

Submitting for Mileage – Student Teacher and Internship Supervision

Faculty who supervise student teachers, student nurses, and other clinical oversight often spend much of their time at off-site locations. Submitting for reimbursement using Travel Management can be cumbersome if mileage takes place over several different days. To enter mileage in an efficient manner for reimbursement, it is suggested that the mileage reimbursement for a period (month, quarter, semester) be entered in Travel Management (TM) as one entry for the entire mileage for the period and dated for the last day of the period. For audit purposes, the detailed miles driven by day (mileage log) is required and can simply be scanned and added as an attachment. In order to do so please simply take the following steps. Please see your assigned Travel Assistant for any questions with TM.

1. Log into TM and select Create Expense Report

Employee Self-Service >> Travel Management

This page will provide you with information about each available Employee Self-Service (ESS) application for you to access in this you have chosen. A link to this sub-sections overview page will be shown to the left of the ESS application that you can use to return to the overview page.

Available Applications

My Trips and Expenses

This page serves as the central management point for all your trips and expense reports. Here you can view, change, copy, or create new travel requests and/or expense reports.

Create Travel Request

You can use this quick link to create a travel request to be approved by your supervisor.

Create Expense Report

You can use this quick link to create an expense report for a trip without a previously submitted travel request.

Unlock Employee Record

Use this tool if you receive a message stating your employee record has been locked.

My Employees

Travel assistants can use this page to create travel requests and expense reports for other employees in their department.

Content Area

2. Choose the correct schema (non-overnight travel) and click

Start

Create Expense Report

Employee E

Start

Schema Selection

Domestic - Overnight

International - Overnight

Non-Overnight Travel

Submitting for Mileage – Student Teacher and Internship supervision

3. Enter the general data, destination and additional information fields as necessary

Create Expense Report

1 → **General Data** → 2 Enter Receipts → 3 Review and Send → 4 Completed →

Employee Schema Non-Overnight Travel

< Previous Step | Enter Receipts > | Save Draft

✔ Check was successful

Calendar of Trips Attachments (0)

General Data

* Start Date: 01/04/2017 08:00
* End Date: 03/17/2017 16:30
Posting Date: 03/17/2017

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/E9 Erie, PA
* Destination: various clinical sites

Additional Destinations: No destinations entered

Additional Information

* Activity: Teaching Travel
* Reason: over-sight of BSN students at Erie area hospitals
Comment: mileage for the site visits

Cost Assignment: 100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing)

Mileage

Total Distance: 0 Mile Enter Mileage Details

4. Save Draft
5. Click on the Enter Mileage Details button. The mileage data dialog box will launch

Submitting for Mileage – Student Teacher and Internship supervision

6. Enter the total miles, the last day of the period, and comments if necessary

The screenshot shows a web interface for submitting mileage. At the top, there are tabs for 'General Data', 'Mileage Details', 'General Data', 'Enter Receipts', and 'Review'. The 'Mileage Details' tab is active. Below the tabs, there is a header section with 'Employee' (a dropdown menu), 'Schema Non-Overnight Travel', and 'Start Date 01/04/2017'. Below this is a navigation bar with '< Previous Step', 'Accept', and 'Save Draft' buttons. A 'Calendar of Trips' button is also visible. The 'Total Distance Driven' is shown as '450 Mile'. The main section is titled 'Mileage Details' and contains a table with columns: 'Date', 'Miles Driven', 'Passengers', and 'Start Location'. The first row of the table has '02/28/2017' in the 'Date' column, '450' in the 'Miles Driven' column, and 'No passengers' in the 'Passengers' column. Below the table is a 'Comment' text area and a row of buttons: 'Accept', 'Accept and New Entry', 'Change Cost Assignment', 'Copy', and 'Delete'. At the bottom of the form, there is another navigation bar with '< Previous Step', 'Accept', and 'Save Draft' buttons. A red arrow points from the 'Accept' button at the top to the 'Accept' button at the bottom of the entry.

7. Click on the Accept button located at the top
8. This will summarize the mileage and bring you back to the General Data screen. Click Save Draft.

Submitting for Mileage – Student Teacher and Internship supervision

Employee Schema Non-Overnight Travel

< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | Attachments (0)

General Data

* Start Date: 01/04/2017 08:00
 * End Date: 03/17/2017 16:30
 Posting Date: 03/17/2017

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/E9 Erie, PA
 * Destination: various clinical sites

Additional Destinations: No destinations entered

Additional Information

* Activity: Teaching Travel
 * Reason: over-sight of BSN students at Erie area hospitals
 Comment: mileage for the site visits
 Cost Assignment: 100.00 % Cost Center 3511138100 (Nursing), Funds Center 3511138100 (Nursing)

Mileage

Total Distance: 450 Mile Enter Mileage Details

9. You now need to add documentation that provides the detailed miles driven by day. This can simply be a paper log that is signed by the chair and scanned/added to the TER. Scan and save locally. Sample log below.

