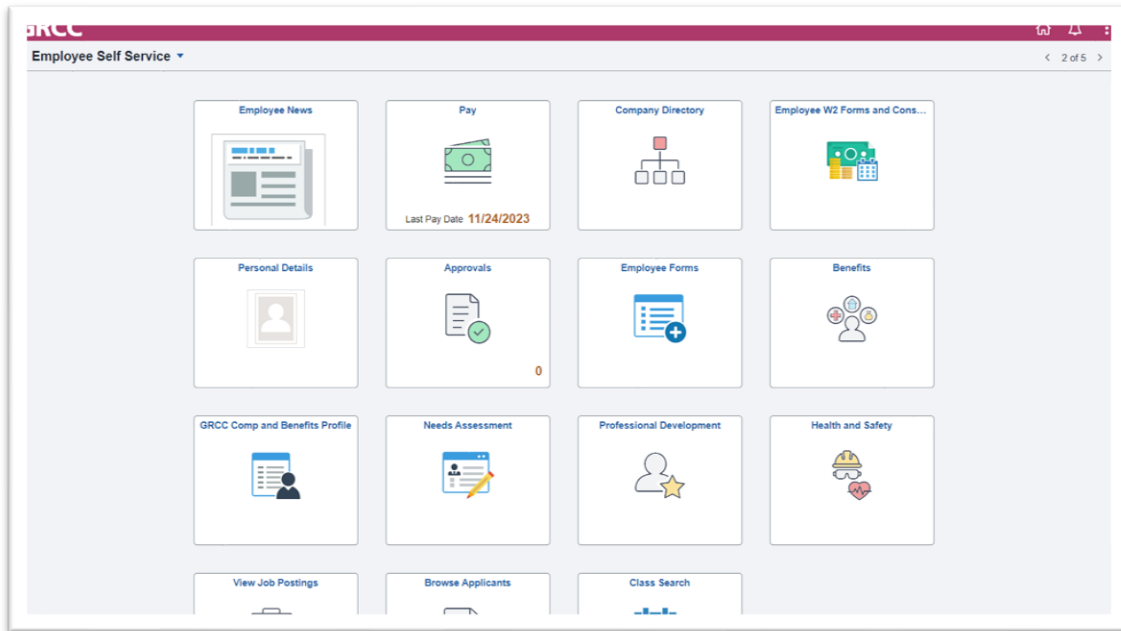


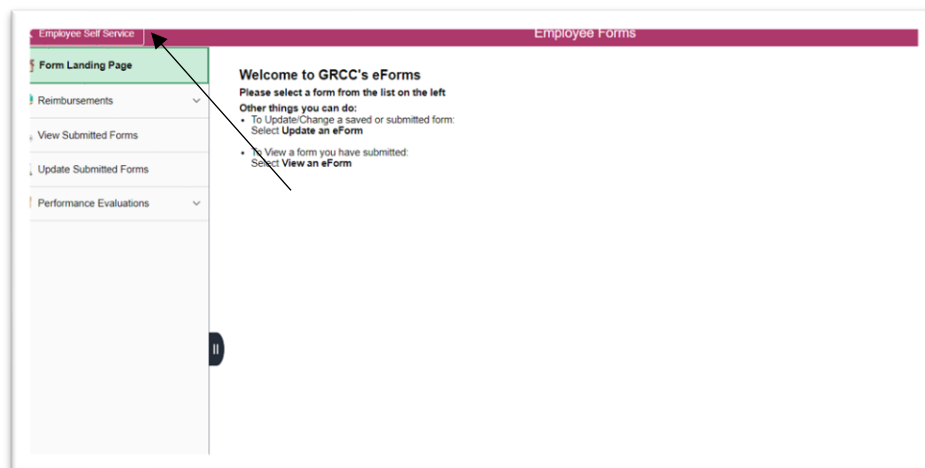
## Mileage Reimbursement – Adjunct Mileage

### 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"
  - a. Select the drop-down menu next to "Reimbursements" and select "Mileage Reimbursement"



4. **Employee Information:**

- a. Employee ID: Enter the Employee ID.
- b. Employee Record: Select “Faculty/Adjunct” from the drop-down menu.
- c. Adjunct Mileage: Select “Yes” from the drop-down menu.
- d. Which Term: Select the appropriate term from the drop-down menu.
- e. Click “Next”

