

ENTERING MILEAGE REIMBURSEMENTS

Enter mileage via your Divvy App →



PROCEDURE:

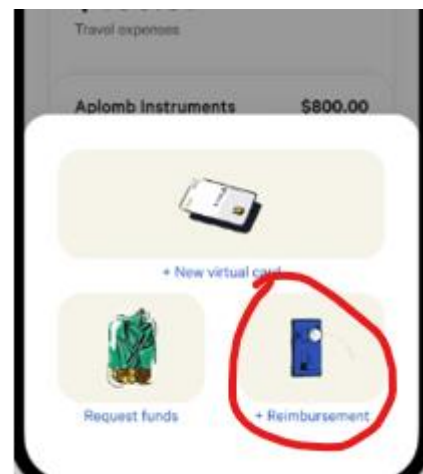
1. Click the + sign at the bottom of your screen
2. Click on the “reimbursement” box at the bottom
3. Click on the “mileage” box at the bottom
4. Click on “From Maps”
5. Enter your starting address (usually your campus address)
6. Enter the address where you went
7. Click on “Add stop” and enter the address for any round trips (usually your campus address)
8. Click on “Trip Date”
9. Click on “Category”
10. Click on “Travel-Local”
11. Click on “Location”
12. Click on “LIT”
13. Click on “Ministry ID”
14. Click on your department
15. Click on “Business Purpose”
16. Type in the reason for your travel
17. Then click the “Request” button at the bottom of the screen

Screenshots of each step for visual learners. 😊

Step #1



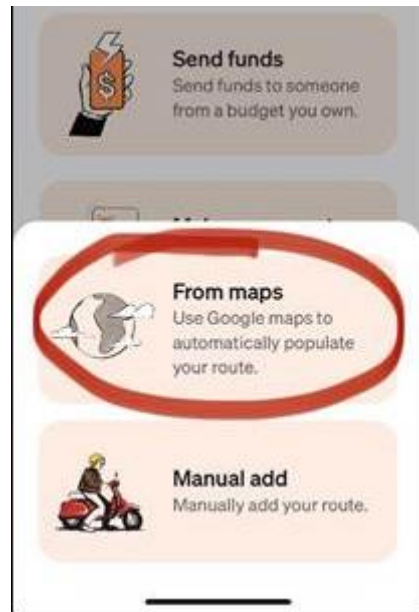
Step #2



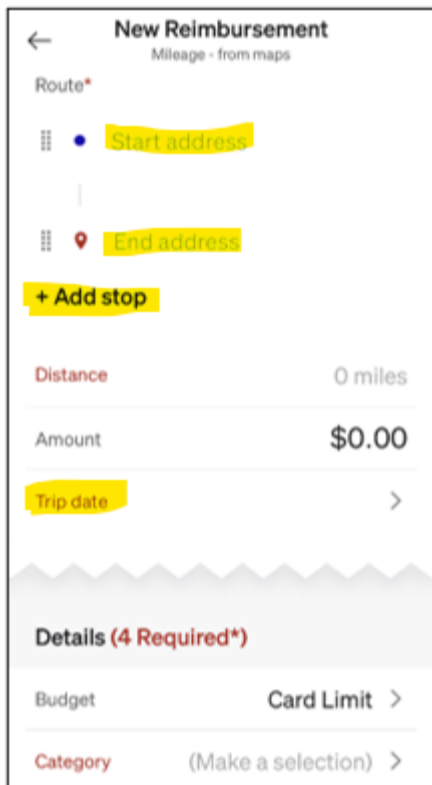
Step #3



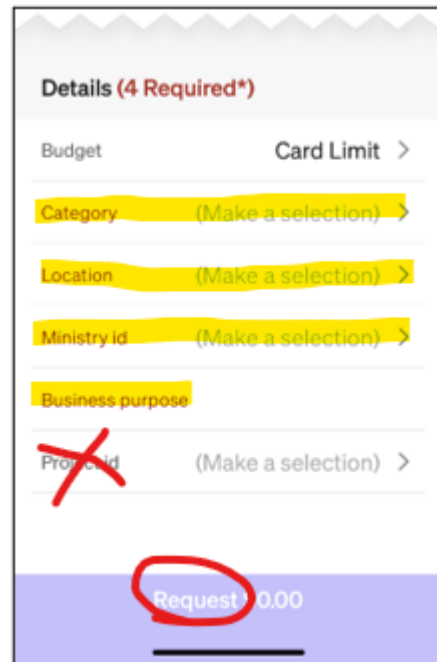
Step #4



Steps #5-#8



Steps #9-17



General IRA Mileage Reimbursement Guidelines:

- Mileage is not reimbursed for traveling to/from your home to your regular workplace
- Mileage is not reimbursed for short round trips of less than 5 miles
- Mileage is not reimbursed for traveling from your home to any location which is a shorter distance than you normally travel to your "regular workplace"
- When traveling from home to a non-regular location which is *further* from your house than your typical distance to work, you may be reimbursed the *difference* in distance