

Dallas ISD Other Mileage

Other Mileage is travel from:

- a. a Dallas ISD department or campus to a non-Dallas ISD location
i.e., *Bryan Adams HS to Parkland Hospital, or Edwin J. Kiest Elementary to a student's home*
- b. travel from a non-Dallas ISD location to a Dallas ISD department or campus
i.e., *Parkland Hospital to Bryan Adams HS, or student's home back to campus or department*
- c. travel from a non-Dallas ISD location to another non-Dallas ISD location
i.e., *Region 10 to Parkland Hospital, or Region 10 in Richardson, TX to Globe Life Park in Arlington, TX*

Miles will not auto-populate in Oracle for the Other Mileage expense type. Bing Maps is the web mapping service that must be used to document Other Mileage.

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

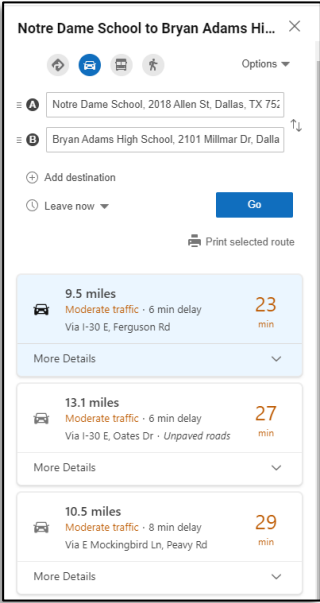
Before creating your expense report, you must have the following:

- 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.
- A Word document containing screenshots of routes searched in Bing Maps for all Other Mileage entries submitted.

How to Create a Word Document with Bing Map Screenshots:

1. Open a blank Word document.
2. Open a web browser and enter <https://www.bing.com/maps>.
 - a. Select **Directions**.
 - b. Select the **Car Icon**.
 - c. Enter the starting location.
 - d. Enter the ending location.
 - e. Click **Go**. *Routes and a Map should appear.*
 - f. Screenshot only the section that shows the route options with miles. *(The map is only needed when Bing Maps gives only one route.)*
 - g. Paste the screenshot in document. Above each screenshot, document the date and the official District business conducted. *(One Word document should be used to document all mileage driven in the month.)*

8/10/23
Notre Dame School of Dallas to Bryan Adams High School.
Justification: Deaf/ Hard of hearing equipment delivery.



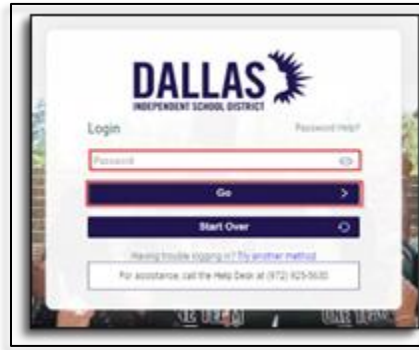
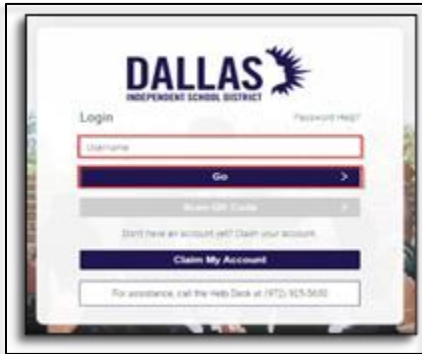
The screenshot shows the Bing Maps interface for directions from Notre Dame School (2018 Allen St, Dallas, TX 75201) to Bryan Adams High School (2101 Millmar Dr, Dallas, TX 75201). It displays three route options:

Route Description	Miles	Estimated Time
Via I-30 E, Ferguson Rd	9.5 miles	23 min
Via I-30 E, Oates Dr - Unpaved roads	13.1 miles	27 min
Via E Mockingbird Ln, Peavy Rd	10.5 miles	29 min

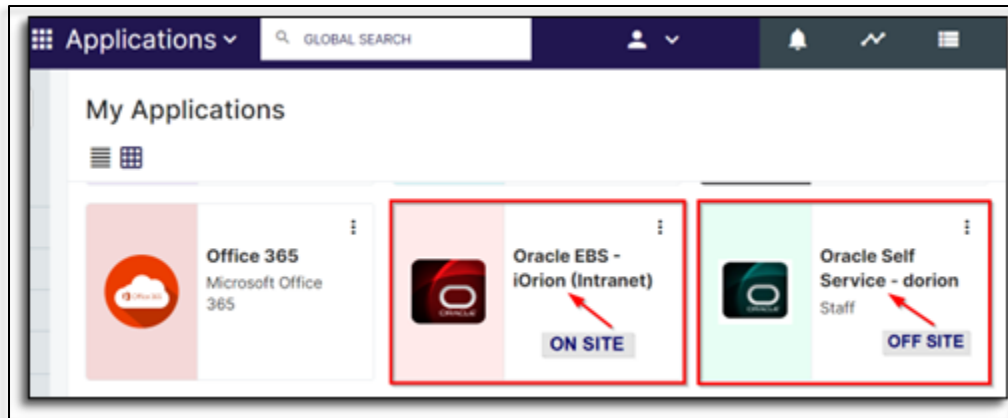
Creating an Expense Report

Complete the following steps to create an expense report.