**Employee Information**

Date Today 01/17/2024

**Employee ID**

**Employee Record** Faculty/Adjunct-Psychc ▼ 0

**Adjunct Mileage** Yes ▼

**Supervisor ID**  🔍 Justin Fiene

**\*Which Term?** 2023 Fall ▼

- 5. Adjunct Mileage Explanation will populate. Click “Next.”
- 6. “Mileage Data Entry” page will populate:

Request Mileage Reimbursement : Mileage

Copy from Previous Form

Copy from previous form?  No

New Class Schedule

Term 2023 Fall ▼

[View Schedule](#)

RCC Known Locations (And HOME)

Instances between GRCC sites have already been calculated. You can use this section to record pre-calculated routes.  
Use only CAPITAL letters for locations.  
You can also use HOME if traveling to or from your home - A lookup button will open MapQuest to get the mileage from your home to the GRCC location.  
Duplicate? If you have already submitted mileage for this date, the duplicate flag will be set to yes. If this is NOT a duplicate - set the flag to no. If it is a duplicate delete the row.

From	To	Look Up	One Way Miles	Total	Insert A Row	Delete A Row
HOME 🔍	LAKE 🔍	<a href="#">Look Up</a>	0.00	0.00	+	-

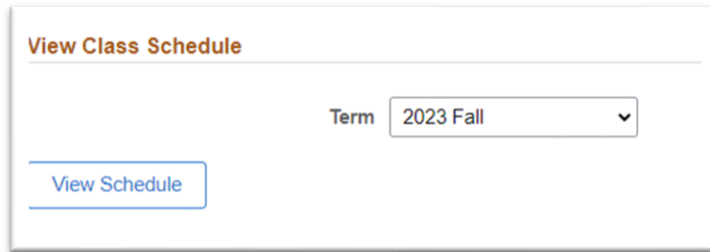
Additional Miles

Do you have other miles that were not part of the presets above?  
Do you have odometer reading?

Other Miles  No

[Previous](#) [Next](#) [Save and Exit](#)

7. Click "View Schedule" to review course schedule.



8. **Mileage Entry:** To record adjunct mileage, record your commute from HOME to your location, location to location, and location to HOME.

Example Given:

Ex. HOME to LAKE, LAKE to MAIN, MAIN to HOME

Ex. HOME to ROCKFORD, ROCKFORD to WYOMING, WYOMING to MAIN, MAIN to HOME.

- Use **HOME** if traveling to or from you home.
  - A "Look Up" button will generate after entering HOME. Select "Look Up" and a page will open MapQuest to get the mileage from your home to the GRCC location.
  - Manually enter the mileage generated in Map Quest in the "One Way Miles" section.
- Distances between GRCC sites have already been calculated.
  - Use CAPITAL letters only to enter locations.

	*From	*To	Look Up	*One Way Miles	Total	Insert A Row	Delete A Row
1	HOME	LAKE	Look Up	22.00	22.00	+	-
2	LAKE	MAIN		29.00	29.00	+	-
3	MAIN	HOME	Look Up	9.33	0.00	+	-

a. From/To:

- Preset Mileage:* Select from a list of known locations by selecting the magnifying glass symbol.
- If mileage is not found in the presets, please see "Other Locations."

b. 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. The user should take the **average mileage of up to 3 routes returned**. The miles must be manually entered into the Miles field.

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

## 9. Other Locations

**Additional Miles**

Do you have other miles that were not part of the presets above?  
Or do you have odometer reading?

Other Miles  Yes

**Other Locations**

Use this section if one of your locations is not one of the known locations above.  
When entering Addresses, put a comma between EACH element of the address.  
Example: Address, City, State, Zip  
Use the Look-Up Button to take you to MapQuest to help you determine the mileage. Enter the **average** of the results  
**Duplicate?** If you have already submitted mileage for this date, the duplicate flag will be set to yes. If this is NOT a duplicate - set the flag to no. If it is a duplicate delete the row.

