Local Travel Mileage for Cafeteria Managers

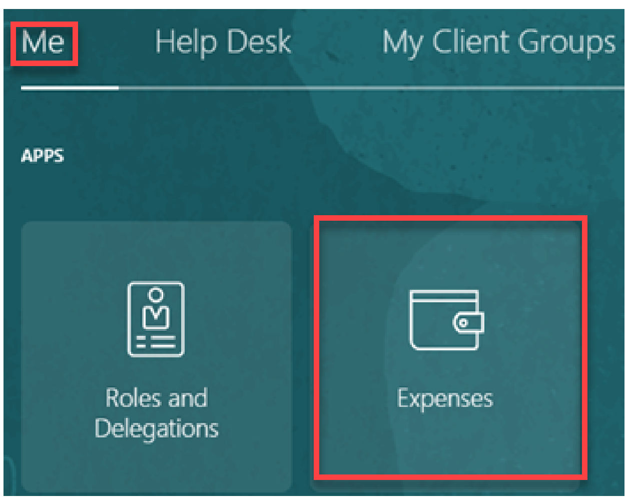
video   more info

In this topic you will learn how to create and submit an expense report for local travel – mileage. Employees may request mileage reimbursement for local official business travel. Mileage reimbursement will be made in accordance with procedures described in each of the union negotiated agreements. Additional guidance is communicated by the Office of Finance via email. For additional details, refer to the MCPS Financial Manual: Chapter 10, Employee Business Travel, and MCPS Regulation DIE-RA: Travel for Montgomery County Public Schools (MCPS) Purposes. Monthly mileage expense reports are due by the 10th of each month, and should include all business-related local mileage expenses incurred during the preceding month.

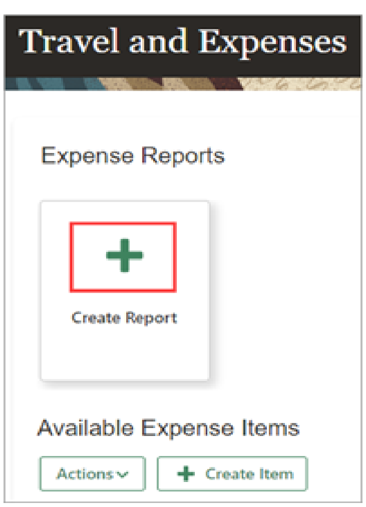
Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

1. Scroll to the **Me** menu tab and select the **Expenses** tile.

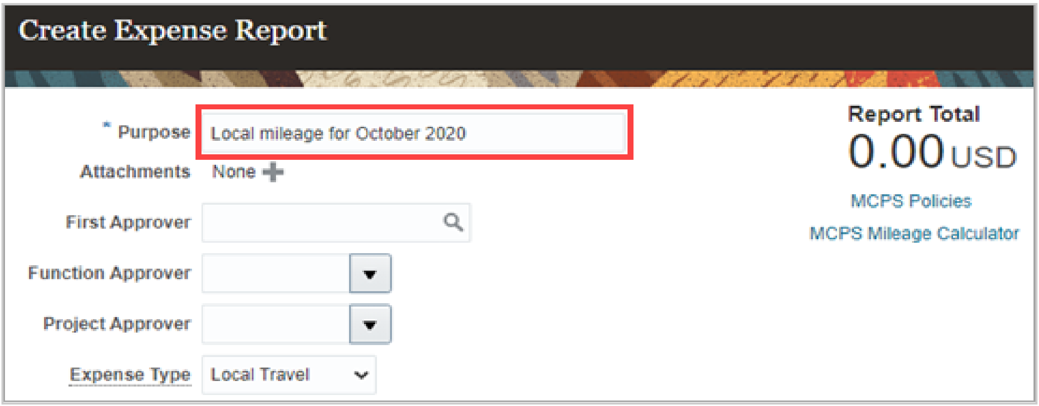


2. Click the **+** sign to begin creating an expense report.

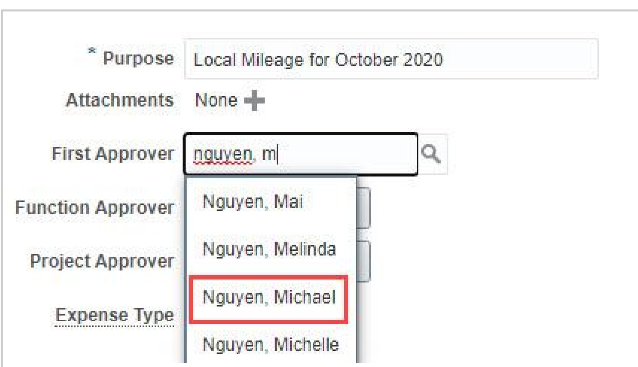


Note: *The first time you open Expenses, you may see a product tour. This is a generic video from Oracle, but the process demonstrated is similar to our actual processes.*

