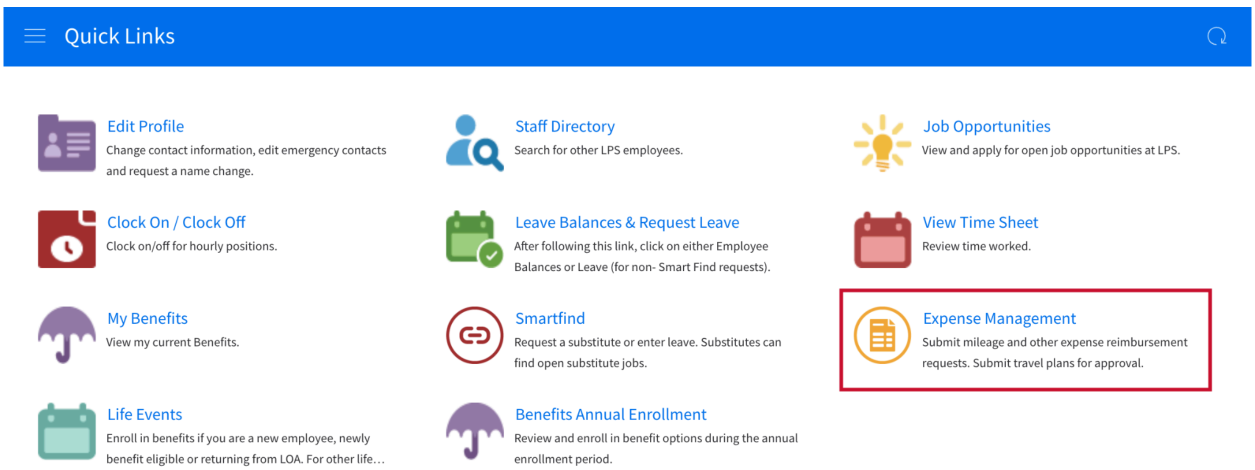
Creating a Mileage Report

Users create their mileage expense reports in the Expense Management application and can add to the report at any time. Mileage reports will be submitted quarterly. All employee reimbursements will be processed by payroll and paid out twice a month.

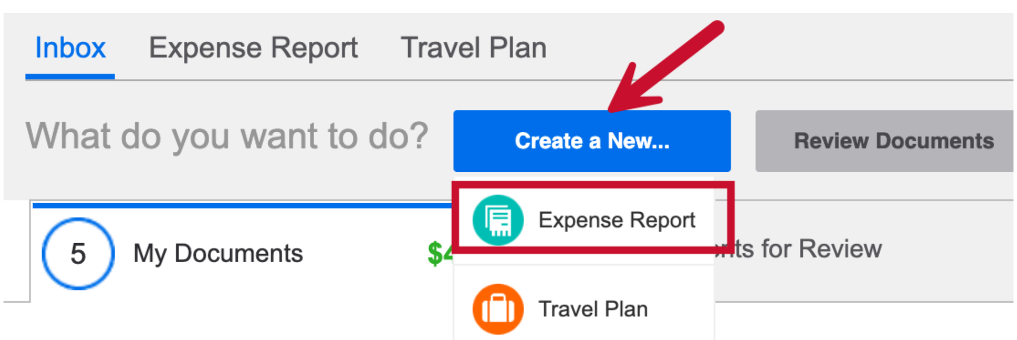
Logging into CORE / XM Application

- From the LPS portal, select the **CORE** application
- From your Employee Space, click on the **Expense Management** link



Create a New Expense Report

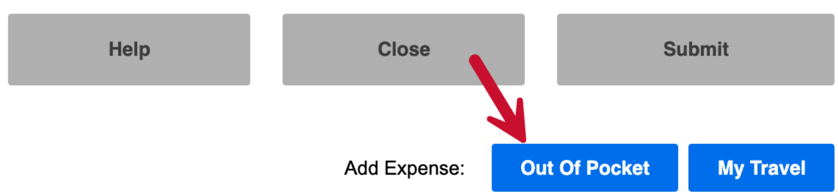
- Click **Create a New**
- Click on **Expense Report** from the drop down list.