	*From	*To	Look Up	*Miles	Total	Insert A Row	Delete A Row
1	BYRON CTR	6105 Wilson Avenue Southwest, Grandville, MI, 49418	<a href="#">Look Up</a>	6.00	6.00	+	-
2	6105 Wilson Avenue Southwest, Grandville, MI, 49418	HOME	<a href="#">Look Up</a>	42.00	0.00	+	-

2 row

- 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.
  - i. The user should take the **average mileage of up to 3 routes returned**. The miles must be manually entered into the Miles field.

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

11. **Home to Main – Lookup Mileage** page will populate:

**Home to Main - Lookup Mileage**

[Lookup Mileage Home to Main](#)

\*Miles: Home to Main

[Previous](#)
[Next](#)
[Save and Exit](#)

- a. Click “Lookup Mileage Home to Main.”

- i. A pop up will generate indicating that you will be directed to Map Quest.
- ii. Click "OK"
- iii. Map Quest will generate the mileage from your home address to the main campus. Insert the mileage into the "Miles: Home to Main" field.

12. Your daily reimbursable miles will calculate. Click "Next."

13. Meeting Pattern:

**Meeting Pattern**

If you make the same trips on a weekly basis - select the days of the week, and the date range. Generate will create entries for each day selected during the time period. Or you can enter each day in the grid below.

	Monday YN <small>⌵</small>	Tuesday YN <small>⌵</small>	Wednesday YN <small>⌵</small>	Thursday YN <small>⌵</small>	Friday YN <small>⌵</small>
1	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

- a. Based on the instructor's course schedule for the term, set the meeting pattern by toggling the day switches. **Only one meeting pattern per form submission.**
  - i. Example: MonWed, select "Yes" for Monday and for Wednesday.

14. Select Date Range:

**Select Date Range**

Select Start and End date, then Generate Dates

Start Date

End Date

- a. Select the start date and end date for the mileage pattern.
  - i. NOTE: You cannot select dates in the future.
- b. Select "Generate Dates."
- c. Dates will autogenerate:

**Travel Dates**

After dates generate, you must remove holidays, shutdowns and days you may have been absent.

	Date	Duplicate?	Day	Daily Reimbursable Miles	Mileage Rate
1	08/29/2023	<input type="radio"/> No	Tuesday	89.67	0.655000
2	08/31/2023	<input type="radio"/> No	Thursday	89.67	0.655000
3	09/05/2023	<input type="radio"/> No	Tuesday	89.67	0.655000
4	09/07/2023	<input type="radio"/> No	Thursday	89.67	0.655000
5	09/12/2023	<input type="radio"/> No	Tuesday	89.67	0.655000
6	09/14/2023	<input type="radio"/> No	Thursday	89.67	0.655000

- d. Duplicate Dates: Duplicate dates will appear if the date is on a previously started or submitted mileage reimbursement. Verify mileage was not previously submitted for this activity using the dates and Form ID numbers. Once verified, delete the row in question or change the duplicate flag to “No.”

15. **Non-Teaching Days**: Generating travel dates does not consider personal absences, holidays, or other nonteaching days. The adjunct is responsible for deleting any days they did not teach.

**Reminder: Remove Non-Teaching Days**

**Remove Non-Teaching Days**

**Non-Teaching days Include:** Holidays, Absences, Learning Days, Shutdown, Winter Break and days when campus is closed. If you don't recall your personal absences - use the "View Absences" button to show your reported absences.

[View Absences](#)

**Did you delete holidays, spring break or other days you didn't teach?**

No

- a. Select “View Absences” to review any absences recorded during that term.
- i. Remove any of the autogenerated dates to reflect absences, holidays, or other nonteaching days.
- b. Once absences have been reviewed and logged, toggle to “Yes”

**Did you delete holidays, spring break or other days you didn't teach?**

Yes

c. Click "Next."

**16. Totals - Acct:**

a. Total Reimbursement: The total reimbursement will populate for the mileage entered:

<b>Total Reimbursement</b>	
Reimbursable mileage	2510.76
Estimated reimbursement	1644.55

b. Account Number: Enter the number if known. If left empty - your BCO will enter the information.

