Mileage Reimbursement – Approval

Instructions

1. Navigate to MyGRCC and select Online Center.
   a. Log in using campus login credentials.

2. Navigate to Employee Self Service:

3. Select “Approvals”

4. Select the appropriate form:
5. Review the approver instructions:

![Request Mileage Reimbursement: Approver Instructions](image)

- Verify All Lookups have accurate mileages
- Check Home to Main Mileage (Adjunct Mileage).
- Compare Travel dates to Schedule (Adjunct Mileage).
- Verify Absences/Holidays/Closures were removed (Adjunct Mileage)
- Validate Account Number

6. Click “Next”

7. Proceed to verify that all the information recorded is correct including:
   a. Verify All Lookups have accurate mileages
   b. Check Home to Main Mileage (Adjunct Mileage).
   c. Compare Travel dates to Schedule (Adjunct Mileage).
   d. Verify Absences/Holidays/Closures were removed (Adjunct Mileage)
   e. Validate Account Number

8. If all entries are correct, click “Approve” at the end of the page:

![Comments Section](image)

9. If corrections need to be made by the employee, enter a comment for the employee in the “Comments” section and click “Return to Employee (For Update).”

![Comments Section](image)