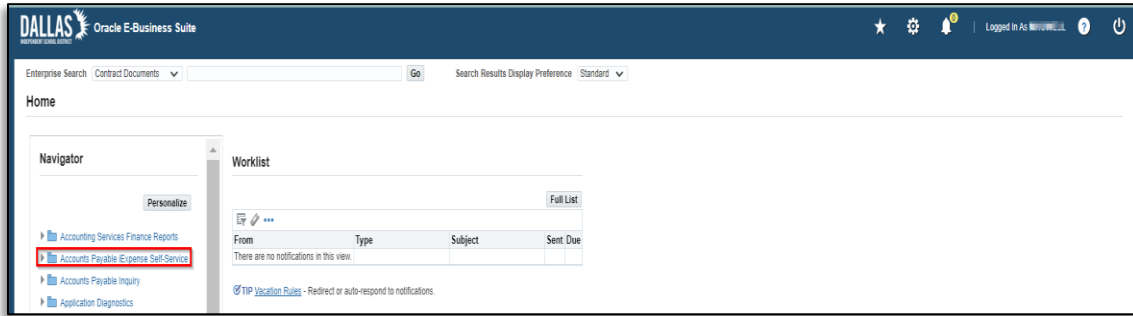
1. Go to portal.dallasisd.org and sign in with your EAD **username** and **password**.



2. Open the **Oracle** application.



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

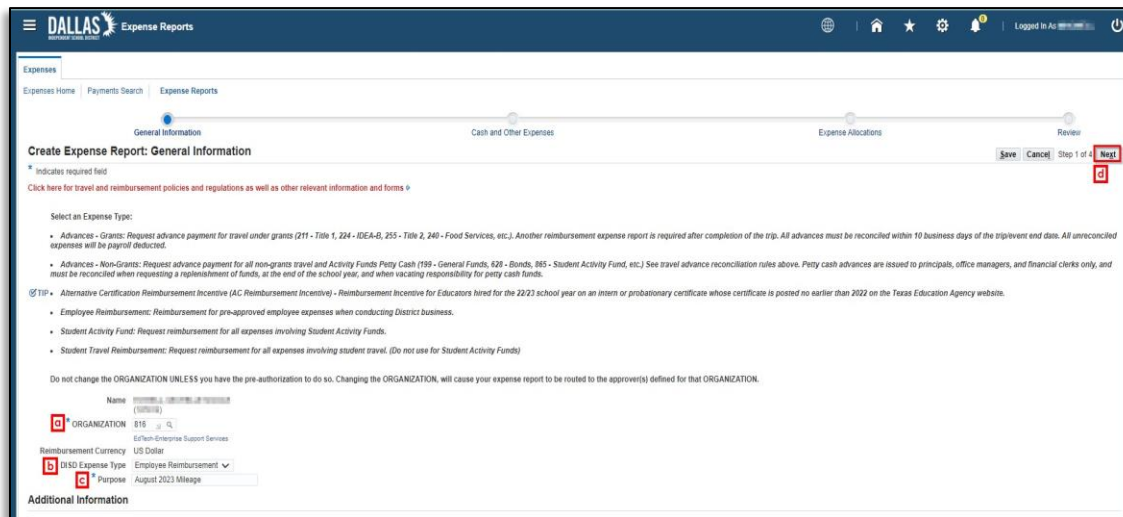


4. Click on **Create New Expense Report**.



General Information (Step 1 of 4)

On the Create Expense Report screen, enter the **General Information**.



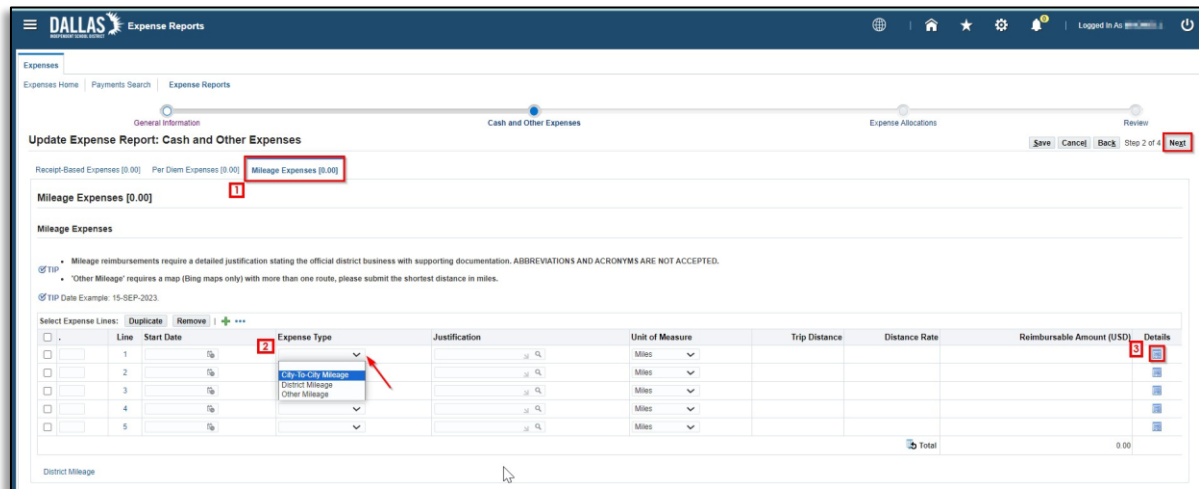
General Information:

