

NORTH EAST INDEPENDENT SCHOOL DISTRICT  
LOCAL MILEAGE REIMBURSEMENT PROCEDURES

The following will provide steps to input local mileage reimbursement requests:

1. Log into the Employee Portal, select TRAVEL under My Applications
2. Select Local Mileage
3. Select "Open a New Batch" to input miles traveled
4. Select "Submit Mileage for Myself" or "Submit Mileage for Others"(whichever applies). If you are submitting local mileage for yourself, skip to step 7. If you are submitting local mileage for someone else, the following screen will appear.

***N.E.I.S.D Professional Travel System***

[Travel Main Menu](#) | [Inquiry](#) | [On-line Help](#) | [New Professional Travel Request](#) | [Administration](#) | [Reports](#)

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Please input the employee ID of that person.

Employee ID:  (Required)

Email:  (Optional)

**Next**

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*Program revised: December 12, 2003 17:09*

*Please send questions and comments to [data processing dept.](#)*

5. Enter the employee ID number (required) and email address (optional) for the other employee and select Next.
6. Verify that the name and email address information displayed is correct. If the information is incorrect select the back arrow from the internet browser menu bar to return to the previous screen to make necessary corrections.
7. Respond to the prompt "Are you a Career and Technology Teacher?" (this option is for routing purposes) Select either yes or no and then click Next.
8. A budget code is required to submit a local mileage reimbursement request. Please verify that the budget code displayed is correct. If you have changed campuses/departments or if your reimbursement is coded to a grant and the grant year has changed, please coordinate with your

Bookkeeper/Administrative Assistant at your campus/department to obtain the correct coding information. Once coding is verified, select Update Budget Code Now and the following screen will appear.



Use the 'Save This Batch And Submit Later' button to save the batch, Use 'Ready To Submit - Step 1 Of 2' button to submit the batch to budget manager for approval. (The submit button will not appear if budget code is not filled (is zero.) we suggest you only submit once a month.

Name:	Michelle Ferrara	Campus/Dept:	ACCOUNTING	Title:	SENIOR DIRECTOR
Budget Code:	1999-41-6411-00-741-99-403 <a href="#">Click here to update budget code for this batch</a>				

Fill In The Form And Click On 'Add Trip Detail' Button To Add Trips To This Batch:  
 \* Parking shall be reimbursed according to a receipt or other reasonable evidence. Employee shall retain receipts and make available for review upon request by Budget Manager, Internal Audit, or other authorized persons.

Date:  (Click on calendar to pick a date)

Duties Performed:

Persons Contacted:

**A** Starting location, click here for [District Facility](#) or click here for [Non-District location](#).  
 Name: *<click on the the corresponding link above>* Departure Time (HH:MM):  AM   
 Address: *<click on the the corresponding link above>*

**B** Ending location, click here for [District Facility](#) or click here for [Non-District location](#).  
 Name: *<click on the the corresponding link above>* Arrival Time (HH:MM):  AM   
 Address: *<click on the the corresponding link above>*

