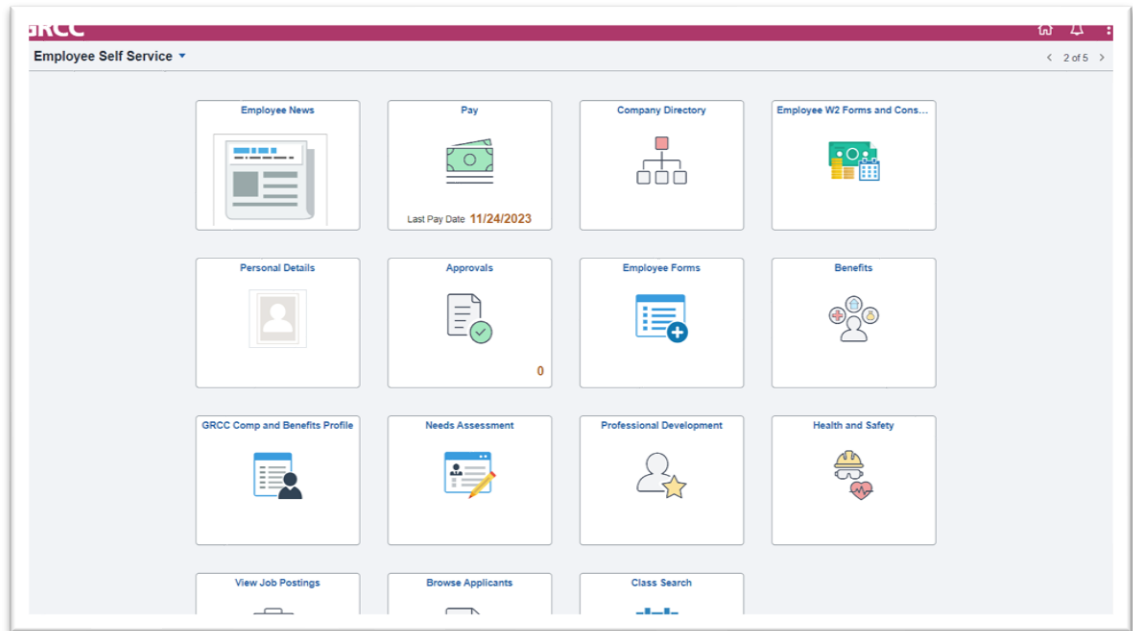


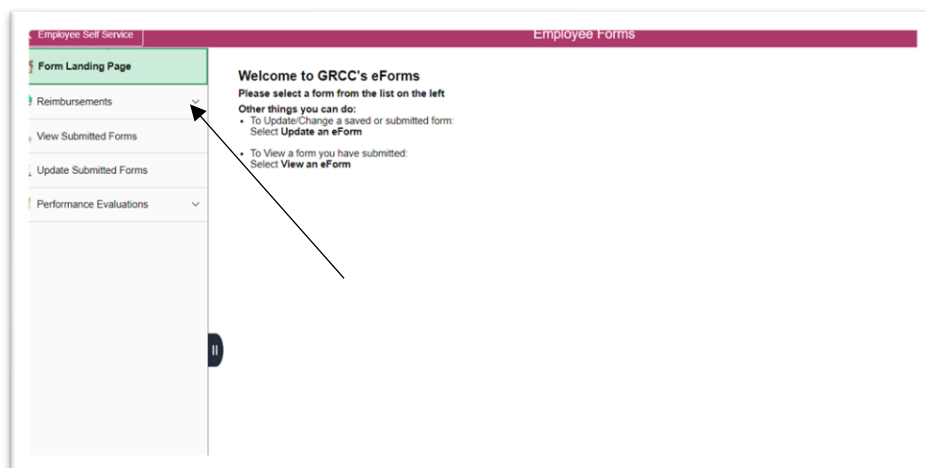
## Mileage Reimbursement – Standard

### Instructions

1. Navigate to MyGRCC and select Online Center.
  - a. Log in using campus login credentials.
2. Navigate to Employee Self Service:



3. Select "Employee Forms"
4. Once in "Employee Forms" select the drop-down arrow next to "Reimbursements"



5. Select "Mileage Reimbursement" from the drop-down menu.

6. Ensure employee information is accurate and click “Next.”
7. “Mileage Data Entry” page will populate:

Request Mileage Reimbursement : Mileage Form ID 11780

Copy from Previous Form

Copy from previous form?  No

**GRCC Known Locations (And HOME)**

Distances between GRCC sites have already been calculated. You can use this section to record pre-calculated routes.  
Use only CAPITAL Letters for locations.  
You can also use HOME if traveling to or from your home - A lookup button will open MapQuest to get the mileage from your home to the GRCC location.  
**Duplicate?** If you have already submitted mileage for this date, the duplicate flag will be set to yes. If this is NOT a duplicate - set the flag to no. If it is a duplicate delete the row.

Date	Duplicate?	Round Trip	From	To	One Way Miles	Total	Purpose	Rate	Est Reimb	Insert A Row	Delete A Row
1	<input type="radio"/> No	<input type="radio"/> No	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.000000	0.00	<input type="button" value="+"/>	<input type="button" value="-"/>

**Other Locations**

Use this section if one of your locations is not one of the known locations above.  
When entering Addresses, put a comma between EACH element of the address.  
Example: Address, City, State, Zip  
Use the Look-Up Button to take you to MapQuest to help you determine the mileage. Enter the average of the results.  
**Duplicate?** If you have already submitted mileage for this date, the duplicate flag will be set to yes. If this is NOT a duplicate - set the flag to no. If it is a duplicate delete the row.

Date	Duplicate	Round Trip	From	To	Miles	Total	Purpose/Location	Mileage Rate	Est Trip Reimbursement	Insert A Row	Delete A Row
1	<input type="radio"/> No	<input type="radio"/> No	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.000000	0.00	<input type="button" value="+"/>	<input type="button" value="-"/>

Previous Next Save and Exit

Date	Duplicate?	Round Trip	From	To	One Way Miles	Total	Purpose	Rate	Est Reimb	Insert A Row	Delete A Row
1	<input type="radio"/> No	<input checked="" type="radio"/> Yes	LAKE	MAIN	29.00	58.00	SLT Meeting	0.655000	37.99	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="radio"/> No	<input checked="" type="radio"/> Yes	LAKE	MAIN	29.00	58.00	SLT Meeting	0.655000	37.99	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="radio"/> No	<input checked="" type="radio"/> Yes	LAKE	MAIN	29.00	58.00	SLT Meeting	0.655000	37.99	<input type="button" value="+"/>	<input type="button" value="-"/>

- a. **Date:** The date traveled.
  - i. Date must be within the last six months.
  - ii. Date may not be in the future.
- b. **Duplicate:** If mileage had already been submitted for that date, it will be flagged as YES. Either delete the row or switch the flag back to NO, indicating it is not a duplicate.
- c. **Round Trip:** Select if this was a round trip. (See row 1). Alternatively, you could insert a 2nd row for the trip back.
- d. **From/To:**
  - i. Preset Mileage: Select from a list of known locations by selecting the magnifying glass symbol.
  - ii. If mileage is not found in the presets, please see “Other Locations.”

- e. **Look Up Button:** If the lookup button appears - it is because the distance between the two points is not stored in the presets. Pushing the button will open a new page, taking the user's current address and the address of the preset location as end-points and calculating the mileage.
  - i. The miles must be manually entered into the Miles field.
- f. **Purpose:** A purpose must be entered for each row.
- g. **Insert/Delete:** Users can add rows or delete existing ones.

8. "Other Locations:"

- a. Not all mileage is incurred between preset locations. Use the Other Locations segment to report these additional miles.
- b. **When entering Addresses, put a comma between EACH element of the address.**  
**Example: Address, City, State, Zip**
  - i. **NOTE:** If the address format is not correct, the route cannot be determined.
- c. The "Look Up" button will open a new page in MapQuest using the addresses provided.

9. After all mileage is recorded, select "Next."

10. The "Totals – Acct" page will show the total reimbursable mileage and allow you to enter your BCO and account number.