3. Click in the **Purpose** field and enter the appropriate purpose and month/year for the expense report, e.g., Local Mileage for November 2020.

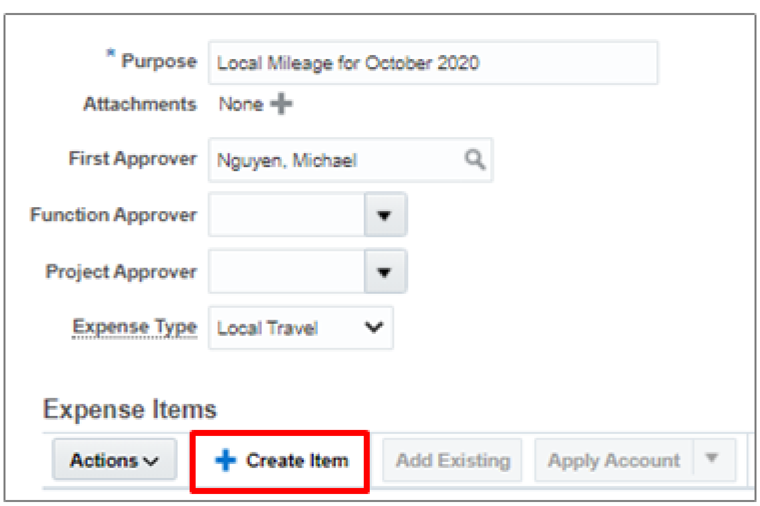


4. Click in the **First Approver** field.
   - Enter the name of your area supervisor in the First Approver field in the format: *Lastname, Firstname*
   - Select the name as it appears in the results.

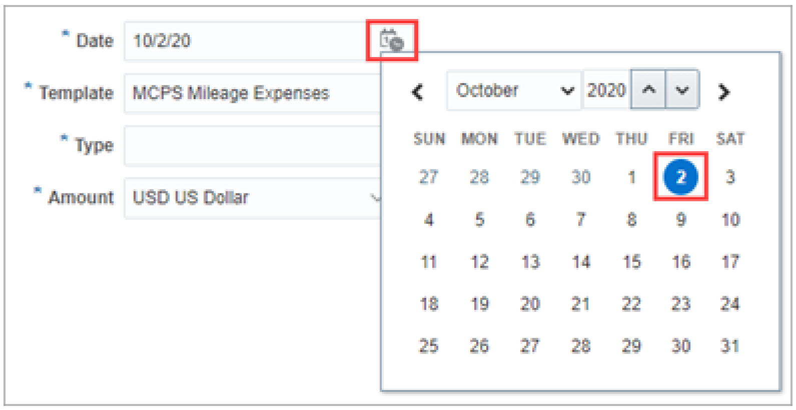


Note: *If there are duplicate names listed for the approver and you are not sure which name to select, follow the instructions in the "Select Correct Approver" guide.*

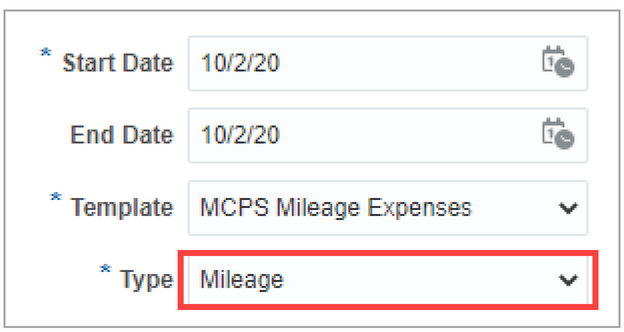
5. Click the **+ Create Item** button to create an expense item.



