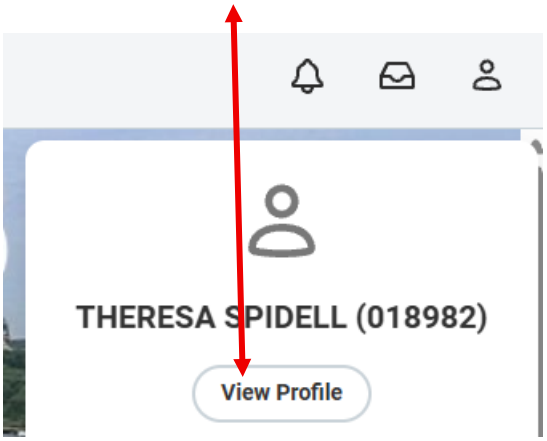
Audience: Employee

Automobile Mileage Reimbursement

🎯 This job aid explains how to make entries to be reimbursed for miles driven for City business purposes.

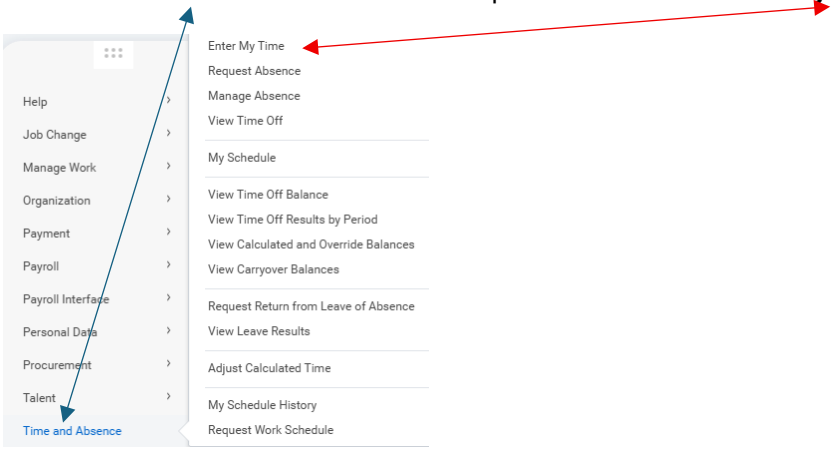
1. From the **Home** page, select the **Personal Profile** icon in the upper right-hand corner of the screen.
2. Select **View Profile**



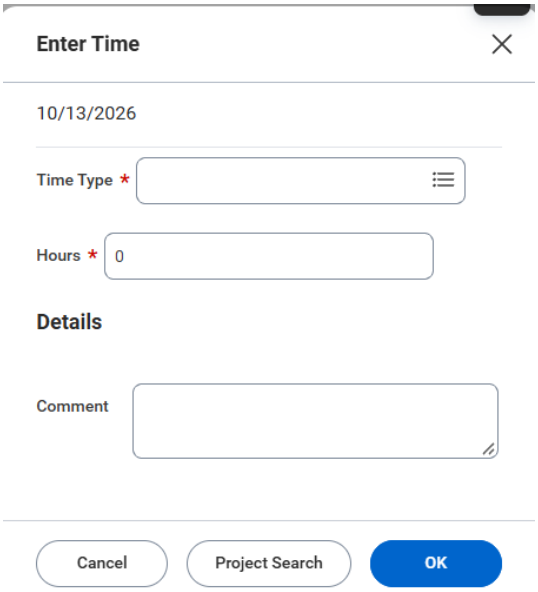
3. Along the left-hand side, click on the three dots next to the Employee's Name – this is one way to access the Actions button



4. Locate **Time and Absence** from the drop-down list. Select **Enter My Time.**



5. A Time Entry Calendar will appear. Double-click on the day you would like to enter mileage for.
6. A "**Enter Time**" pop up box will appear for the day selected.

