Mileage Reimbursement – Adjunct Mileage

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”
   a. Select the drop-down menu next to “Reimbursements” and select “Mileage Reimbursement”
4. **Employee Information:**
   a. **Employee ID:** Enter the Employee ID.
   b. **Employee Record:** Select “Faculty/Adjunct” from the drop-down menu.
   c. **Adjunct Mileage:** Select “Yes” from the drop-down menu.
   d. **Which Term:** Select the appropriate term from the drop-down menu.
   e. Click “Next”

5. Adjunct Mileage Explanation will populate. Click “Next.”
6. “Mileage Data Entry” page will populate:
7. Click “View Schedule” to review course schedule.

8. **Mileage Entry:** To record adjunct mileage, record your commute from HOME to your location, location to location, and location to HOME.

   Example Given:

   Ex. HOME to LAKE, LAKE to MAIN, MAIN to HOME

   Ex. HOME to ROCKFORD, ROCKFORD to WYOMING, WYOMING to MAIN, MAIN to HOME.

   - Use **HOME** if traveling to or from you home.
     - A “Look Up” button will generate after entering HOME. Select “Look Up” and a page will open MapQuest to get the mileage from your home to the GRCC location.
     - Manually enter the mileage generated in Map Quest in the “One Way Miles” section.
   - Distances between GRCC sites have already been calculated.
     - Use CAPITAL letters only to enter locations.

   ![Mileage Entry Table]

   a. 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.”

   b. **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. The user should take the average **mileage of up to 3 routes returned.** The miles must be manually entered into the Miles field.

   c. **Insert/Delete:** Users can add rows or delete existing ones.
9. 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.

   i. The user should take the average mileage of up to 3 routes returned. The miles must be manually entered into the Miles field.

10. After all mileage is recorded, select “Next.”

11. Home to Main – Lookup Mileage page will populate:

a. Click “Lookup Mileage Home to Main.”
i. A pop up will generate indicating that you will be directed to Map Quest.
ii. Click “OK”
iii. Map Quest will generate the mileage from your home address to the main campus. Insert the mileage into the “Miles: Home to Main” field.

12. Your daily reimbursable miles will calculate. Click “Next.”

13. Meeting Pattern:

![Meeting Pattern]

a. Based on the instructor’s course schedule for the term, set the meeting pattern by toggling the day switches. **Only one meeting pattern per form submission.**
   i. Example: MonWed, select “Yes” for Monday and for Wednesday.

14. Select Date Range:

![Select Date Range]

a. Select the start date and end date for the mileage pattern.
   i. NOTE: You cannot select dates in the future.

b. Select “Generate Dates.”

c. Dates will autogenerate:
d. **Duplicate Dates:** Duplicate dates will appear if the date is on a previously started or submitted mileage reimbursement. Verify mileage was not previously submitted for this activity using the dates and Form ID numbers. Once verified, delete the row in question or change the duplicate flag to “No.”

15. **Non-Teaching Days:** Generating travel dates does not consider personal absences, holidays, or other nonteaching days. The adjunct is responsible for deleting any days they did not teach.

<table>
<thead>
<tr>
<th>Date</th>
<th>Duplicate?</th>
<th>Day</th>
<th>Daily Reimbursable Miles</th>
<th>Mileage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/2023</td>
<td>No</td>
<td>Tuesday</td>
<td>89.67</td>
<td>0.055000</td>
</tr>
<tr>
<td>09/30/2023</td>
<td>No</td>
<td>Thursday</td>
<td>89.67</td>
<td>0.055000</td>
</tr>
<tr>
<td>09/05/2023</td>
<td>No</td>
<td>Tuesday</td>
<td>89.67</td>
<td>0.055000</td>
</tr>
<tr>
<td>09/07/2023</td>
<td>No</td>
<td>Thursday</td>
<td>89.67</td>
<td>0.055000</td>
</tr>
<tr>
<td>09/12/2023</td>
<td>No</td>
<td>Tuesday</td>
<td>89.67</td>
<td>0.055000</td>
</tr>
<tr>
<td>09/14/2023</td>
<td>No</td>
<td>Thursday</td>
<td>89.67</td>
<td>0.055000</td>
</tr>
</tbody>
</table>

a. Select “View Absences” to review any absences recorded during that term.
   i. Remove any of the autogenerated dates to reflect absences, holidays, or other nonteaching days.

b. Once absences have been reviewed and logged, toggle to “Yes”
c. Click “Next.”

16. Totals - Acct:
   a. **Total Reimbursement:** The total reimbursement will populate for the mileage entered:
      
      ![Total Reimbursement Image]
      
      
      b. **Account Number:** Enter the number if known. If left empty - your BCO will enter the information.
      
      ![Account Number Image]
      
      c. Click “Next”

17. **Affirmation:** Review affirmations and click “Submit.”
Reviewing Submitted Reimbursements:

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

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:

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.