- a. Select your BCO from the drop-down box:

11. Enter the account number to be charged:

Account Number

Account	Fund	Department	Program	Class	Project
2512	11	0000	200	00	PROMISE

Account	Fund Code	FS Department ID	Program Code	Class Field	Project/Grant
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Click "Next"

13. The "Affirmation" page will populate. A search string is automatically generated to make it easy to find the form after submitting it. The phrase is editable if something different is preferred.

14. Click "Submit."

15. "Status" page will populate and show the status of your requests and allow you to view the approval route.

- a. Form ID can be saved for future reference.

## Reviewing Submitted Reimbursements:

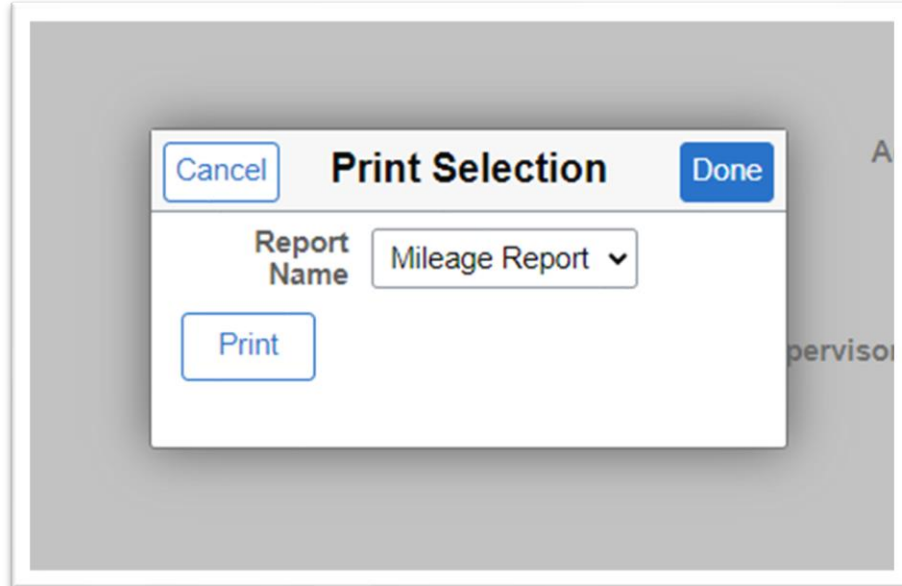
1. Navigate to “Employee Forms” on the GRCC Online Center.
2. Select “View Submitted Forms”

The screenshot shows the 'Employee Forms' search page. On the left is a navigation menu with 'View Submitted Forms' highlighted. The main area contains search filters for Form ID, Form Type, Form Status, Search Phrase, Supervisor ID, Supervisor, Submitter Emplid, Submitted By, Employee ID, Name, and Original Date. Each filter has a dropdown menu and a search input field. At the bottom are 'Search', 'Clear', and 'Save Search' buttons.

3. If known, enter Form ID and/or click “Search.”
4. Submitted reimbursement forms will populate. Select the desired form.
5. To view status of reimbursement, and determine where your reimbursement is in the processing que, click “Print” at the bottom of reimbursement form:

The screenshot shows the 'Request Mileage Reimbursement : Employee Information' form. It includes a search icon and the title. Below is the 'Mileage Reimbursement' section with an 'Employee Mileage Reimbursement Request' heading and instructions. The 'Employee Information' section lists: Date Today (01/16/2024), Employee ID (redacted), Employee Record (Faculty/Adjunct-Psychology 0), Adjunct Mileage (Yes), Supervisor ID (redacted) Justin Fiene, and Which Term? (2023 Summer). At the bottom are 'Next' and 'Print' buttons.

6. Select "Mileage Report" from the print selection drop down box and click "Print":



7. Report will generate as a PDF and provide the following information:
  - a. Status: Pending Approval, Approved, or Denied.
  - b. Summary of Reimbursement including employee information, mileage details, and account number.
  - c. Form Log: Who has accessed your form and what actions have been performed.
  - d. Comment History: Any comments made to the submission.