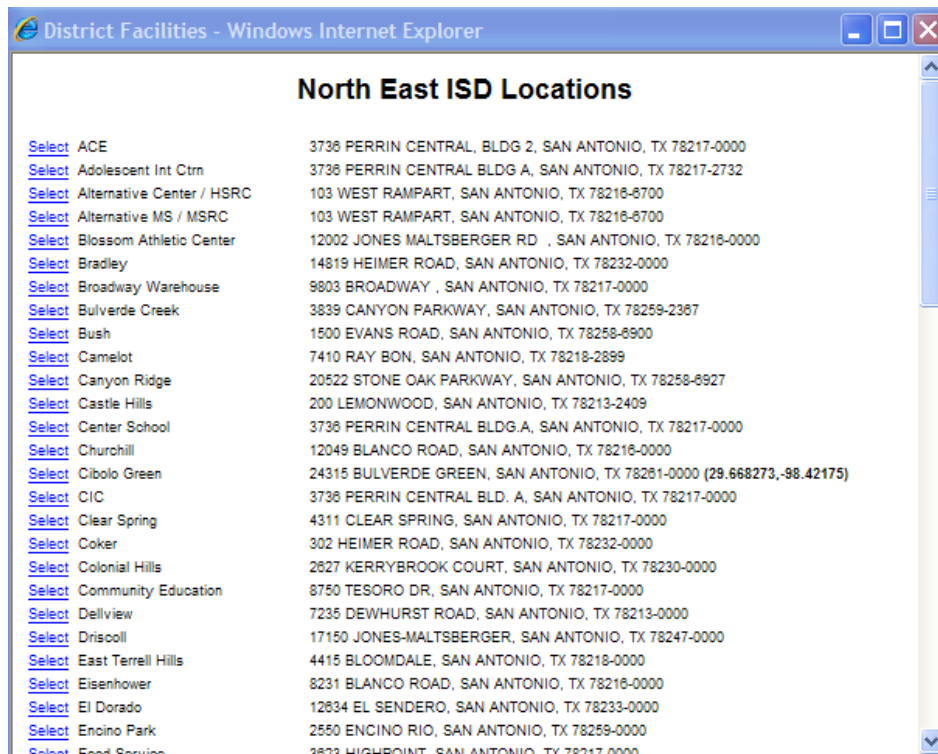
Miles:

Rate:

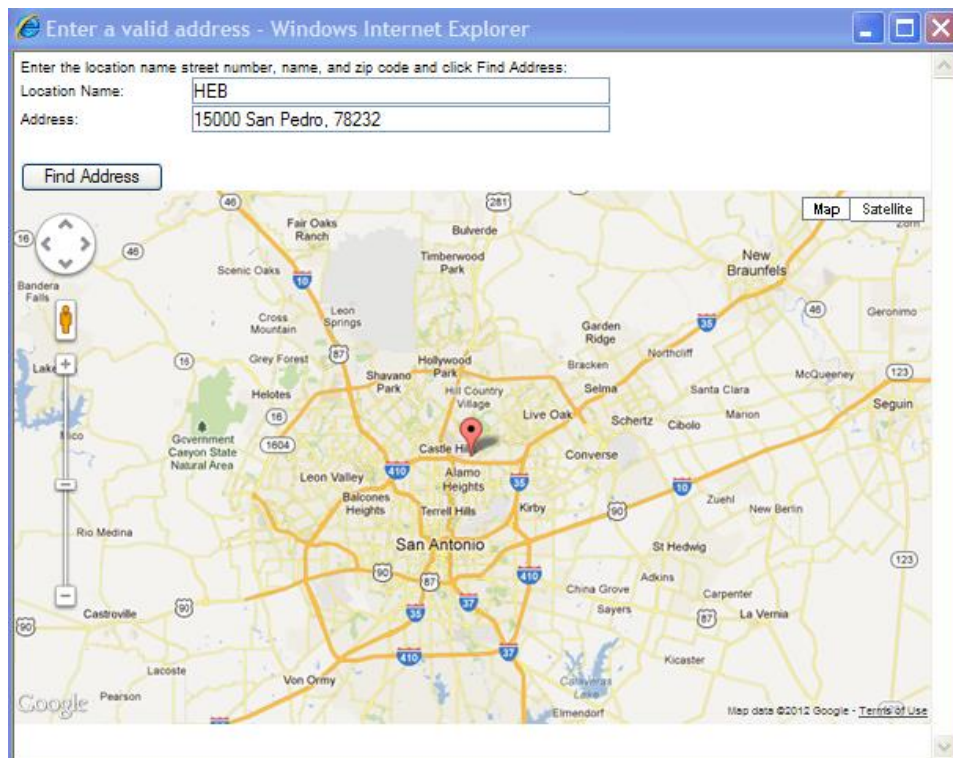
Parking Fees:

Total Amount:

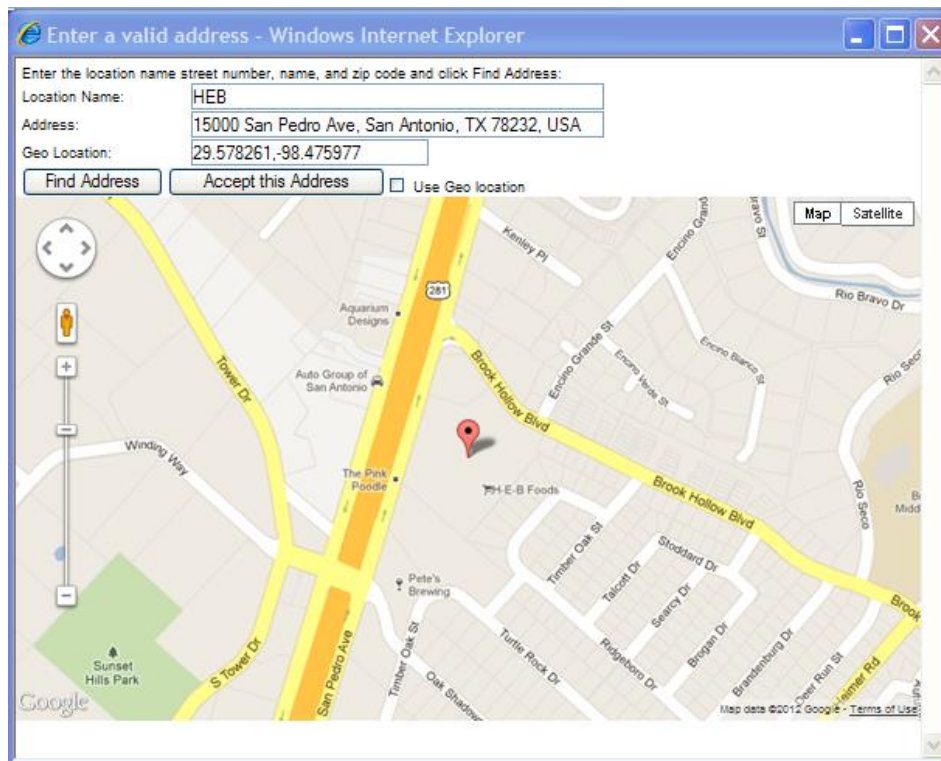
9. Name, Campus/Dept, Title and Budget code are automatically populated on the top portion of the form. An option is available to update the budget code. To update the budget code, click on the prompt, enter the desired revisions and select Update Budget Code to return to the main form.
10. Enter the date of the trip or click on the calendar to pick a date.
11. Enter the Duties performed.
12. Enter the Persons Contacted.
13. For Starting location select either District Facility or Non-District location, whichever applies.
  - a. If District Facility is selected, a list of NEISD locations will open. Click on the Select button next to the appropriate facility. This will return you to the main form and automatically populate the location name and address.



- b. If Non-District location is selected, a map will appear. Enter the location name and address in the appropriate fields (example: Name – HEB, Address – 15000 San Pedro, 78232) and select Find Address.



