

Log into the online mileage form at <https://district.u-46.org/mileage/index.cfm>

**The Home screen has 3 tabs:**

- **Start** – starts a new mileage form.
- **Forms In Progress** – lists users’ forms that have been started but not completed.
- **Completed Forms** – lists users’ completed forms (forms that can no longer be edited).

**Starting a new mileage form:**

1. On the Home screen click the ‘Start a Mileage Form’ button on the Start tab.
2. Verify your name and employee id number of the next screen. Choose the appropriate School/Department from the drop-down.
3. Enter in an account number (optional) or choose a previously-entered account number from the select list.
4. Click the ‘Start Mileage Form’ button.

**Entering travel information:**

1. Use the calendar pop-up button to select the travel date.
2. Select either Inter-District Travel or Out-of-District Travel\*

\*'Inter-District' travel is only travel **between district facilities**. 'Out-of-District' travel is any travel that includes a non-district location (e.g. bank, store, etc.) or a district location **NOT** included in the mileage chart. You can enter up to 5 locations in Inter-District travel - the first 'Travel' field is the starting location.

6	08/24/2010	esc,hba,hse,hla,hel	31.2	\$0.50
7	08/24/2010	hel,hst,esc	6.9	\$0.50

If you need more than 5 locations for a single day, start a new row with the same date and enter the last location as the start of the next row.

The 'Locations' fields will auto-suggest district locations by their 3-digit location code on the mileage chart. Elementary Schools begin with 'e', Middle Schools with 'm', and High Schools with 'h'. Begin typing a school code and the suggest-list will appear.

3. If entering **Out-of-District** travel, enter the total number of miles **one way** up to tenths of a mile (e.g. 4.2). Check the Round Trip checkbox if applicable. The form will automatically calculate **Inter-District** mileage distance and rate for you based on the official U-46 mileage chart.

4. Click the Add button.

The mileage record will be added to the list of rows in the window below. The system will automatically select the reimbursement rate based upon the date of travel.

From the row-list users can edit , copy , or delete  rows.

- Editing a row allows users to modify what has been entered into a row.
- Copying a row copies the Locations back into the travel form for repeat trips.
- Deleting a row will remove it from the list.

5. Repeat and enter as many records as necessary.
6. Scroll to the bottom and choose Save Progress to continue later or Complete Form to finalize the form.

### Printing Mileage Forms

1. After completing a mileage form users will return to the Home screen with the Completed Forms tab selected. The most recently completed form will appear first on the list.
2. Click the View button next to the corresponding form to open the completed form as a PDF file.
3. Save PDF file to attach when requesting your expense reimbursement in Munis Employee Self Service.

### Getting Help

- Click the Help link in the top toolbar to view the help section.
- If the Help section does not answer your question, click the Contact link to submit your question via e-mail.

### Getting Paid

- Once your mileage has been calculated, you will need to log into Munis self service and create an expense reimbursement report.
- You must enter the amount of your mileage and attach the document you created in the steps above.
- Once the report has been created, your supervisor will approve it and payroll will process it on the next paycheck.