6. Type the date of the expense in the Date field. Or, click on the **Calendar icon** to select a date.

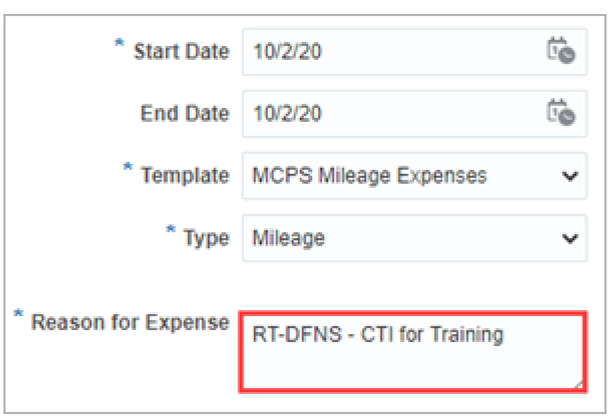


7. Click the **Type** drop-down to select the type of expense item. For local mileage, choose the **Mileage** option.

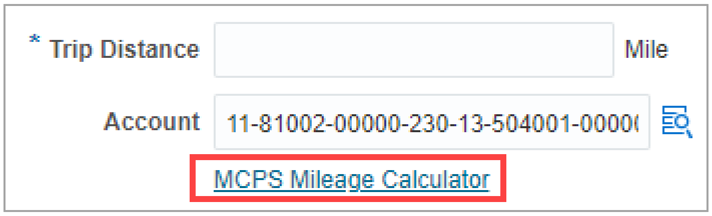


Note: *The Template should default for **MCPS Mileage Expenses** (This is the template for Local Mileage). If not, choose that option from the **Template** drop down menu.*

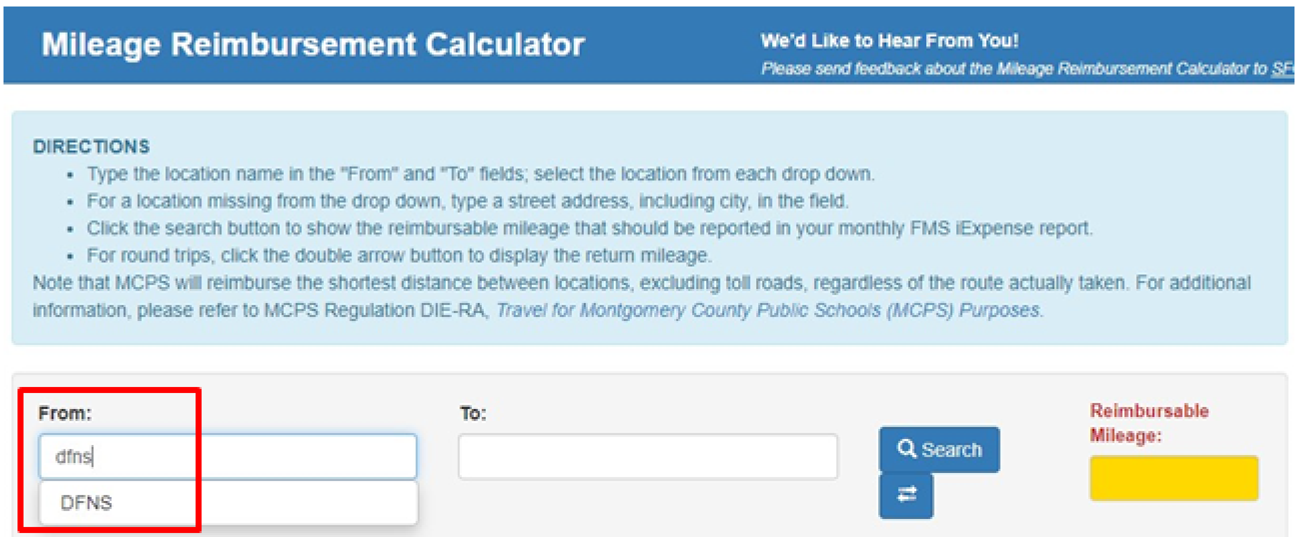
8. Enter a description in the **Reason for Expense** field that describes the starting and the ending locations. Include if the trip was RT (Roundtrip) or OW (One-Way). Also, include the reason for the trip, e.g., RT DFNS to CTI for Training.



