



iLEAD California Student Support Mileage Reimbursement Process

1. Log in to ADP
2. On the Home screen, find the box titled Mileage Forms (Looks like this image below).

Additional Resources



[Leave of Absence](#)

[Mileage Form 2025](#)

[Mileage Form 2026](#)

[FMLA Notice](#)

3. Click on Mileage Log 2026 or click on this [link](#).
 - a. Either link will force you to make a copy.
4. Read the Directions tab carefully. This tab provides a lot of information about how to complete the form.
5. Click on the tab titled "Mileage Log 2026," and begin filling out the form in Row 4.
6. Once you complete the mileage form, follow this process.
7. Click in the title and rename the document with your full name, the month, year, and Mileage (Ex, Kristan Hinze - August 2025 Mileage)
8. Click File
9. Scroll down to download and then over to PDF.
10. Save the PDF to your desktop.
11. Open a new tab on your web browser and go to maps.google.com.
12. Enter the drive from your departure location to the school site that you traveled to. Print the Map with mileage as a PDF and save it to your desktop. You will need this map and mileage for each location you drove to in the month. However, if there is a repeat location you drove to, you do not need to provide two copies of the map, just one.

13. Merge the documents together, Mileage Log as the first document, and all maps behind it.
14. Email the combined file to ap@ileadcalifornia.org and cc your supervisor:
 - a. Kimberly Humphries (Psych, Behavior, Lead OT and AT)
 - b. Amanda Buchheit (NCB Speech, OT, and APE)
 - c. Kristan Hinze (SB Speech, OT, and APE)
15. Your supervisor will review the received email and reply to all with approval. If corrections are needed, it is your responsibility to make them and then resubmit.
16. All mileage forms must be submitted by the 15th of each month for the prior month.
(Example submit by September 15th for the month of August)

If you have any questions, please contact your direct supervisor.