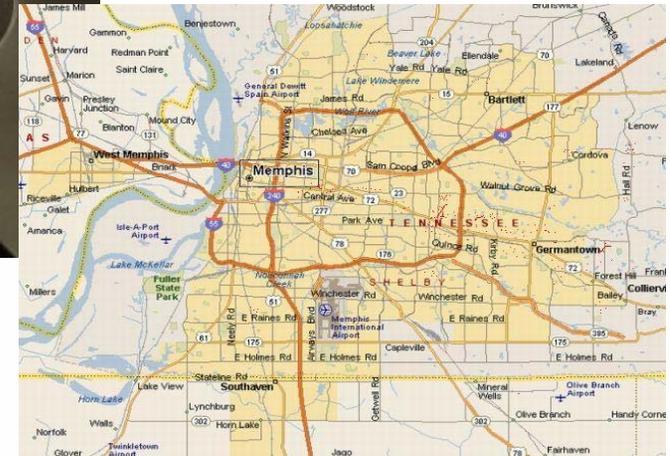




# LOCAL MILEAGE INSTRUCTIONS



With easy to follow steps



# Overview

- Entering Local Mileage
- Mileage Important Points
- Administrative Rules
- Recap of Mileage Important Points



# How to Enter Local Mileage

- Access Shelby County School website: [www.scsk12.org](http://www.scsk12.org)  
Click on Employee Hub:



- Go to Employee Portal:

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**Welcome to the Shelby County Schools Employee Hub.**



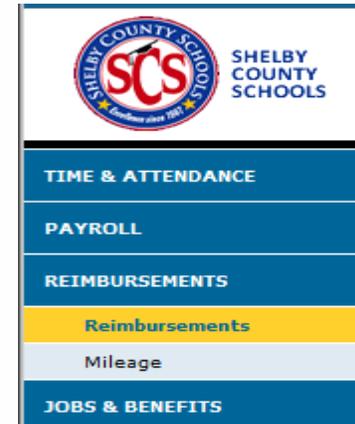
## EMPLOYEE PORTAL

View your electronic pay stubs, vacation/sick days, W-2 forms, personal contact information and more.



# How to Enter Local Mileage Continued

- Log in: User ID and PIN (user ID and PIN are your active directory log in)
- Click Reimbursement
- Click Mileage
- Click “Enter New Claim”
- **REMEMBER ONLY ONE CLAIM PER MONTH**





# How to Enter Local Mileage Continued

- Complete the Date Field
- Select From and To Locations, a drop down of locations will occur as you type, **always use the drop down box.**

DELETE	DATE	LOCATION
	01/20/2015	From: Overton High School To: centrl
		From: Central High School To: Central Office Central Office East Central Office Grays Creek CNC Central Kitchen

- If the location is not a Shelby County School location, add the address.
- Select Round Trip (Yes or No). A round trip is when you return to your starting location.
- Miles will populate and total miles times mileage reimbursement will calculate. If miles do not populate automatically, please add the appropriate mileage. (Google Map preferred.)



# How to Enter Local Mileage Continued

- **SUBMIT ONE REQUEST FOR MILEAGE PER MONTH, ADD ADDITIONAL TO AND FROM LOCATIONS AS NEEDED ON THE SAME REQUEST. DO NOT SUBMIT MULTIPLE FORMS IN THE SAME MONTH.**

- In the comment box at the bottom, add your purpose of travel, this is required every month.

- If you are not finished and would like to come back later click

Save, I'm not finished

- If you have finished your entries **FOR THE MONTH** click

Submit



# Mileage Important Points

- Enter mileage before the deadline. Mileage is NOT accepted after the deadline. Please find the link in the Administrative Rules.
- Always list your purpose of travel in a brief description in the comment box.

- **When your mileage is Returned, correct that claim, DO NOT enter a new claim. If it was from a prior year, roll the year back. This is located just below where you logout.**

- Enter the entire month's mileage on one claim.
- If the location is not a Shelby County School location, there is **not** a drop down box. Therefore, please add the address. If the locations are SCS locations and are not calculating, send an email to [cummingscb@scsk12.org](mailto:cummingscb@scsk12.org).



# Mileage Important Points Continued

- Always start your mileage at the beginning of the month and use the Save, I'm not finished key. Update your mileage weekly.

Save, I'm not finished

- When mileage is Returned, it will send an automatic message to your email. Scroll to the bottom of the e-mail and look in the comment box for the reason it was returned. Then log into your Employee Portal and make the correction.