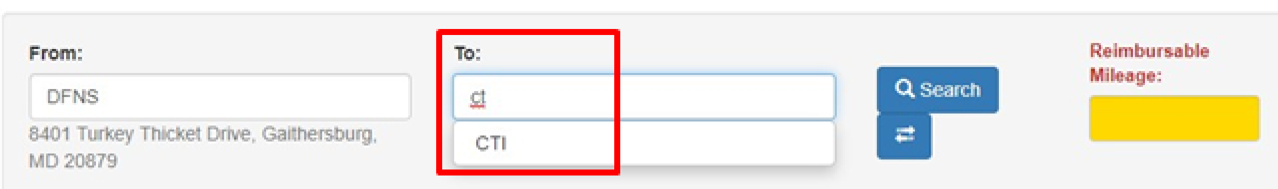
9. Click the **MCPS Mileage Calculator** to determine trip distance.



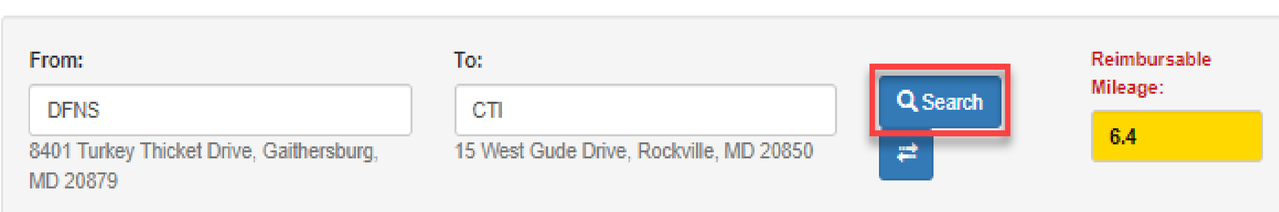
10. Type the starting point of travel into the **From** field. Then, select the appropriate location from the list.



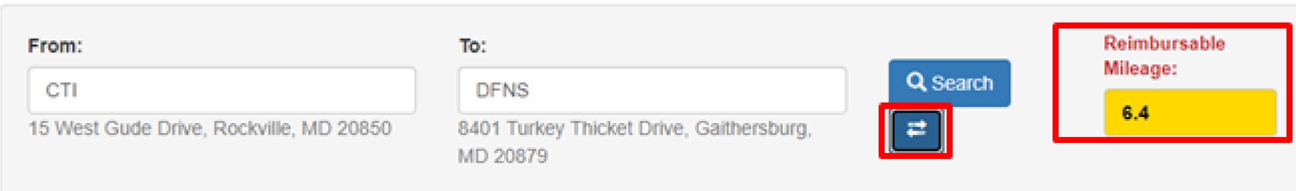
11. Type the ending point of travel into the **To** field. Then, select the appropriate location from the list.



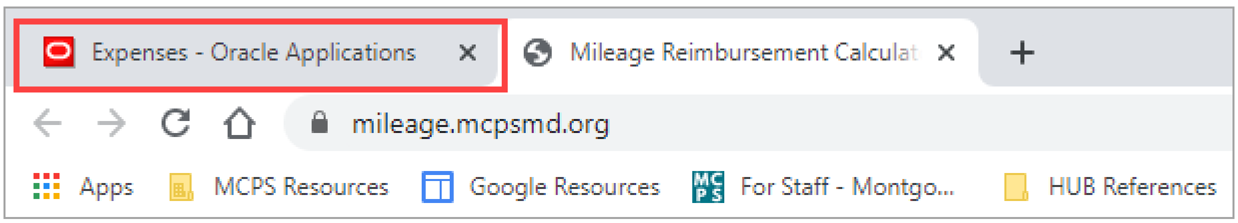
12. Click the **Search** button.



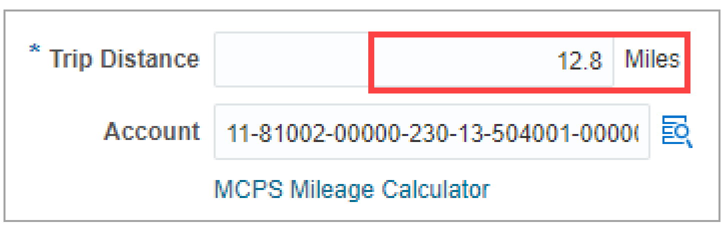
13. Make note of the **Reimbursable Mileage** distance. If the trip is a round-trip, use the reverse arrows to get the exact mileage of the return trip and add the two numbers together. (Simply doubling the initial number may result in an inaccurate calculation.)



