Mileage FAQ

1. How to correct a returned mileage claim?

    A. Go back into your Employee Portal click on:
        Reimbursements, then Mileage

    B. Go to Claim date and click on the one that has the
        status Returned.

    C. Open mileage claim, make corrections and submit.

2. What is a round trip?

A round trip is when you start at point A then you travel to point B and then back to point A.

    Example:

DELETE	DATE	LOCATION		ROUND TRIP	MILES	RATE	REIMBURSEMENT
✖	06/18/2014	From	Overton High School	● Yes ○ No		0.560	9.33
		To	CENTRAL OFFICE		16.66		
✖	06/18/2014	From	Overton High School	● Yes ○ No		0.560	2.80
		To	White Station High School		5.00		

You start at Overton High School go to the Central Office and back to Overton High School. On the same day next line, you would start back at Overton High School.

3. Why aren't the miles calculating?

Always make sure you use the drop box boxes. If you find

one that is calculating incorrectly or not at all, send me an e-mail.

DELETE	DATE	LOCATION		ROUND TRIP	MILES	RATE	REIMBURSEMENT
✖	06/18/2014	From	overt	○ Yes ● No		0.560	0.00
		To	Overton High School				
		From		○ Yes ● No			

Click on the gray shaded drop down box.

4. Why was my mileage denied?

There is a calendar posted with Mileage Reimbursement Deadlines. Mileage should be submitted the last day of each month, but before the deadline to avoid being denied. I suggest that you start your mileage the first week of each month and hit "save, I'm not finished, and go back and update it weekly.

5. When I am in my Employee Portal and see the status New or Pending what does that mean?

The status **New** means your supervisor/principal has not approved yet. **Pending** means it is in Accounting awaiting approval and processing. Please allow 2 weeks after supervisor/manager approval for processing, due to the volume of mileage claims. Claims not approved by the 14th of each month will be processed the following month.

If you have mileage questions or concerns, please contact Jo Johnson @
johnsonj24@scsk12.org