



Local Travel Mileage for Cafeteria Managers

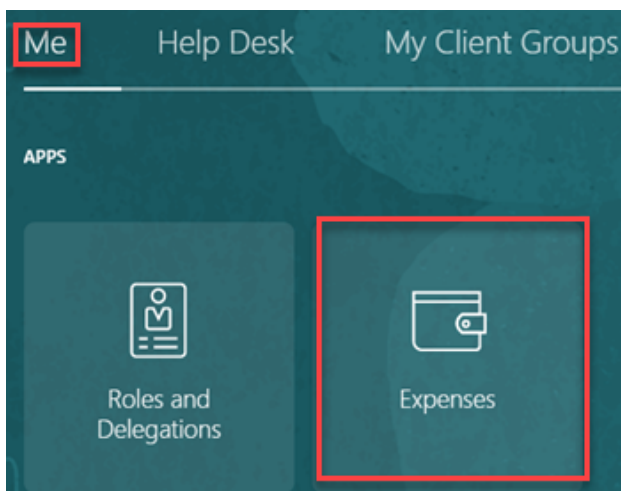


In this topic you will learn how to create and submit an expense report for local travel – mileage. Employees may request mileage reimbursement for local official business travel. Mileage reimbursement will be made in accordance with procedures described in each of the union negotiated agreements. Additional 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.

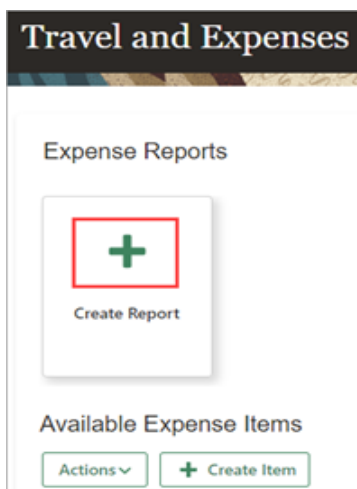
Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

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

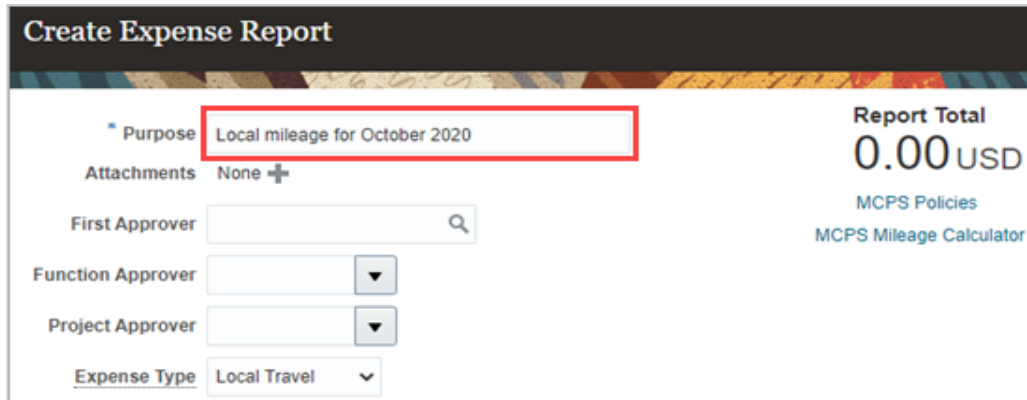


2. Click the **+** sign to begin creating an expense report.

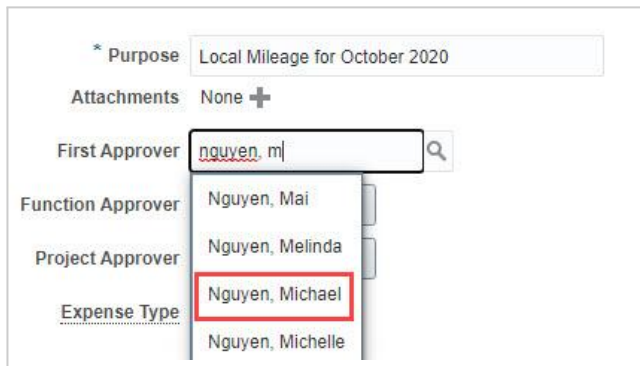


Note: The first time you open Expenses, you may see a product tour. This is a generic video from Oracle, but the process demonstrated is similar to our actual processes.