A map of the destination will appear



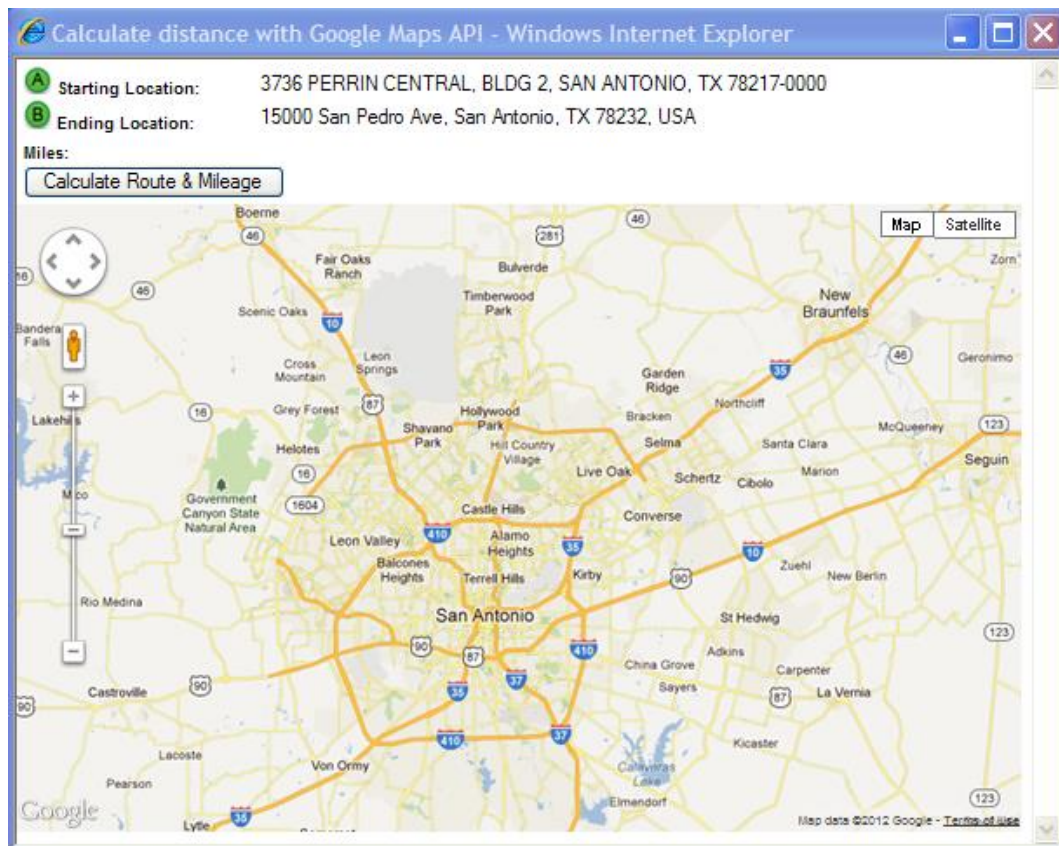
If the information displayed is incorrect, select Find Address and make the necessary changes. If the information displayed is correct, select Accept this Address to return to the main form. The name and address will automatically be populated.

- c. Enter the Departure Time, two digits for hour and two digits for minutes and selected either AM or PM.