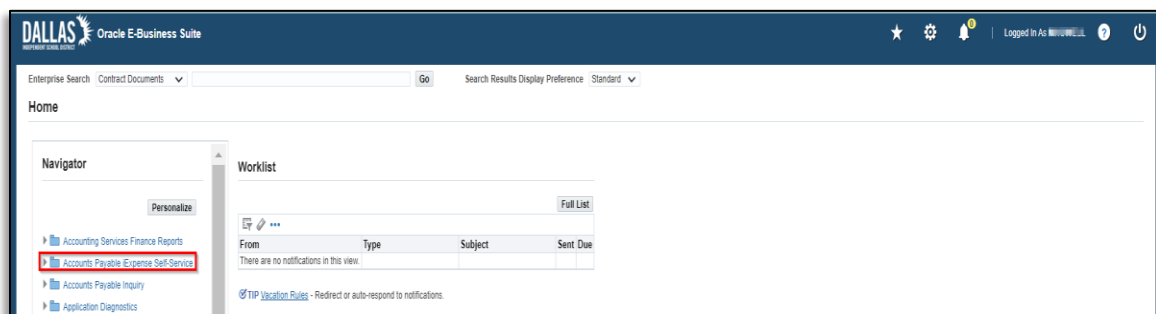
1. Go to portal.dallasisd.org and sign in with your EAD **username** and **password**.



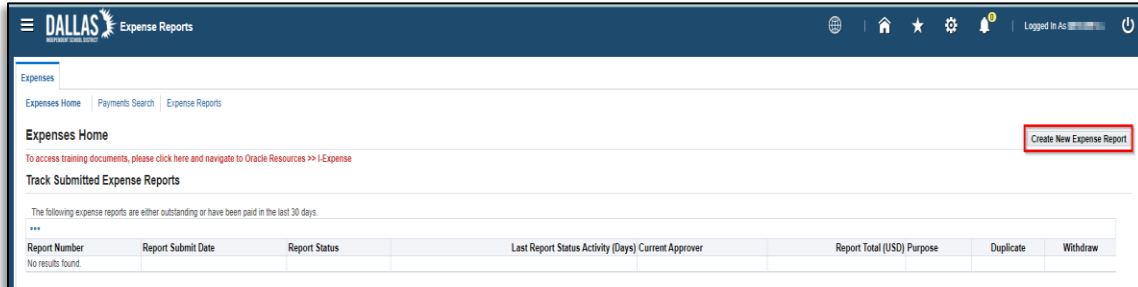
2. Open the **Oracle** application.



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

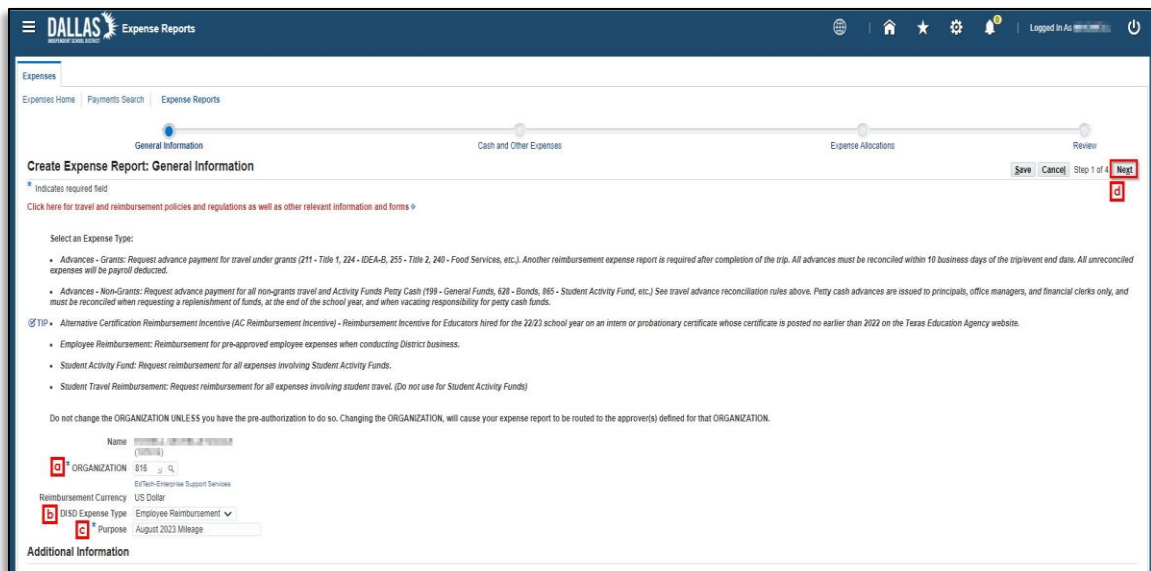


4. Click on **Create New Expense Report**.



General Information (Step 1 of 4)