Account	Fund	Department	Program	Class	Project
2512	11	0000	200	00	PROMISE

Account	Fund Code	FS Department ID	Program Code	Class Field
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

c. Click "Next"

**17. Affirmation:** Review affirmations and click "Submit."

## Reviewing Submitted Reimbursements:

1. Navigate to “Employee Forms” on the GRCC Online Center.
2. Select “View Submitted Forms”

The screenshot shows the 'Employee Self Service' interface with the 'Employee Forms' section active. On the left, a navigation menu includes 'View Submitted Forms'. The main area contains search filters for Form ID, Form Type, Form Status, Search Phrase, Supervisor ID, Supervisor, Submitter Empid, Submitted By, Employee ID, Name, and Original Date. Each filter has a 'Begins With' or 'is Equal To' dropdown and an input field. At the bottom are 'Search', 'Clear', and 'Save Search' buttons.

3. If known, enter Form ID and/or click “Search.”
4. Submitted reimbursement forms will populate. Select the desired form.

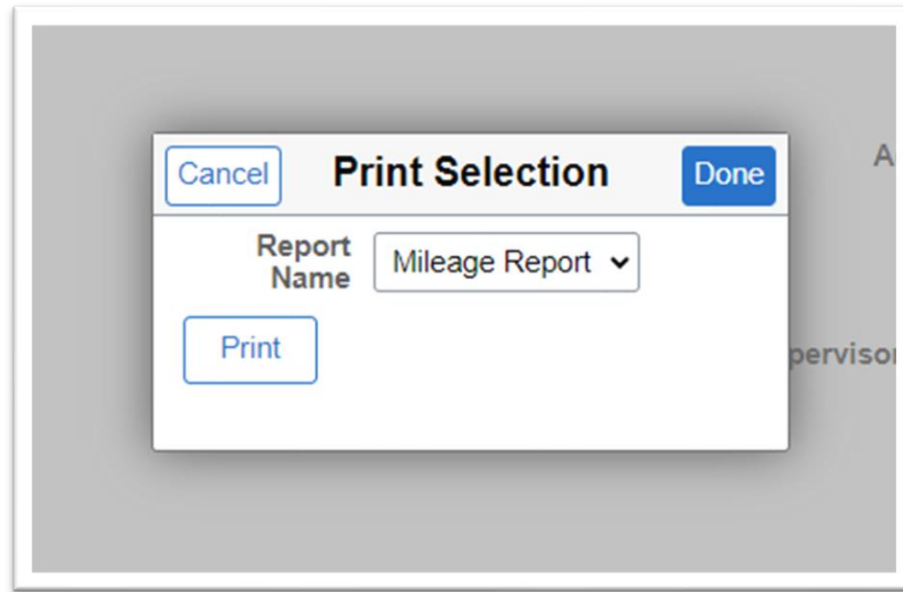
Form Type	Form Description	Search Phrase	Name	Supervisor	Submitted By	Form ID	Form Status	Original Operator	Original Date
GRC_MILREG	(blank)	ADJ Mig: 2023 Fall-2023-08-23 to 2023-12-13 MW	Locks, Goldie	Justin Fiene	Locks, Goldie	117986	Executed	<a href="#">View Form</a>	2024-01-16
GRC_MILREG	(blank)	ADJ Mig: 2023 Fall-2023-08-23 to 2023-12-13 TTh	Locks, Goldie	Justin Fiene	Locks, Goldie	117984	Executed	<a href="#">View Form</a>	2024-01-16
GRC_MILREG	(blank)	ADJ Mig: 2023 Summer-2023-05-06 to 2023-07-13 MW	Locks, Goldie	Justin Fiene	Locks, Goldie	117983	Pending	<a href="#">View Form</a>	2024-01-15

5. To view status of reimbursement, and determine where your reimbursement is in the processing que, click “Print” at the bottom of reimbursement form:

The screenshot shows the 'Request Mileage Reimbursement : Employee Information' form. It includes a search icon, a title, and a section for 'Employee Mileage Reimbursement Request' with instructions. Below that is the 'Employee Information' section with fields for Date Today (01/16/2024), Employee ID, Employee Record (Faculty/Adjunct-Psychology 0), Adjunct Mileage (Yes), Supervisor ID (Justin Fiene), and Which Term? (2023 Summer). At the bottom are 'Next' and 'Print' buttons.

6. Select “Mileage Report” from the print selection drop down box and click “Print”:





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.