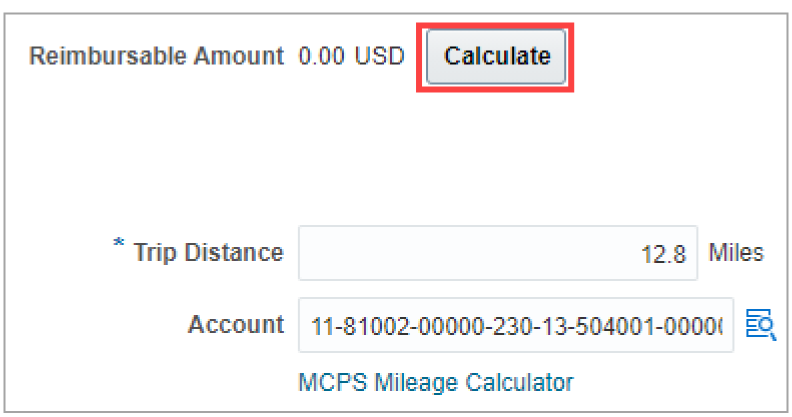
14. Navigate back to the MCPS Business Hub tab - **Expenses – Oracle Applications.**



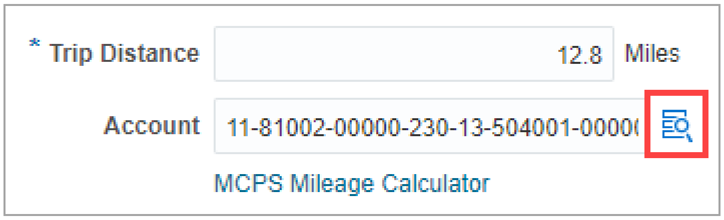
15. Enter the **Trip Distance** number.
Note: *Use the actual trip distance number, do not round.*



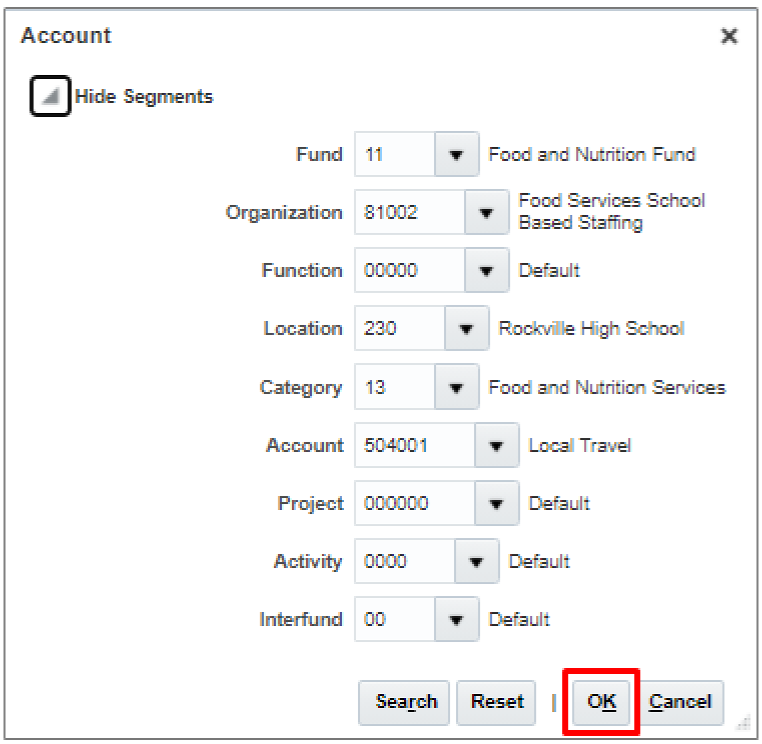
16. Click the **Calculate** button.



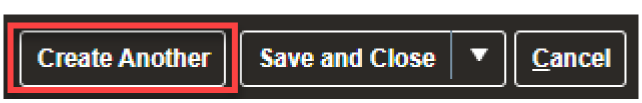
17. Click the **Field Help** icon beside the Account String to review correct accounting for the expense item.