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



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)

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 Oracle EBS Expense Reports interface. The breadcrumb trail is: Expenses Home > Payments Search > Expense Reports > General Information > Cash and Other Expenses > Expense Allocations > Review. The current step is 'Update Expense Report: Cash and Other Expenses'. The 'Mileage Expenses' tab is selected, showing a total of \$0.00. Below the tab, there are instructions and a table for entering mileage expenses. The table has columns for Line, Start Date, Expense Type, Justification, Unit of Measure, Trip Distance, Distance Rate, and Reimbursable Amount (USD). The 'Expense Type' dropdown menu is open, showing options: City-To-City Mileage, District Mileage, and Other Mileage. The 'Other Mileage' option is selected. A 'Details' icon is visible in the table header.

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

The screenshot shows the Oracle EBS Expense Reports interface. The main heading is "Cash and Other Expenses: Details for Line 3". The form contains the following fields and values:

- Expense Type: Other Mileage
- Start Date: 10-Aug-2023
- End Date: (empty)
- Number Of Days: 1
- Trip Distance: 9.5 Miles
- Distance Rate: (empty)
- Reimbursable Amount: (empty)
- Start Location: Notre Dame School of Dallas, 2018 Allen St, Dallas, TX 7520
- End Location: Bryan Adams High School, 2101 Millmar Dr, Dallas, TX 7520
- Round Trip: No
- Justification: Death Hand of hearing equipment delivery
- Original Receipt Missing: (checkbox)

Navigation buttons at the top right include "Calculate Amount", "Duplicate", "New Line", "Remove Line", "Back", "Line 3 of 3", and "Return". The "Return" button is highlighted with a red box.

- Start Date:** Click on the calendar icon and select **date of travel**.
- Number Of Days:** Enter 1.
- Trip Distance:** Enter the mileage from the Bing Maps search. *(Select the route with the shortest distance in miles.) For round trips, double the trip distance to reflect the correct mileage.*
- Start Location:** Enter the location name and the complete address.
- End Location:** Enter the location name and the complete address.
- Round Trip:** Enter a **“Y” for Yes** or **“N” for No**.
- 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.*
- Select **Return**.

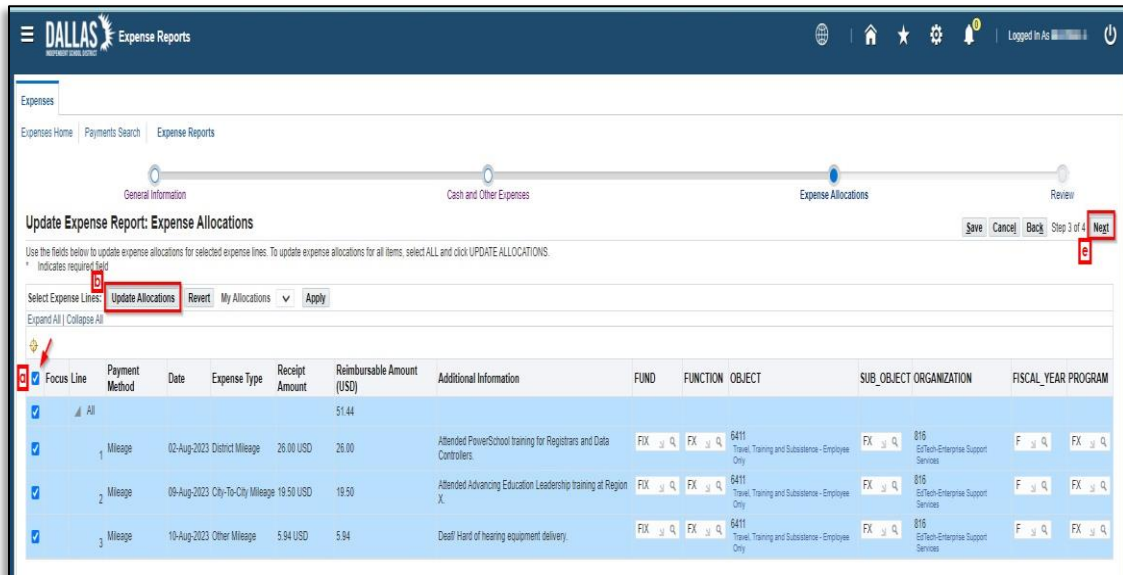
5. After all mileage lines have been entered, select **Next**.