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



1. Select the **Mileage Expenses Tab**.
2. On the first available line, use the drop-down menu in the **Expense Type** column to select **City-To-City 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.

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:** For city-to-city mileage, the start location *must* always be **Dallas, TX**. Type Dallas and tab out of field. Dallas, TX will populate.
 - c. **End Location:** Type the city name (only cities in Texas) and tab out of the field. The city name should auto-populate.
 - d. **Round Trip:** Enter a **“Y” for Yes** or **“N” for No**.
 - e. **Trip Distance:** This will populate after **Round Trip** information is entered.
 - f. **Justification:** Enter a detailed justification stating the official district business conducted. *Do not use any abbreviations or acronyms*. Do not use one-word phrases like meeting or training.
 - g. Select **Return**.
5. After all mileage lines have been entered, select **Next**.

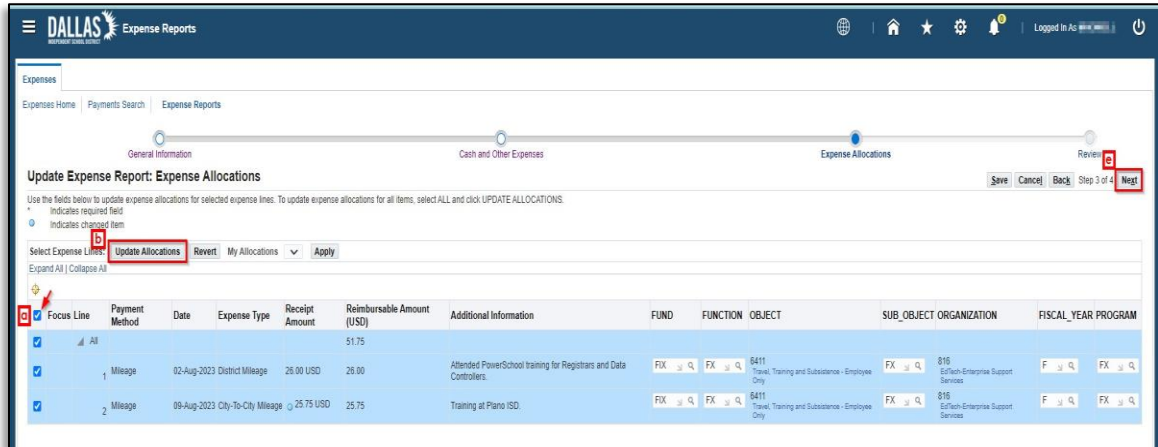
Expense Allocations (Step 3 of 4)

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.

FUND	FUNCTION	SUB_OBJECT	FISCAL_YEAR	PROGRAM	Remove
199	13	00	00	00	<input type="checkbox"/>
General Accounting Fund	Car Club & Fuel	General	Default Current Fiscal Year	Unreimbursed	

Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Additional Information	FUND FUNCTION OBJECT	SUB_OBJECT ORGANIZATION	FISCAL_YEAR	PROGRAM	Remove
1	Mileage	02-Aug-2023	District Mileage	26.00 USD	26.00	Attempted PowerSchool training for Registrars and Data Controllers	FIX FX 8411	FX 816	F	FX	<input type="checkbox"/>
2	Mileage	09-Aug-2023	City-To-City Mileage	25.75 USD	25.75	Training at Plano ISD	FIX FX 8411	FX 816	F	FX	<input type="checkbox"/>

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

Applying an Advance

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

Caution --- Advances can only be applied to Reimbursement type requests.

Unapplied Advance Reason

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

Review (Step 4 of 4)

For City-to-City mileage, Accounts Payable only requires a detailed business purpose in the justification field for each line entry for approval. Documentation is only required by if you stayed overnight.

If documentation is required, 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.