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

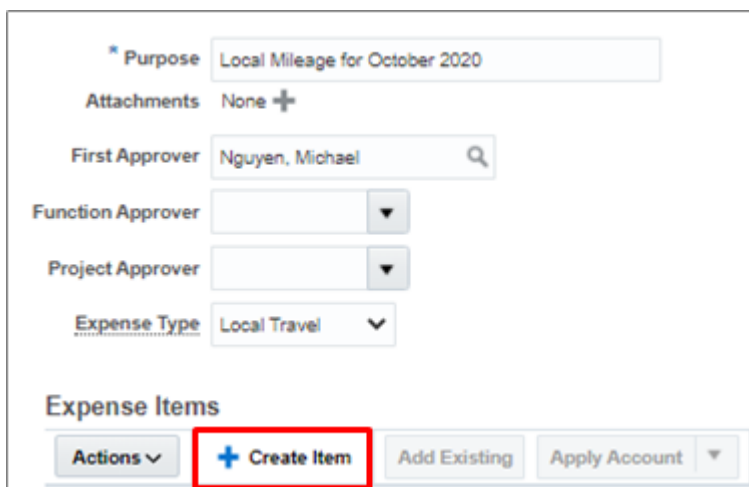


- Click in the **First Approver** field.
 - Enter the name of your area supervisor in the First Approver field in the format: *Lastname, Firstname*
 - Select the name as it appears in the results.



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.

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





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

The screenshot shows a form with the following fields: Date (10/2/20), Template (MCPS Mileage Expenses), Type (empty), and Amount (USD US Dollar). A calendar icon is highlighted with a red box. A calendar pop-up is displayed, showing the month of October 2020. The date 2 is highlighted with a red box.

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

The screenshot shows the form with the following fields: Start Date (10/2/20), End Date (10/2/20), Template (MCPS Mileage Expenses), and Type (Mileage). The Type drop-down menu is highlighted with a red box.

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.

The screenshot shows the form with the following fields: Start Date (10/2/20), End Date (10/2/20), Template (MCPS Mileage Expenses), Type (Mileage), and Reason for Expense (RT-DFNS - CTI for Training). The Reason for Expense field is highlighted with a red box.



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

* Trip Distance Mile

Account

MCPS Mileage Calculator

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

Mileage Reimbursement Calculator We'd Like to Hear From You!
Please send feedback about the Mileage Reimbursement Calculator to [SE](#)

DIRECTIONS

- Type the location name in the "From" and "To" fields; select the location from each drop down.
- For a location missing from the drop down, type a street address, including city, in the field.
- Click the search button to show the reimbursable mileage that should be reported in your monthly FMS iExpense report.
- For round trips, click the double arrow button to display the return mileage.

Note that MCPS will reimburse the shortest distance between locations, excluding toll roads, regardless of the route actually taken. For additional information, please refer to MCPS Regulation DIE-RA, *Travel for Montgomery County Public Schools (MCPS) Purposes*.

From: **To:**

Reimbursable Mileage:

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

From: **To:**

8401 Turkey Thicket Drive, Gaithersburg, MD 20879

Reimbursable Mileage:

12. Click the **Search** button.

From: **To:**

8401 Turkey Thicket Drive, Gaithersburg, MD 20879



Reimbursable Mileage:















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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.)


From:	To:	 Search	Reimbursable Mileage:
<input type="text" value="CTI"/>	<input type="text" value="DFNS"/>		<input type="text" value="6.4"/>
15 West Gude Drive, Rockville, MD 20850	8401 Turkey Thicket Drive, Gaithersburg, MD 20879		

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


 Expenses - Oracle Applications	 Mileage Reimbursement Calculat	+
     mileage.mcpsmd.org		
 Apps	 MCPS Resources	 Google Resources
 For Staff - Montgo...	 HUB References	

15. Enter the **Trip Distance** number.

Note: Use the actual trip distance number, do not round.

* Trip Distance	<input type="text" value="12.8"/>	Miles
Account	<input type="text" value="11-81002-00000-230-13-504001-00000"/>	
MCPS Mileage Calculator		

16. Click the **Calculate** button.

Reimbursable Amount 0.00 USD	Calculate	
* Trip Distance	<input type="text" value="12.8"/>	Miles
Account	<input type="text" value="11-81002-00000-230-13-504001-00000"/>	
MCPS Mileage Calculator		




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

* Trip Distance Miles

Account 

MCPS Mileage Calculator

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

Account ✕

☐ Hide Segments

Fund	11	▼	Food and Nutrition Fund
Organization	81002	▼	Food Services School Based Staffing
Function	00000	▼	Default
Location	230	▼	Rockville High School
Category	13	▼	Food and Nutrition Services
Account	504001	▼	Local Travel
Project	000000	▼	Default
Activity	0000	▼	Default
Interfund	00	▼	Default

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.