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.



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

FUND	FUNCTION	SUB_OBJECT	FISCAL_YEAR	PROGRAM	Remove
199	General	Cur Opn 8	13	Default Current Fiscal Year	

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	26.86 USD	26.86	Attended PowerSchool training for Registrars and Data Controllers.	FX	FX	6411	Travel Training and Subsidance - Employee Only	FX	016	School-Enterprise Support Services	
2	Mileage	09-Aug-2023	City-To-City Mileage	25.75 USD	25.75	Training at Plano ISD.	FX	FX	6411	Travel Training and Subsidance - Employee Only	FX	016	School-Enterprise Support Services	

- c. 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 in Oracle, this step will be present in your expense report.

Advances Application

TIP If you do not apply an advance you must enter a reason.
Caution --- Advances can only be applied to Reimbursement type requests.
Indicates required field

Advance Number: [input field]
 Advance Amount: [input field]
 Advance Balance: [input field]
 Advance Amount Applied: [input field]

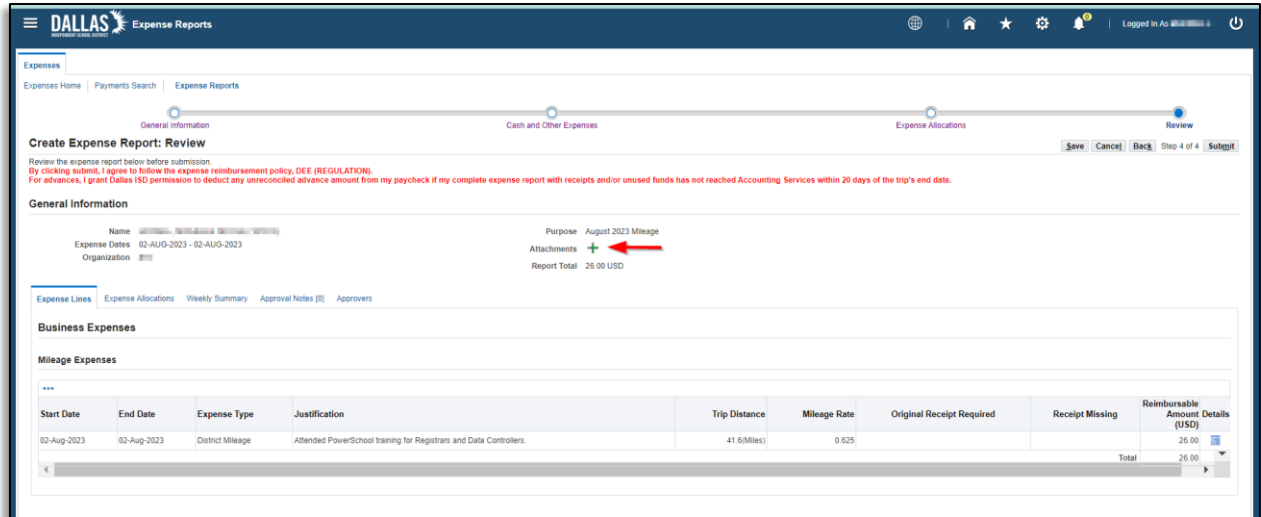
Unapplied Advance Reason: [input field]

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

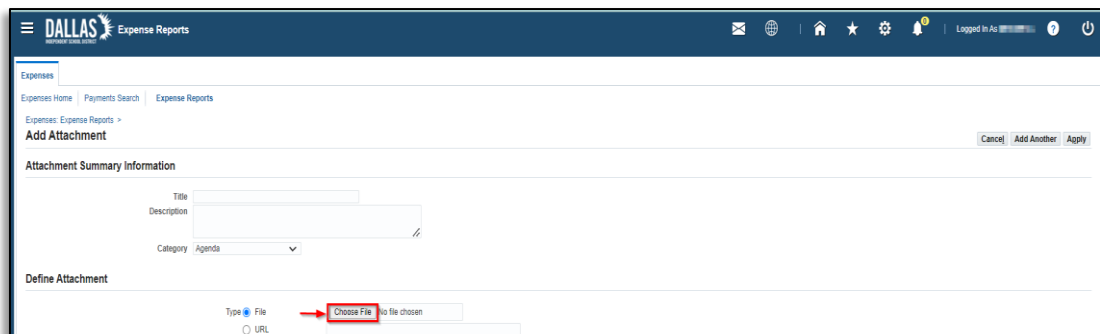
Review (Step 4 of 4)

For other mileage, you must upload a Word document with the Bing Maps results.

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.