- In the Expense Report window create your Document Header by entering an Event/Report Title and Purpose. For Mileage the Purpose must be **Travel**.
    - It would be helpful to include name, time period, and reason for travel.

Adding Mileage to your Expense Report

- To add a mileage line, click **Out of Pocket**



- Scroll, find, and select **Mileage** from the drop down list

- Mileage will default in the **Expense Type** box.
- Enter the Date that your travel occurred in the **Date** box.
- In the **Mileage Type** drop down, select the purpose of your travel.
    - The options in the drop down are the only reimbursable travel reasons.
- To update the **Distance** box, click on the globe icon to the right of the box to access Google Maps. (Note: The first time you click this icon you will be prompted to Accept the terms for Google Maps. Click the **Accept** button to proceed.)

- In the Map screen, consider naming your route in the **Route Name** box if you use the route often. You can then select the saved route on subsequent entries.
- Enter all stops on your route. Click the **+** button to add additional stops. When you have entered all stops click **Find on Map** button.
    - You can type the street address or the name of the school/building to find your stop on the map.

■ For best results type the name of the school followed by "Lincoln NE" i.e. "Riley Elementary, Lincoln NE"

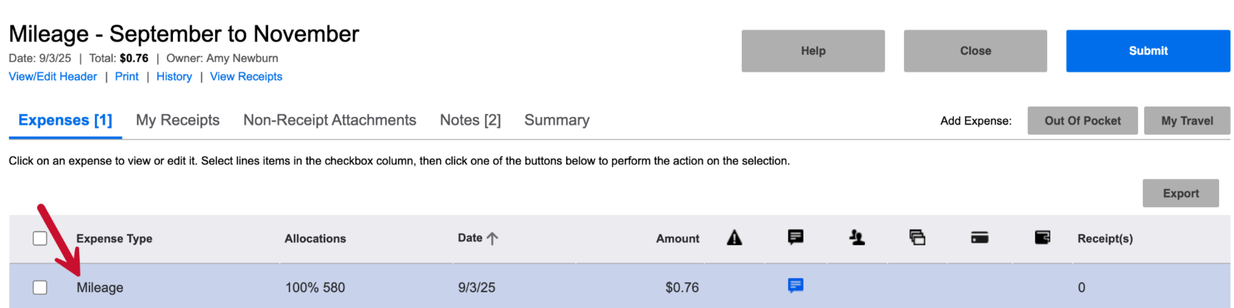
○ If Google Maps plots a route different from the route you took you can edit the route. To edit, click and drag the blue route line on the map to adjust. This is not required and you can leave it as Google Maps suggested.

- When all of your stops are entered, click the **Done** button.

- In **Section 2**, the Location field is required. Click on the dropdown and select your three digit location number from the drop down.

- Use the Notes box in **Section 4** to add any additional comments or details about your trip.
- Click on the **Save** button in the upper right hand corner.
- Complete the above steps for each mileage entry you want to add.

After you click the Save button, you will notice your trip has been added to your mileage log.



Adding additional trips to your Expense Report (Mileage Log)

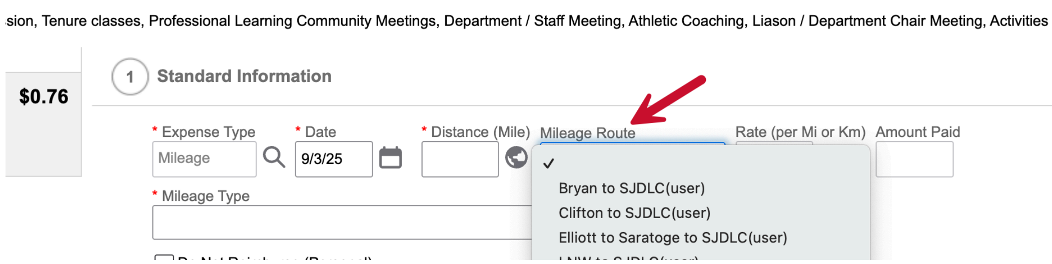
- Navigate to Expense Management (XM)
- Your created Expense Reports will be listed on the **My Documents** tab.
- Double click on the Expense Report you'd like to add additional lines to.