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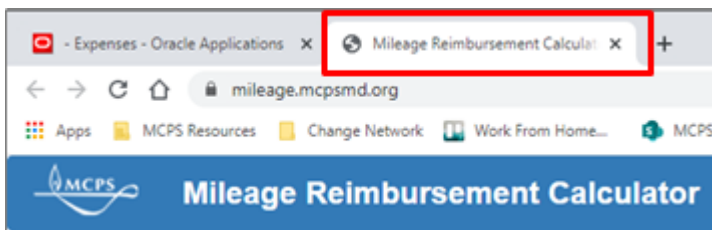


20. If you are adding a local travel expense other than mileage (e.g., Parking), select that from the **Type** drop down menu.

The screenshot shows a form with a 'Type' dropdown menu. The dropdown is open, showing four options: 'Mileage', 'Other', 'Parking', and 'Toll'. 'Parking' is highlighted in blue. A red box is drawn around the dropdown 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**.

The screenshot shows the bottom of a form with three buttons: 'Create Another', 'Save and Close', and 'Cancel'. The 'Save and Close' button is highlighted with a red box.

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.

The screenshot shows the 'Expense Report: EXP0051086938' screen. It has a header with the title and a decorative background. Below the header, there are three fields: 'Purpose' with the value 'Local mileage for October 2020', 'Attachments' with the value 'None' and a red box around a '+' sign, and 'First Approver' with the value 'Nguyen, Michael' and a search icon.

Note: For help accessing your expense reports, see the support guide, "[View and Edit an Expense Report.](#)"



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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.

The screenshot shows a form titled "Expense Items (2)". It has a toolbar with buttons: "Actions" (dropdown), "+ Create Item", "Add Existing" (highlighted with a red box), and "Apply Account" (dropdown). Below the toolbar are input fields for "Date" (with a dropdown arrow), "Type" (with a dropdown arrow), and "Amount" (with a dropdown arrow).

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.

The screenshot shows a summary screen for an expense report. At the top right are buttons: "Save" (dropdown), "Submit" (highlighted with a red box), and "Cancel". Below these is a large display showing "Report Total" as "7.36 USD". At the bottom, it says "MCPS Policies" and "MCPS Mileage Calculator".

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.

The screenshot shows a dashboard titled "Travel and Expenses". Under the heading "Expense Reports", there is a "Create Report" button with a green plus icon. To its right is a tile for a "Pending Approval" report. The tile contains the ID "EXP0051086938", the title "Local mileage for October 2020" (highlighted with a red box), and the status "Assigned to manager 1 min ago". At the bottom of the tile, it shows "1 item" and "7.36 USD". An ellipsis icon (three dots) is in the top right corner of the tile, also highlighted with a red box.



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


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.

Purpose	Local mileage for October 2020
Attachments	None +
First Approver	Nguyen, Michael
Status	Pending manager approval
Function Approver	
Project Approver	

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

Approver List	
  	
Section	Stage or Participant
1	 Adhoc Participant
1.1	 Expense Report Approval Stage
1.1.1	 Michael Nguyen - Expense Report Serial Approval Participants Assigned Oct 15, 2020  Alexandra Phillips
1.1.2	 Susan McCarron - OrgApprovers
1.1.3	 ORA_EXM_EXPENSE_AUDITOR_JOB - ExpenseAuditorRole

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

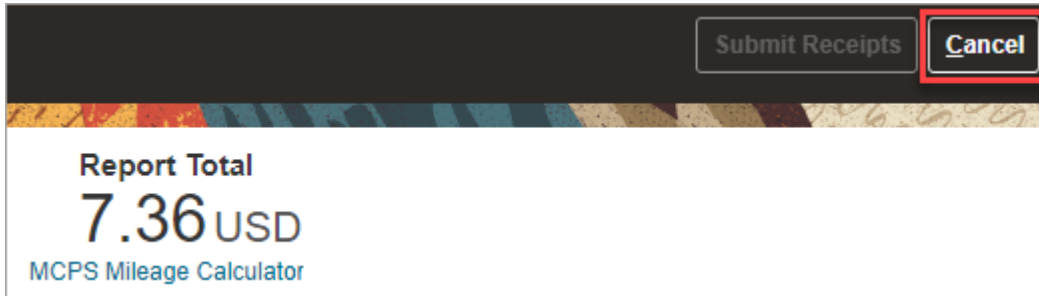
Approver List		
  		Options ▼ Apply Reset ▼
Section	Stage or Participant	
1	 Adhoc Participant	
1.1	 Expense Report Approval Stage	
1.1.1	 Michael Nguyen - Expense Report Serial Approval Participants Assigned 10/14/20 9:28 PM  Alexandra Phillips	
1.1.2	 Susan McCarron - OrgApprovers	
1.1.3	 ORA_EXM_EXPENSE_AUDITOR_JOB - ExpenseAuditorRole	
 Expense Report App...  Michael Nguyen  Susan McCarron  ORA_EXM_EXPENSE_AU... 		



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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.

Last updated 13-July-2023