14. For ending location repeat the steps detailed in item 13 above.

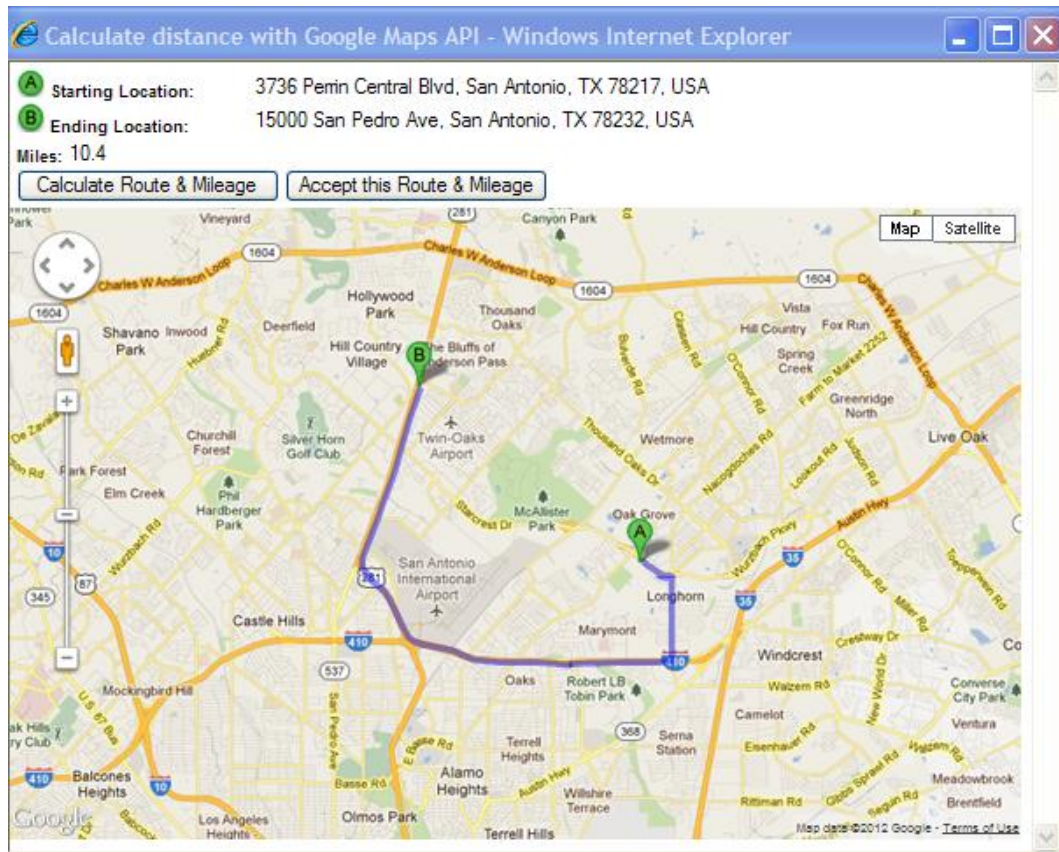
Name:	Michelle Ferrara	Campus/Dept:	ACCOUNTING	Title:	SENIOR DIRECTOR
Budget Code:	1999-41-8411-00-741-99-403 <a href="#">Click here to update budget code for this batch</a>				
Fill In The Form And Click On 'Add Trip Detail' Button To Add Trips To This Batch:					
* Parking shall be reimbursed according to a receipt or other reasonable evidence. Employee shall retain receipts and make available for review upon request by Budget Manager, Internal Audit, or other authorized persons.					
Date:	04/04/2012	(Click on calendar to pick a date)			
Duties Performed:	Demo Local Mileage Application				
Persons Contacted:	NEISD Employees				
<p><b>A</b> Starting location, click here for <a href="#">District Facility</a> or click here for <a href="#">Non-District location</a>.</p> <p>Name: ACE</p> <p>Address: 3736 PERRIN CENTRAL, BLDG 2, SAN ANTONIO, TX 78217-0000</p> <p>Departure Time (HH:MM): 8:30 AM</p>					
<p><b>B</b> Ending location, click here for <a href="#">District Facility</a> or click here for <a href="#">Non-District location</a>.</p> <p>Name: HEB</p> <p>Address: 15000 San Pedro Ave, San Antonio, TX 78232, USA</p> <p>Arrival Time (HH:MM): 8:50 AM</p>					
<input type="button" value="Flip Addresses for Return"/> <input type="button" value="Clear Form"/>		<input type="button" value="Get Google Route Miles"/>			
Miles:					
Rate:		0.555			
Parking Fees:					
Total Amount:		0			
<input type="button" value="Add To Travel Batch"/>					

15. Select the Get Google Route Miles button and a map will be displayed with both the starting and ending locations.



16. Select the Calculate Route & Mileage button. A map of your route will appear.





If you are aware of road closures, construction, etc. that may affect the original route displayed you may make modifications by clicking on the route and dragging to the desired position on the map. You must enter a reason for the route change.

17. Select the Accept this Route and Mileage button to return to the main form and automatically populate the miles for this trip.
18. Enter parking fees, if applicable, in the Parking Fees field and tab out of the field to automatically calculate the total reimbursement for this trip.
19. Select Add to Travel Batch. Approvers will now be able to click on the links for location visited or miles.

