

How Many Miles Can Be Entered in the Local Mileage Application?

The Local Mileage application in Employee Portal allows entry of 25 miles one way. If the mileage the employee is incurring is over 25 miles one way, a Travel Reimbursement will need to be entered through the Employee Portal. A mileage map from an online source such as Google, Bing, etc. will need to be uploaded/faxed with the Travel Reimbursement.