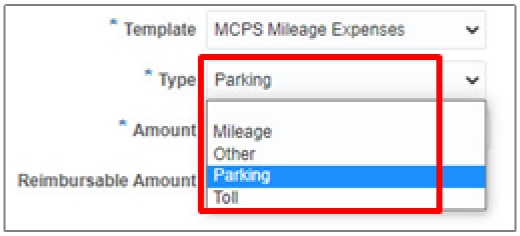
18. **Review the Account String**. The numbers given should reflect the correct organization, function, location, and category for your location.



19. Click the **Save and Close** button to return to the expense report view. Optionally, click **Create Another** to add another expense item to your report.

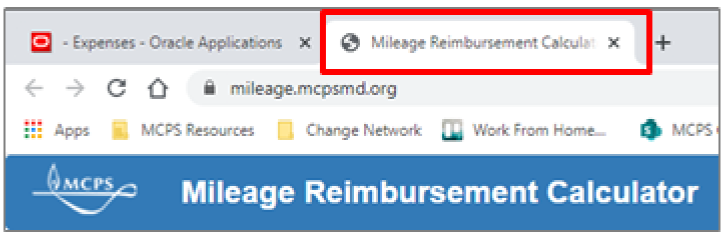


20. If you are adding a local travel expense other than mileage (e.g., Parking), select that from the **Type** drop down menu.

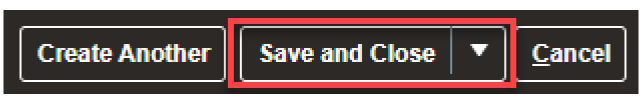


Note: *All entries in this field other than mileage require the employee to attach a receipt. See Step 23 to add an attachment.*

21. If you are entering mileage, select "Mileage" as your expense Type and return to the **Mileage Reimbursement Calculator** tab on your browser, or click the **Mileage Calculator** link again.



22. Repeat steps 10 – 16 to calculate the **Trip Distance** and **Reimbursable Amount** for this expense item. Click either **Save and Close** or **Create Another**.

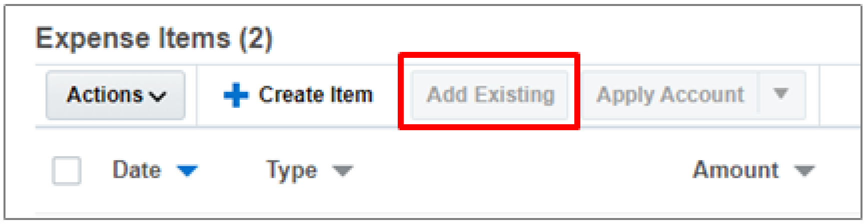


Note: *If you get an error message when saving, you may need to set a primary bank account. See the support guide, "Expenses - Set a Primary Bank account."*

23. When you **Save and Close**, the system returns you to the **Expense Report** screen. To add an attachment, first click on the Expense report tile which has not been submitted, then click on the **+** sign in the Attachments line under the Purpose field.

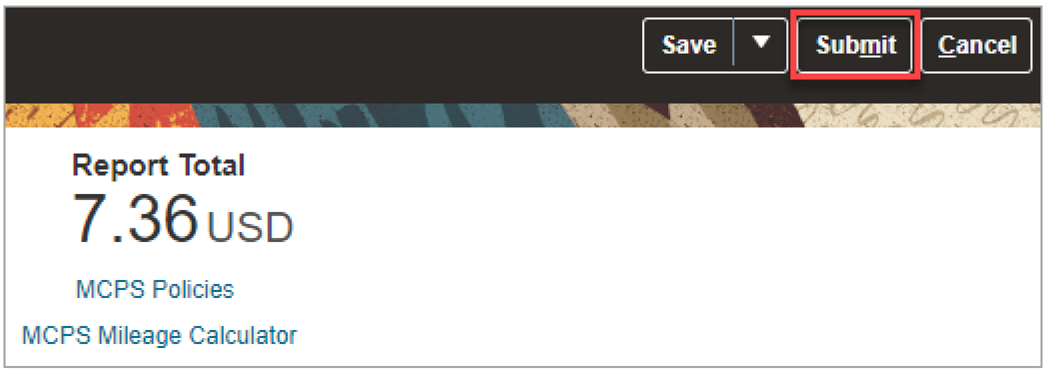
Note: *For help accessing your expense reports, see the support guide, "View and Edit an Expense Report."*

24. If you have stand-alone expense items created, you may click the **Add Existing** button to bring an expense item into your expense report. A screen will open to select the expense item to add. Select the item and click **OK**. The expense item will appear on the existing Expense Report.

