Mileage Reimbursement – Standard

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”

4. Once in “Employee Forms” select the drop-down arrow next to “Reimbursements”

5. Select “Mileage Reimbursement” from the drop-down menu.
6. Ensure employee information is accurate and click “Next.”

7. “Mileage Data Entry” page will populate:

![Mileage Data Entry Form]

<table>
<thead>
<tr>
<th>Date</th>
<th>Duplicate?</th>
<th>Round Trip</th>
<th>From</th>
<th>To</th>
<th>One Way Miles</th>
<th>Total Purpose</th>
<th>Rate</th>
<th>Est Reimb</th>
<th>Insert A Row</th>
<th>Delete A Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/2023</td>
<td>No</td>
<td>Yes</td>
<td>LAKE</td>
<td>MAIN</td>
<td>20.00</td>
<td>58.00</td>
<td>SLT Meeting</td>
<td>0.85</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>10/18/2023</td>
<td>No</td>
<td>Yes</td>
<td>LAKE</td>
<td>MAIN</td>
<td>20.00</td>
<td>58.00</td>
<td>SLT Meeting</td>
<td>0.85</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>12/04/2023</td>
<td>No</td>
<td>Yes</td>
<td>LAKE</td>
<td>MAIN</td>
<td>20.00</td>
<td>58.00</td>
<td>SLT Meeting</td>
<td>0.85</td>
<td>+</td>
<td>-</td>
</tr>
</tbody>
</table>

a. **Date**: The date traveled.
   i. Date must be within the last six months.
   ii. Date may not be in the future.

b. **Duplicate**: If mileage had already been submitted for that date, it will be flagged as **YES**. Either delete the row or switch the flag back to **NO**, indicating it is not a duplicate.

c. **Round Trip**: Select if this was a round trip. (See row 1). Alternatively, you could insert a 2nd row for the trip back.

d. **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.”
e. **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 and calculating the mileage.
   i. The miles must be manually entered into the Miles field.
   
f. **Purpose**: A purpose must be entered for each row.

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

8. “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.

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

10. The “Totals – Acct” page will show the total reimbursable mileage and allow you to enter your BCO and account number.
   
   a. Select your BCO from the drop-down box:
11. Enter the account number to be charged:

12. Click “Next”

13. The “Affirmation” page will populate. A search string is automatically generated to make it easy to find the form after submitting it. The phrase is editable if something different is preferred.

14. Click “Submit.”

15. “Status” page will populate and show the status of your requests and allow you to view the approval route.
   a. Form ID can be saved for future reference.
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”:

![Print Selection dialog box]

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.