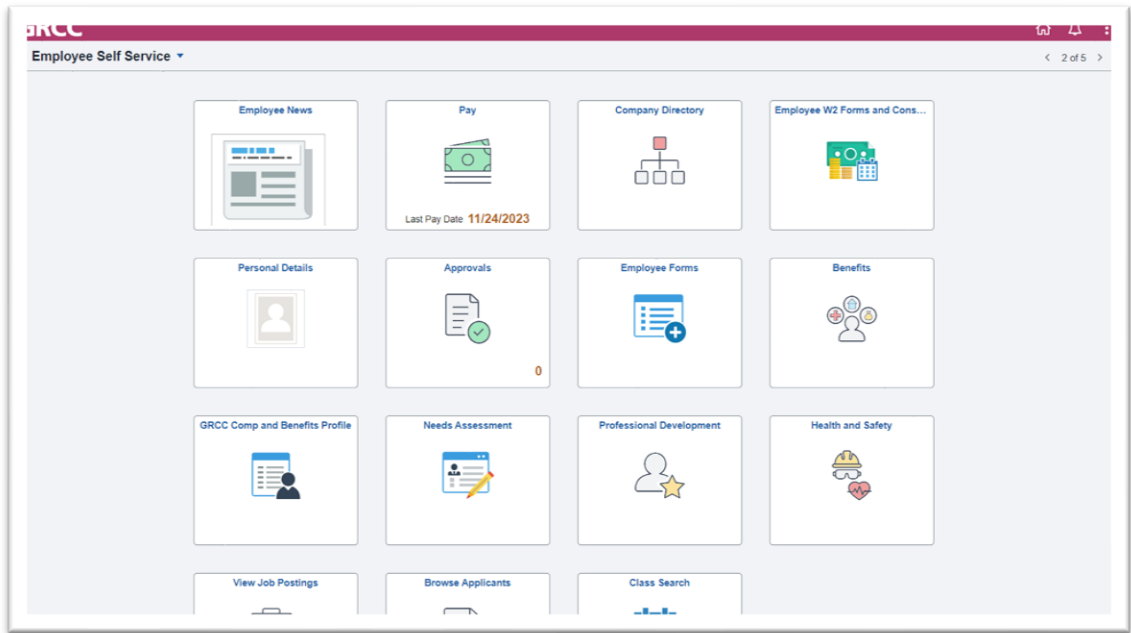


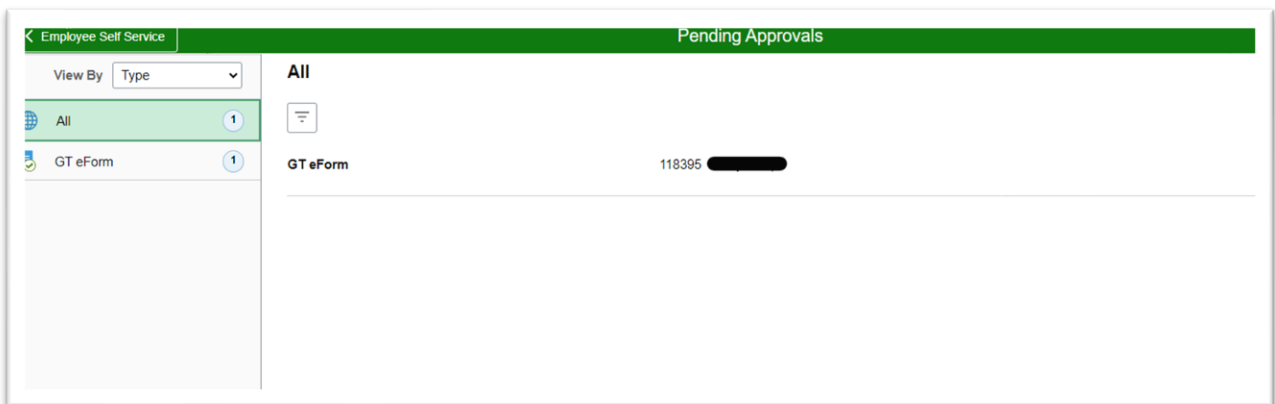
## Mileage Reimbursement – Approval

### 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:

The screenshot shows a web interface titled "Request Mileage Reimbursement : Approver Instructions". It features a blue checkmark icon in a circle at the top left. Below the title, there is a section for "Approver Instructions" with a list of five bullet points: "Verify All Lookups have accurate mileages", "Check Home to Main Mileage", "Compare Travel dates to Schedule", "Verify Absences/Holidays/Closures were removed (Adjunct Mileage)", and "Validate Account Number". At the bottom of the screen, there are three buttons: "Search", "Next", and "Print".

6. Click "Next"
7. Proceed to verify that all the information recorded is correct including:
- 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
8. If all entries are correct, click "Approve" at the end of the page:

The screenshot shows a "Comments" section with a right-pointing arrow icon. Below the section title, there are five buttons: "Search", "Previous", "Return to Employee (For update)", "Print", and "Approve". The "Approve" button is highlighted in blue.

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)."

The screenshot shows the "Comments" section with a downward-pointing arrow icon. Below the section title, there is a text input field containing the text: "Leave of absence is not on file. Please complete LOA and resubmit." Below the input field, there are five buttons: "Search", "Previous", "Return to Employee (For update)", "Print", and "Approve".