College of Education Travel Expense Voucher Information

Name

Month/Year January 2019 – Feb. 1, 2019

Date	Leave Time	Return Time	Locations	Mileage
1/24/19	7AM	12PM	Ingomar Middle – Marshall Middle	83.8
1/25/19	7:30AM	3PM	Laurel Jr. Sr. – New Castle Jr. Sr. – George Washington Intermediate	36.1
1/28/19	9AM	3PM	Penn Trafford High School	99.9
2/1/19	8AM	3:30PM	North Hills Middle – Grove City Area High School	99.9

Submitting for Mileage – Student Teacher and Internship supervision

10. Click on the Attachment button

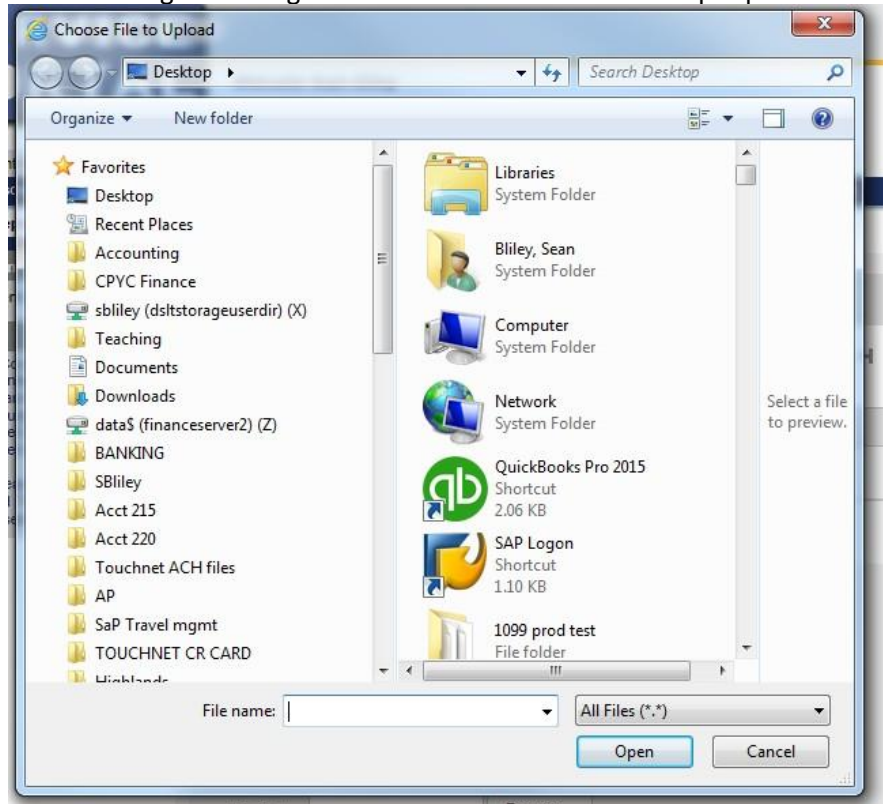
The screenshot shows the 'Create Expense Report' interface. At the top, there is a progress bar with four steps: 1. General Data (highlighted in blue), 2. Enter Receipts, 3. Review and Send, and 4. Completed. Below the progress bar, the 'Employee' field is empty, and the 'Schema' is set to 'Non-Overnight Travel'. There are navigation buttons: '< Previous Step', 'Enter Receipts >', and 'Save Draft'. The 'Attachments (0)' button is highlighted with a red box. Below this, the 'General Data' section includes fields for Start Date (01/04/2017, 08:00), End Date (03/17/2017, 16:30), and Posting Date (03/17/2017). The 'Destination' section includes Trip Country (Standard Conus Rate, USA), Trip Region (PA/E9, Erie), and Destination (various clinical sites).

11. This will open the Attachment dialog box. Click on the arrow button and find the scanned log

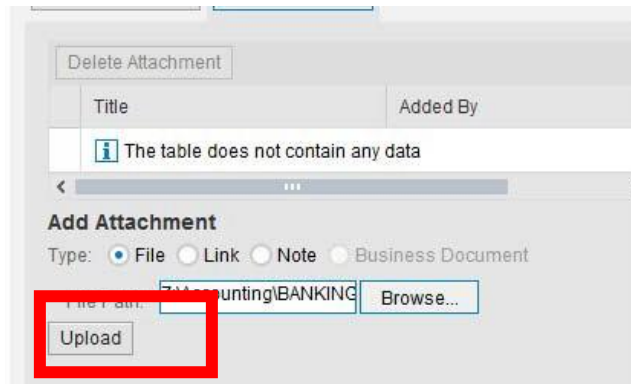
The screenshot shows the 'Attachments (0)' dialog box. At the top, there are buttons for 'Calendar of Trips' and 'Attachments (0)'. Below this is a 'Delete Attachment' button. A table with columns 'Title', 'Added By', and 'Added On' is shown, with a message: 'The table does not contain any data'. Below the table is the 'Add Attachment' section. It has radio buttons for 'File' (selected), 'Link', 'Note', and 'Business Document'. The 'File Path' field shows 'No file chosen' and an upload button (a square with an upward arrow) is circled in red. There is also an 'Upload' button at the bottom.