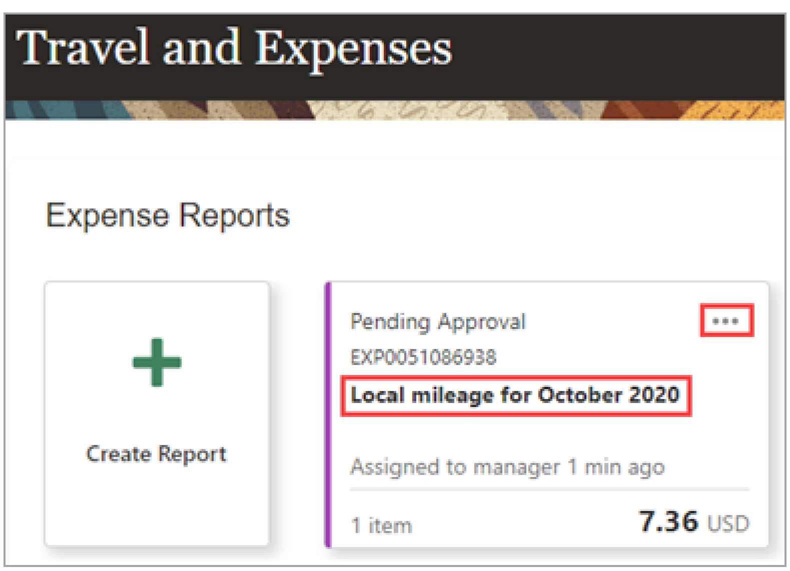


Note: *The button will appear grey if you have no stand-alone expense items created.*

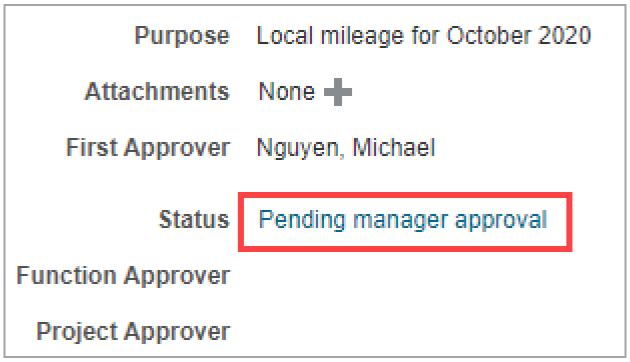
25. When all expense items have been added to the report, click the **Submit** button.



26. Your submitted expense report will be shown as a tile for pending expense reports. Review this page to check the status of the report. To view your expense report details, click on the report title or the ellipsis icon to open the report.



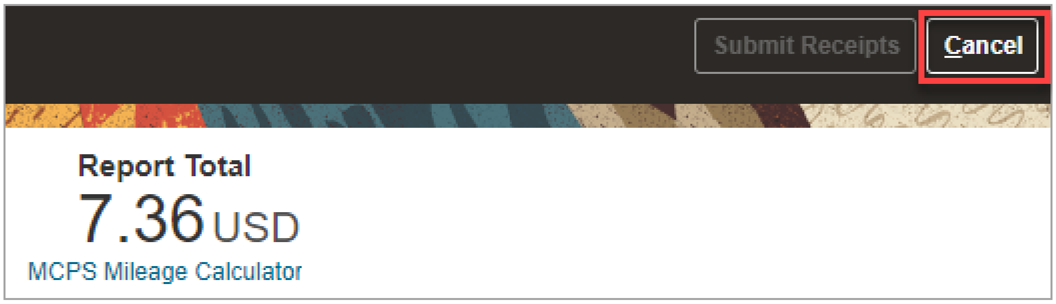
27. On the Expense Report detail screen, you can view the **Status** of your report. Click on the link (e.g., “Pending manager approval”) for more information.



28. The status of your report displays. You can see where it is in the approval process.

29. Close the window by clicking **OK** in the bottom right, or clicking the **X** in the upper right corner.

30. Click on **Cancel** to exit the Expense Report screen.



31. Click on the **Home** icon to return to the home page.

Note: *Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.*

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