



WAGEBACK


Mileage Entry

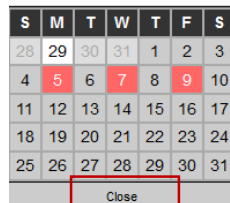
Mileage Entry Overview:

1. Enter Mileage.
 - Enter District Mileage is for in district building to building travel.
 - Enter Other Mileage is for travel to non-district locations. (Ex. A trip from your home building to the bank to make a deposit)
 - Mileage entries are saved to a Travel Log.
2. Submit Travel Log
 - From the travel log you can View, Delete, and Submit Travel Log to Supervisor for reimbursement. (Nothing will be paid until mileage has been submitted and approved by your supervisor)

Enter District Travel

1. Begin by selecting date(s) for travel.

- Click the Calendar 
- Choose date(s)

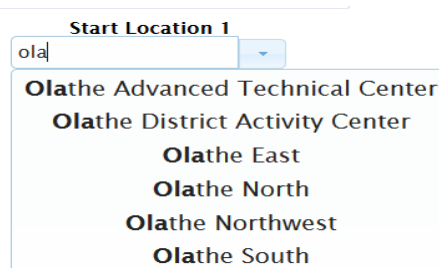


S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Close						

- Click Close

2. Next Choose a Start and End Location

- You can select from the drop down or
- Use the type ahead feature by typing the name of your starting location






Start Location 1

ola

- Olathe Advanced Technical Center
- Olathe District Activity Center
- Olathe East
- Olathe North
- Olathe Northwest
- Olathe South

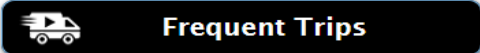



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- You can add as many destinations as you need by clicking the add location button. 
 - If there is only one trip, and travel is round trip click Round Trip and the mileage from start and end location will be doubled.
- If you have more than one destination and need to delete the last one, click the delete location button. 
- 3. Enter a descriptive reason for your travel.
- 4. Click Save Trip. 
 - This saves your trip to your travel log.
- 5. Once all trips are entered you can review/edit and submit your entries from the Travel Log screen.



Frequent Trips

The Frequent trips feature is a one click way of entering start/end location(s) for frequently traveled routes.


1. Click Frequent Trips to show your frequent trips. 
2. Click a trip. This will fill out all start/end locations.

Trip	Description
BE,HMC,HMC,CST,CST,CT	mwf
CBAC,ODAC,ODAC,EC	
3. Enter a descriptive reason for travel.
4. Click Save Trip. 
 - This saves your trip to your travel log.

Give a frequent/recent trip a description.

1. Click the expand button 
2. Enter a description.
3. Click save. 

Enter Other Travel





1. Begin by selecting date(s) for travel.
 - Click the Calendar 



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- Choose date(s)
- Click Close

S	M	T	W	T	F	S
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Close						





2. Enter a Start Location.
3. Enter an End Location.
 - You can continue to add more trips by clicking on the add location button. 
 - You can remove any leg of the trip by clicking on the delete location button. 
4. Click the calculate mileage button to calculate the mileage for all trips. 
 - You can adjust the default routes by dragging any of legs to the desired route.
5. Enter a descriptive reason for your travel.
6. Click Save Trip. 
 - This saves your trip to your travel log.
7. Once all trips are entered you can review/edit and submit your entries from the Travel Log screen.



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Manage Travel Log

Unsubmitted Miles:

1. Verify all data entered is correct.
2. Select the trip(s) you want to submit to your supervisor.
 - a. If the data entered for any trip is incorrect, you can edit or delete the trip.
 - i. To Edit
 - 1> Click the edit button next to the trip that you would like to edit. 
 - 2> Update the incorrect data
 - 3> Click update log. 
 - ii. To Delete
 - 1> Select the incorrect trip(s)
 - 2> Click the Delete Trip button. 
 - 3> Re-enter trip with correct info and submit to supervisor.
3. Click Submit.  Your supervisor has now been notified of your submission.

Travel Log:

See all past submissions in the Travel Log section.

1. If the data entered for any trip is incorrect and the Status is not "Paid"
 - a. Select the incorrect trip(s)
 - b. Click the Delete Trip button. 
 - c. Re-enter trip with correct info and submit to supervisor.

Reports

1. Click on the report you would like to run.
2. Fill out all pertinent selection criteria.
3. Choose the desired output type.
4. Click Submit.