MILEAGE ONLY EXPENSE REPORT - Log into PeopleSoft at <u>myportal.sdccd.edu</u> using the username & password that you use to log into your SDCCD computer. Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Travel Authorization



	Finance Dashboard		≙ ♀ ♥ ≡ Ø
Finance Dashboard			
Procurement V	New HCM and Finance Portal!	Employee	e Quicklinks =
Travel & Expense	2 PeopleSoft Human Capital Management (HCM) has replaced the Colleague Human Resources system and		MY PAYCHECKS
Travel Authorization	includes our new myPortal page. Please click on Read More for more information and help. FINANCE menu options are now in the Finance Service Center - click on the MENU tab above the District logo and click the		TIMESHEET
Expense Report	3 Finance Service Center link to expand the Finance Options. Read More		BENEFITS SUMMARY
Cash Advance		Ċ.	PERSONAL DETAILS
Request a Payment		Ŵ	FINANCE WORKLIST

Choose "Add" to create a new expense report

Expense Report			
Eind an Existing Value	Add a New Value		
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Add			
Find an Existing Value A	dd a New Value		

Select the "Mileage Reimbursement - ONLY" Business Purpose from the drop down box. Enter a brief "Description".

Create Expense Report				📙 Save fo	or Later 🛃 Sur	mmary and Submit
Caroline De Moll Caroline De Moll Caroline De Moll Covernance / Administration Mieage Reimburgement - ONLY Todessional Development Student Activities *Report Description Personal Car Use - October Reference	Default Location	<u> </u>	Quick Start	Populate from		V 60
Expenses ② Expand All Collapse All Add: 📴 My Wallet (0)	_			Total	0.00 USD	
*Date *Expense Type	Description	*Payment Type	~	*Amount	*Currency 0.00 USD	′]q + −
Expand All Collapse All				Total	0.00 USD	

Attach a supporting document (i.e., Miramar Mileage Form located on our website at <u>http://www.sdmiramar.edu/facultystaff/faculty-info</u> for monthly mileage reports or an internet map from Google or MapQuest showing the travel mileage.

Choose "Automobile Mileage" as the Expense Type. Click the grey arrow in front of Accounting Details and input the appropriate budget number provided by your Dean. <u>Note: the correct account code for mileage is always "5351" (xxxx-xxxxx-5351).</u>

Create Expense Report				📙 Save for La	ter 🛃 Summary	and Submit
Caroline De Moll @			Actions	Choose an Action	~	60
*Business Purpose Mileage Reimbursement - ONLY V	Default Location	Q		onoose an Action		00
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MIR01 Q	USD 1.0000	0000	2Q	5351 Q	Q	
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Click "Save for Later" followed by "Summary and Submit"

aroline De Moll 👔						Actions	Choose an	Action		GO
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On the next screen, click the check box to certify that the report is correct and click "Submit Expense Report"

			Actions Choose a	n Action	~	GO
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