Name: Michelle Ferrara Campus/Dept: ACCOUNTING Title: SENIOR DIRECTOR  
 Budget Code: 1999-41-8411-00-741-99-403 [Click here to update budget code for this batch](#)

Fill In The Form And Click On 'Add Trip Detail' Button To Add Trips To This Batch:  
 \* Parking shall be reimbursed according to a receipt or other reasonable evidence. Employee shall retain receipts and make available for review upon request by Budget Manager, Internal Audit, or other authorized persons.

Date: 04/04/2012 (Click on calendar to pick a date)

Duties Performed: Demo Local Mileage Application

Persons Contacted:

**A** Starting location, click here for [District Facility](#) or click here for [Non-District location](#).  
 Name: ACE Departure Time (HH:MM): AM  
 Address: 3736 PERRIN CENTRAL, BLDG 2, SAN ANTONIO, TX 78217-0000

**B** Ending location, click here for [District Facility](#) or click here for [Non-District location](#).  
 Name: HEB Arrival Time (HH:MM): AM  
 Address: 15000 San Pedro Ave, San Antonio, TX 78232, USA

[Flip Addresses for Return](#) [Clear Form](#) [Get Google Route Miles](#)

Miles:   
 Rate:   
 Parking Fees:   
 Total Amount:   
[Add To Travel Batch](#)

Travel Batch:

	Date	Location Visited	Miles	Amount	
1	4/4/2012	<a href="#">ACE to HEB</a>	10.4	\$5.77	<a href="#">Remove</a>
Batch Total:				\$5.77	

[Save This Batch And Submit Later](#) [Ready To Submit - Step 1 Of 2](#)

20. If the return route is the same, select Flip Addresses for Return, enter your Departure Time and Arrival Time and repeat steps 15 through 19.
21. To add another trip, select Clear Form and repeat steps 10 through 19.
22. To delete a previously entered trip, select Remove next to the appropriate trip in the Travel Batch.
23. If you want to be able to add additional trips to the batch at a later date, select Save This Batch and Submit Later.
24. To submit the batch for approval, select Ready to Submit – Step 1 of 2 and the following screen will appear.

Name:	Michelle Ferrara	Campus/Dept:	ACCOUNTING	Title:	SENIOR DIRECTOR
Budget Code:	1999-41-8411-00-741-99-403				
<b>Record Of Transportation Duties Performed:</b>					
	Date	Location Visited	Miles	Amount	
1	4/4/2012	ACE to HEB	10.4	\$5.77	
			Batch Total:	\$5.77	
This request needs to be approved by:					
Additional Approval Person Prior To Budget Manager:(Optional)			<input type="text"/>		
Additional Approval Person Prior To Budget Manager:(Optional)			<input type="text"/>		
Principal or Director:			DVILLA2@NEISD.NET		
<input type="button" value="Change Request"/>			<input type="button" value="Submit To Budget Manager - Step 2 Of 2"/>		

- a. If a change is needed prior to submitting for approval, select the Change Request button and make the desired changes.
  - b. If the reimbursement request needs to be routed to an additional approver, enter their email address in the field provided.
  - c. Select Submit to Budget Manager to initiate the approval process. A message will appear stating, "You are about to submit the following request: This will be sent to the following for approval: name@neisd.net". If the information is correct, click "OK". If not click on "Cancel". For correct information, an email will automatically be sent to your Budget Manager indicating that a local mileage reimbursement request is ready for their approval.
25. To open an existing request, select batch ID number on the Saved (not submitted) Requests listed on the Local Mileage application menu or to delete a batch select the Delete Batch option.
  26. For a submitted batch that is waiting for approval the option is available to Edit Batch under Submitted requests listing.
  27. After a batch is approved it is no longer available to edit.