

In District Mileage Program Instructions

ENTERING DAILY MILEAGE:

Open Web Browser and type in <http://mileage.wscschools.org> (Login is the same as your primary district login.)

Click on ***Mileage by Building***. Select date by clicking on the calendar. (The program will compute distances between West Seneca school buildings, non-publics and BOCES by selecting the locations from the dropdown menu.) Enter the start location, each stop and ending location. Each leg of the trip must be entered separately and will calculate separately. (Date must be reentered each time.)

Example: East Senior, Winchester Elementary (Save);
Winchester Elementary, Allendale Elementary (Save);
Allendale Elementary, East Senior (Save);

Click on ***Mileage by Odometer*** for traveling to places other than regular West Seneca locations. Enter start and ending odometer readings; OR use MapQuest and enter the total miles in the "End" field. Leave start field blank. Do NOT use commas, dashes or slashes in any of the fields. Enter description of travel including from/to location with destination address.

Example: Start: 46932 End 46935 Allendale to ABC School
Start: 46935 End 46938 ABC School to Allendale

Fill in the appropriate information for each day of travel. The information will be saved.

IMPORTANT: Use care in entering actual dates traveled. Attendance records and district calendar are checked regularly. Mileage from home to work and work to home is not eligible for reimbursement.

SUBMITTING MONTHLY REPORTS FOR REIMBURSEMENT:

At the end of every month, click on REPORTS. Select the month and year, then click SUBMIT. (This step is only **SAVING** the information. It **DOES NOT** send it!) Check the information that comes up, then click on **PRINT VERSION** (in the upper right corner). Then open and print the report.

On the printed copy, make sure your name is printed at the top. **Fill in your assigned Vendor # and Budget Code and sign the bottom of the form.**

Make a copy for your own records and send the original to Sandy Pawlak at the Business Office.

FORMATTING MONTHLY REPORT OUTPUT:

Select Print Preview prior to printing. The page width may format to two pages wide. To avoid this, under *Page Scaling*, select *Fit All Columns on One Page*.

QUESTIONS:

For computer program, contact: Rick Wloch at X3818.

All other questions, contact: Sandy Pawlak at X3111.