

## **BUSINESS MILEAGE INFORMATION**

This year, we will be reimbursing mileage through the SCView Mileage Module only. We will no longer accept paper forms. If you are unable to access SCView or do not know how to operate the Mileage Module, please refer to the attachment labeled "How do I Use the SCView Mileage Form," ask your Building Secretary to show you, or call me (Kim Humphrey) at 13105 for assistance. Please have a Purchase Order for mileage in place before you submit information to the Mileage Module for reimbursement. To use the Mileage Module, please do the following:

1. Login to SCView and click the "Tools" menu.
2. Click on "Mileage."
3. At the top of the page, you will see "Add New." Click on this.
4. Fill out the form. Detailed instructions are in the attachment labeled "How do I use the SCView Mileage Form."
5. Submit your form, and you have completed your part of the reimbursement process. Your check/ACH will be processed in the next check run after it is approved by your Principal/Department Head and the Treasurer.

If you have any questions, please let me know.