
COMPLETING THE AUTOMATED EXCEL MILEAGE REIMBURSEMENT FORM
(ACC-W041)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction provides “step-by-step” directions for employees to complete the Mileage Reimbursement form

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Account Clerks/Fiscal Services Technicians I

3.0 APPROVAL AUTHORITY:

Approved Signature on File

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 Macros – a series of commands and functions within Excel that can be used to automate certain tasks
- 4.2 Screen Resolution – viewing size of data on the computer screen. The form was designed with an assumed screen resolution of 1024x768. If the worksheets do not fit within the WIDTH of the screen, go to the menu bar, select VIEW > ZOOM and then decrease the percentage to allow the entire width to be viewed. This is not a required task for completion of the form.
- 4.3 Pop-Ups – Tips and helpful hints that “pop-up” for every field on the Master Worksheet and provide useful information as you are entering data
- 4.4 Escape – District’s financial software

5.0 WORK INSTRUCTION:

- 5.1 Select and open the Mileage Reimbursement Form (ACC-F004x) for the applicable calendar year for which the mileage expense was incurred
- 5.2 The form contains macros that will assist in the completion of the data.
 - 5.2.1 If you do not enable the macros, the buttons on the entry form will not work. However, the form will still calculate your mileage correctly.
 - 5.2.2 If you are not given the option to enable the macros, go to the menu bar and select TOOLS > MACRO > SECURITY, select the SECURITY LEVEL tab, select MEDIUM and then OK. Close and re-open the form prior to data entry.
- 5.3 Master Sheet – Upper Half
 - 5.3.1 **Orange** fields – Enter your personal information into these fields
 - 5.3.2 **Blue** fields – These fields may need to be edited from time to time. Additional information is provided in pop-ups if you hover the mouse over these areas.
- 5.4 Master Sheet – Lower Half
 - 5.4.1 Each colored table corresponds to the colored mileage worksheets (Microsoft XP users only). You can also refer to the labels on the right hand side of the tables.

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5.4.2 The information in these tables will automatically populate the fields in their respective worksheets for later printing.

5.5 Columns

5.5.1 Dates – Enter date of trip (e.g. 27 Nov)

5.5.2 Purpose of Trip – What was the purpose? (e.g. Meeting, Service Visit)

5.5.3 Destinations – Where did you go? Always starts and ends with work address. (e.g. Serna > John Still > Fremont > Serna)

5.5.4 Mileage – Enter in whole numbers. Round your mileage to the nearest mile. (e.g. 7.3 = 7, 7.5 = 8)

5.5.5 Parking/Tolls – Enter total amount spent on parking and tolls

5.6 Printing

5.6.1 Once all of your data is entered for the period, select the worksheet tab that you would like to print

5.6.2 Select the printer icon on the toolbar or PRINT within FILE in the menu bar

5.6.3 Ensure that you print each applicable worksheet

5.7 Resetting the Form

5.7.1 There are two (2) buttons on Master Worksheet. BE CAREFUL! Data deleted with these buttons is not retrievable UNLESS file was saved and not overwritten. There is no warning. If you hit these buttons, information will be deleted. Make sure to keep backups.

5.7.2 RESET ENTIRE FORM button – Deletes ALL data, including personal information. Only use this if you want to clear form of all data. (Use rarely)

5.7.3 RESET COLORED TABLES button – Deletes data within colored tables while preserving personal data on top part of form. (Use normally)

5.8 Once worksheets are printed and resetting is complete, obtain the necessary signatures (Supervisor, Director, Associate)

5.9 Once all required approvals are obtained, refer to work instruction ACC-W040 to create a requisition within the Escape financial system.

5.10 Once the requisition is created and submitted within Escape, place the requisition number on the appropriate Mileage Reimbursement Form and forward to Accounts Payable (Box 802B) for processing.

6.0 ASSOCIATED DOCUMENTS:

6.1 Mileage Reimbursement Form (ACC-F004x)

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A	N/A	N/A	N/A	N/A

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/04	A	Initial Release
4/21/05	B	Corrected Title and Format to ProMS Standard
3/31/08	C	Updated work instructions and associated documents

***** End of work instruction *****