- Click the **Out of Pocket** button and scroll to find **Mileage.** Select **Mileage** from the pop up list to add a mileage line.
- Enter your date and trip information as described above.

- When you click the **Save** button, that trip will be added to your expense report.

Adding an additional trip using a saved Mileage Route

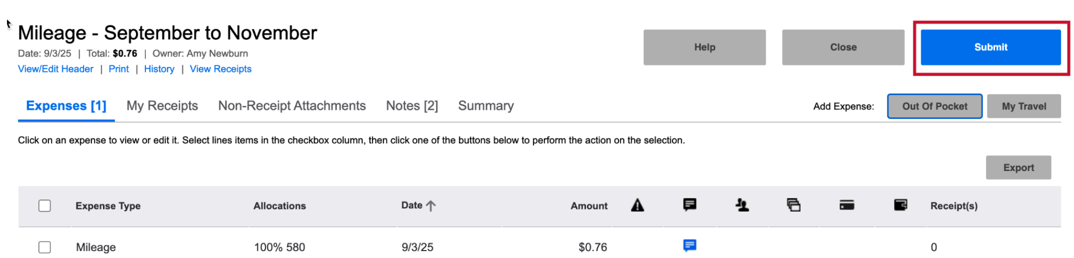
- Click the **Out of Pocket** button and then scroll to find and select **Mileage** from the pop up list to add a mileage line.
- Leave the Distance box empty.
- In the Mileage Route drop down, select a saved mileage route.



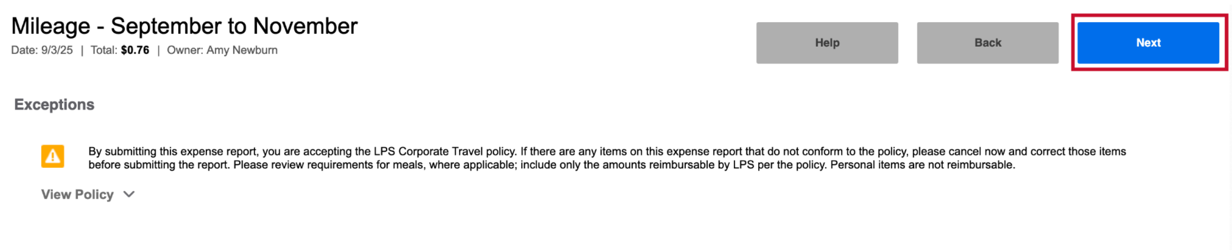
- After you click on your selected saved route, the required Distance field will populate.
- In the **Mileage Type** drop down, select the purpose of your travel.
- Click on the blue **Save** button at the top of the page.

Submit your Expense Report (Mileage Log) Quarterly

- Navigate to Expense Management (XM)
- You will see your saved Expense Report in the **My Documents** tab. Click on the Mileage expense report line to open it.
- If you have no additional trips to add, click the blue **Submit** button in the upper right hand corner.



- You will see an Exceptions screen. This verifies that by submitting the expense report you accept the terms of the LPS Corporate Travel Policy. (Note: Click on View Policy to expand and view the policy.) Click the blue **Next** button at the top of the page.



- On the Manual Routing screen, click the magnifying glass. Search for the person you submit your mileage reports to.

- Enter known search criteria to find the person you need to submit to. Click the **Find** button. In the panel on the right, click **Select** next to the correct user. This user will be saved in the drop down for future submissions.

- The user's name will populate in the User ID field on the Manual Routing screen. Click the blue **Next** button at the top of the page.

Your Mileage report is submitted for approval as soon as you click the **Next** button. You can check the status of your submitted report on the My Documents tab.