\* Please review the comments of the approver returning the document,

then logon to the Employee Portal and make the appropriate changes to the document and Submit. \*



# Administrative Rules

## LOCAL MILEAGE REIMBURSEMENT

Employees of the District occasionally incur expenses for mileage; however, only expenses which are “wholly, exclusively and necessarily” incurred in the performance of employment duties may be reimbursed on a tax-free basis. Shelby County Schools’ employees who utilize their personal vehicles to conduct official district-related business may request reimbursement for local mileage that is appropriately documented and authorized.

### General Guidelines

1. Travel between home to the normal work location is not eligible for mileage reimbursement, including travel when the employee reports to work on a non-scheduled workday.
2. Mileage incurred must be in the normal course of the employee's performance of assigned duties. Additionally, if the leader of the school attends an athletic event for the school, this expense should not be submitted for mileage reimbursement.



# Administrative Rules Continued

## General Guidelines Continued

3. Travel to / from Central Office to / from another District Office:  
Effective *November 1, 2014*, the District will **NOT** reimburse mileage expense claims to/from the Central Office from another District Office. For example, mileage reimbursement requests from Central Office to the Bond Building or Teacher Learning Academy to Grays Creek are no longer an allowable expenditure. It is encouraged that management use conference calls, Go to Meeting WebEx, etc. to facilitate meetings held at central locations. Additionally, mileage for meetings that could be held at the District Central Office, but are held at another location (offsite restaurant etc.) are also not eligible for reimbursement.
4. Reimbursements shall be at the current Internal Revenue Service allowable rate.
5. If a claimant or claim authorizer requires clarification in relation to whether a particular expense item can be claimed, they should, in the first instance, contact the Accounting and Reporting Department for guidance.



# Administrative Rules Continued

## Required Documentation

1. Employees must submit a completed mileage report on a monthly basis in accordance with deadlines established in the district-approved mileage reimbursement schedule.
2. In addition to providing the details required on the claim form relating to distances, destination, etc., km/mileage claims should also include the purpose of the trip in the comment box. The claimant should always maintain support evidence confirming the reason for the trip undertaken. This evidence could include meeting agendas, e-mails, invitations, itineraries or any other third party evidence. In some cases, where no such material exists, a memo explaining the background should be included in your personal file for mileage. This evidence does not have to be attached to the claim form; however, please note that you can be audited at any time related to your mileage claims.



# Administrative Rules Continued

## Review & Approval

- 1. Authorization of Mileage Reimbursement:** All expense claims for mileage reimbursement must be authorized by an appropriate signatory. An employee cannot (under any circumstances) approve their own mileage request. The general principle is that expense claims should be authorized by the staff member to whom the claimant reports or his/her designee. Unauthorized, incorrectly approved mileage claims **submitted to Accounting and Reporting** after the due date will not be paid.
2. Submitted mileage reports must be approved by the employee's principal or supervisor.

Expense Incurred by:	Authorized by:
Chief	Superintendent or his designee
Director II/Executive Director	Chief
Director	Director II
Principals	Assistant Superintendent of Operations or his designee
School staff	Principal
Central Office Staff	Manager



# Administrative Rules Continued

## Review & Approval Continued

3. Additionally, supervisors shall ensure that reimbursement to employees for the use of personal vehicles is controlled and is in the best interest of the District.

## Prohibitions

Employees shall be prohibited from the following:

1. Submission of mileage reimbursement requests for use of district-owned vehicles.
2. Accumulation and submission of requests for mileage reimbursement over multiple months.



# Administrative Rules Continued

## Prohibitions Continued

3. ***Submission of a False or Exaggerated Claim:*** The staff expense payments system is open to audit by the District's internal and external auditors. The submission of a false or exaggerated claim is a serious matter which may lead to disciplinary action being taken by the District. In addition, the District's Finance Department and Internal Auditors are required to inform our external auditors of any cases of fraud, irrespective of value, which come to their attention. In addition, all expense payments are subject to requests received under Opens Records Request legislation.

4. Failure to complete and submit the mileage report by the established deadline shall result in forfeiture of the employee's mileage reimbursement claim.

Please see the link below for mileage instructions and deadlines:  
<http://www.scsk12.org/uf/finance/forms.php>



# QUESTIONS

Please contact Cheryl Cummings at 901-416-5461

[cummingscb@scsk12.org](mailto:cummingscb@scsk12.org)