BUSINESS MILEAGE INFORMATION

Please, ask your Building Secretary or Administrator's Secretary to create a mileage purchase order for you before you submit any mileage information for reimbursement. Once you have done this and received your new purchase order number via email, you may give your mileage information to your Building Secretary or Administrator's Secretary, and he/she will enter it into the SCView Module for reimbursement. Please send all mileage in at the end of each quarter.