12. This will launch the Choose File to Upload dialog box. Find and select the scanned log document you saved earlier.

Submitting for Mileage – Student Teacher and Internship supervision



13. Click on the Upload button




Submitting for Mileage – Student Teacher and Internship supervision

< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | Attachments (1)

Delete Attachment

	Title	Added By	Added On
<input type="radio"/>	 Campus Sign	Proper , Tina M.	03/29/2023

Add Attachment

Type: File Link Note Business Document


File Path: No file chosen

14. The file will show as an attachment.

< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | Attachments (1)

Delete Attachment

	Title	Added By	Added On
<input type="radio"/>	 Campus Sign	Proper , Tina M.	03/29/2023

Add Attachment

Type: File Link Note Business Document

File Path: No file chosen

15. At this point you can also follow these same steps to attach any receipts you have for additional costs such as tolls and/or parking fees. You will then add the information under the Enter Receipts tab below so the system will calculate these costs in your Expense Report.

Submitting for Mileage – Student Teacher and Internship supervision

16. You will click on New Entry and enter your information for your receipt. If this is your only receipt, you will click on Accept. If you have more receipts, you will click on Accept and New Entry each time you need to add an additional receipt info. When you have finished all your receipts, click Save Draft

The screenshot shows the 'Enter Receipts' step of the expense report process. At the top, a progress bar indicates four steps: 1. General Data, 2. Enter Receipts (highlighted), 3. Review and Send, and 4. Completed. Below the progress bar, the employee information is displayed: Employee [redacted], Schema Non-Overnight Travel, Start Date 03/01/2023, and End Date 03/29/2023. Navigation buttons include '< Previous Step', 'Review >', and 'Save Draft' (circled in red). The main section is titled 'Receipts in This Expense Report' and contains a 'New Entry' button (circled in red), 'Copy', and 'Delete' buttons. Below this is a table with the following columns: No., Status, Expense Type, Receipt Amount, Receipt Currency, Receipt Date, Amount, Paper Receipt, and Origin. The table is currently empty. At the bottom, there are navigation buttons: '< Previous Step', 'Review >', and 'Save Draft'.

17. If everything is entered, click on Review and Send (located at the top)

The screenshot shows the 'Review and Send' step of the expense report process. At the top, a progress bar indicates three steps: 1. General Data, 2. Enter Receipts, and 3. Review and Send (highlighted). Below the progress bar, the employee information is displayed: Employee [redacted], Schema Non-Overnight Travel. Navigation buttons include '< Previous Step' and 'Save and Send for Approval' (highlighted in yellow). The main section is titled 'Final Action' and contains two radio button options: 'Save Draft' (unselected) and 'Save and Send for Approval' (selected). The 'Save and Send for Approval' option includes the text: 'I want to save my expense report and send I confirm that all expenses were incurred'. Below this is a 'Summary' section with the following data:

Total Mileage	240.75 USD
Total Travel Expenses	240.75 USD
Amount Reimbursed	240.75 USD
Amount Paid Out	240.75 USD

18. If all travel costs are entered and receipts attached, submit the TER for approval by clicking the Save and Send for Approval radial button and click on **Save and Send for Approval**.

Submitting for Mileage – Student Teacher and Internship supervision

19. TM will confirm that the TER has been saved and sent for approval. The approval log will be populated on the Expense Form.

Change Expense Report (3500002634)

1 General Data 2 Enter Receipts 3 Review and Send 4 **Completed**

Employee [] Schema Non-Overnight Travel Start Date []

< Previous Step Save and Send for Approval

✔ Expense report 3500002634 was saved and sent for approval
✔ 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

20. To view the form and check on the status of the approval process click on the Display Expense Form button.

< Previous Step Save and Send for Approval

Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Mileage	294.75 USD
Total Individual Receipts	100.00 USD
Total Travel Expenses	394.75 USD
Amount Reimbursed	394.75 USD
Amount Paid Out	394.75 USD

Cost Assignment

394.75 USD Company Code SSHE (State System of Higher Ed), Business Area 70 (Slippery Rock), Cost Center 7011400000 (ADV)

Display Expense Form

Note:

reimbursement requests can occur at the end of the semester, monthly, or weekly.