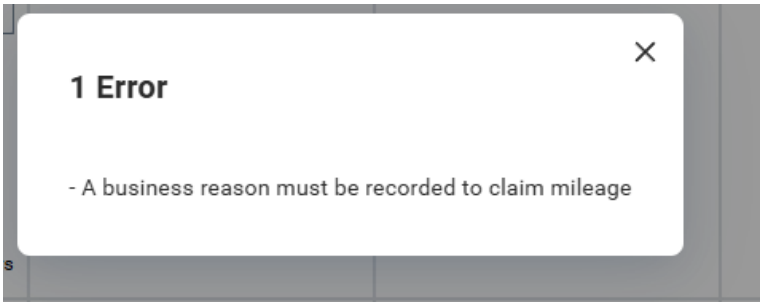


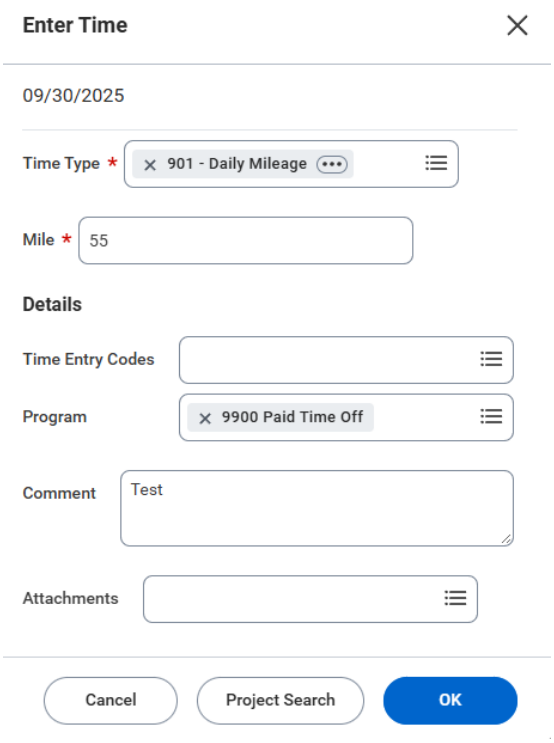
There are two ways to enter Daily Mileage – Using the Time Type 901 – Daily Mileage or using a Grant Code or Project Number Code. Follow the instructions for the proper entry being used.

If entering Daily Mileage by using Time Type 901 – Daily Mileage

If entering Time Type **901 – Daily Mileage**, enter the following **required** fields:

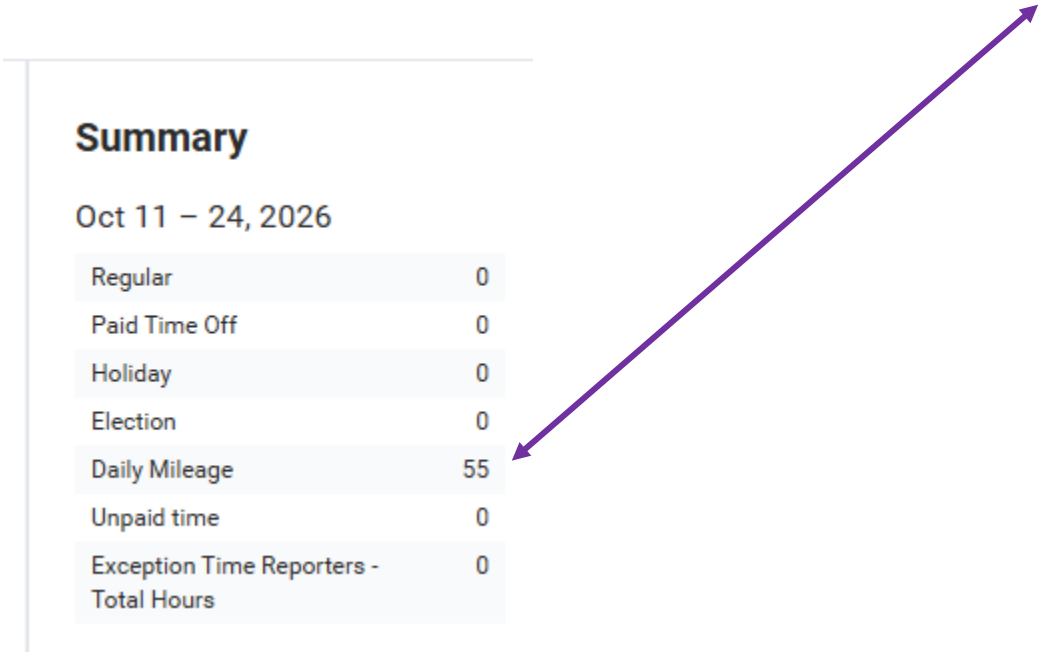
- **Time Type**, enter **901 - Daily Mileage**.
- **Mile**, enter the total amount of miles being claimed.
- **Program**, enter the 4-digit program code
- **Comment**, enter the business reason for submitting the mileage. A comment does need to be entered, if no comment is entered, the mileage can be entered on the time block, but it will not be able to be submitted. If this happens, the message below will appear:





- Click **OK**

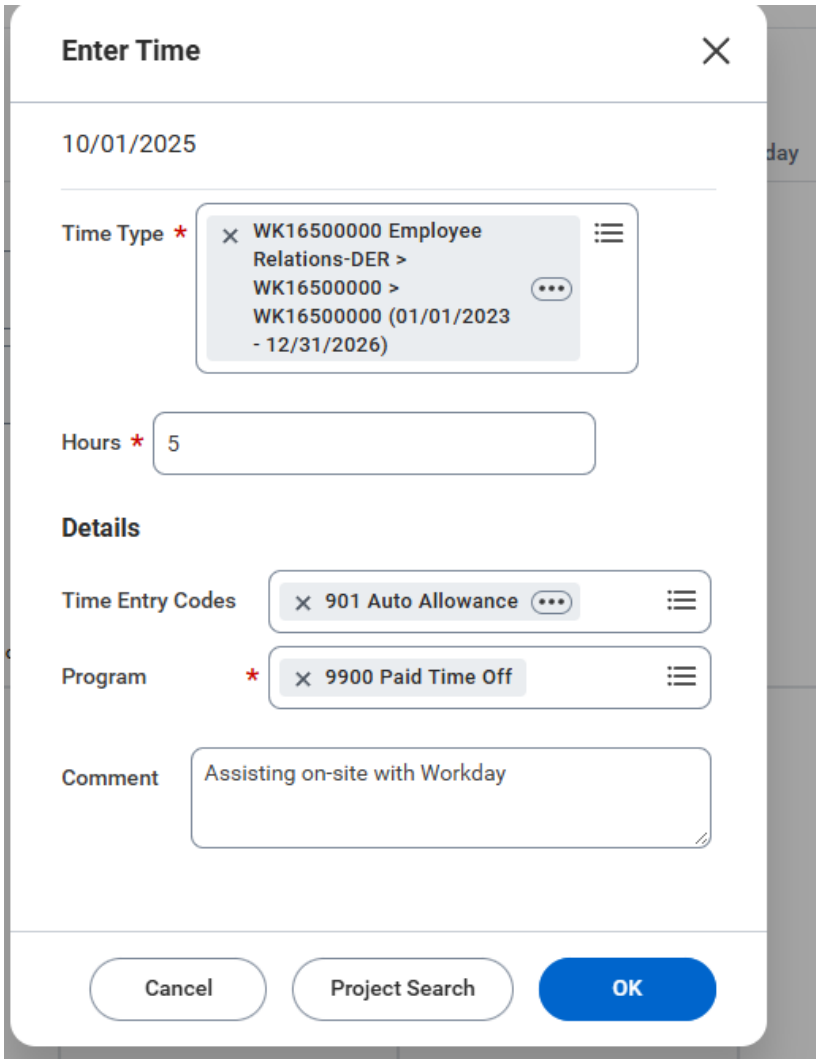
The Daily Mileage amount entered will appear in the Summary on the right-hand side under **Daily Mileage**.



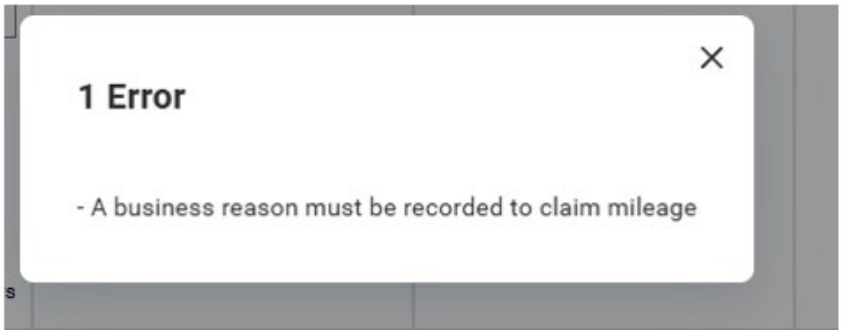
If entering Daily Mileage by using Time Type with a Grant or Project Number:

If entering a Grant or Project Number, enter the following **required** fields:

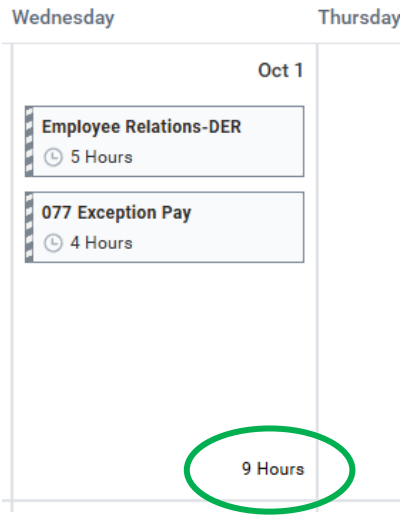
- **Time Type**, enter the grant or project number.
- **Hours**, enter the total amount of miles driven (Workday will convert this into miles).
- **Time Entry Codes**, enter **901** for Daily Mileage
- **Program,** enter the 4-digit program number



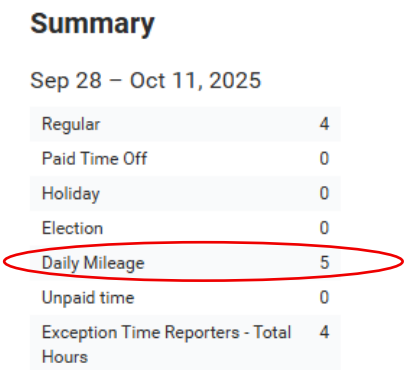
- **Comment**, enter the business reason for submitting the mileage. A comment does need to be entered, If no comment is entered, the mileage can be entered on the time block, but it will not be able to be submitted. If this happens, the message below will appear:



As noted above, the daily mileage was entered into the Hours section. Workday converted the hours to mileage. Please note that shows as hours daily total.



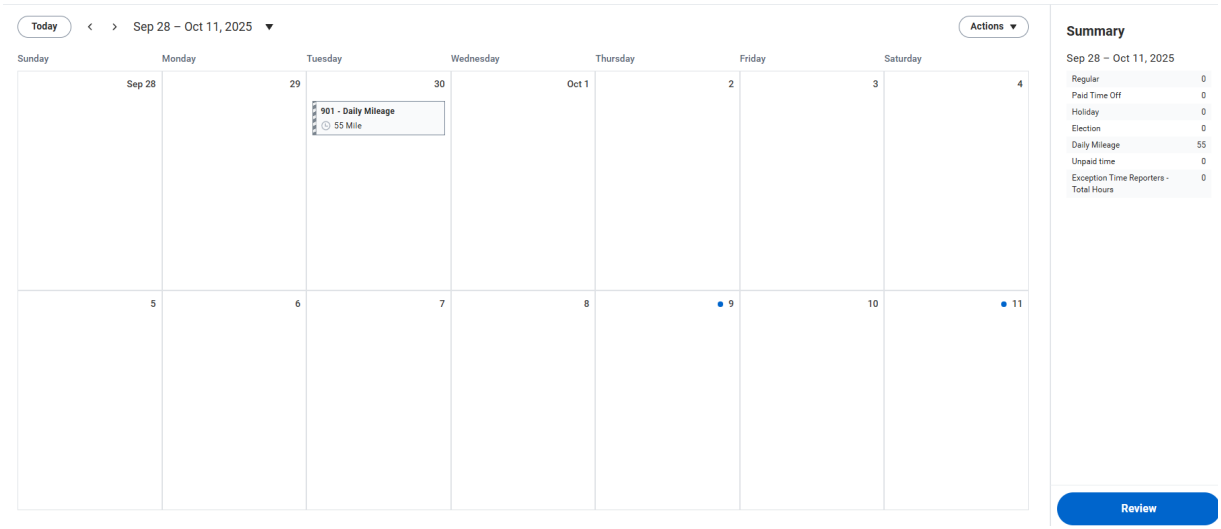
Do note that the daily mileage entered in the Hours carries over to the Summary and is translated to miles here:



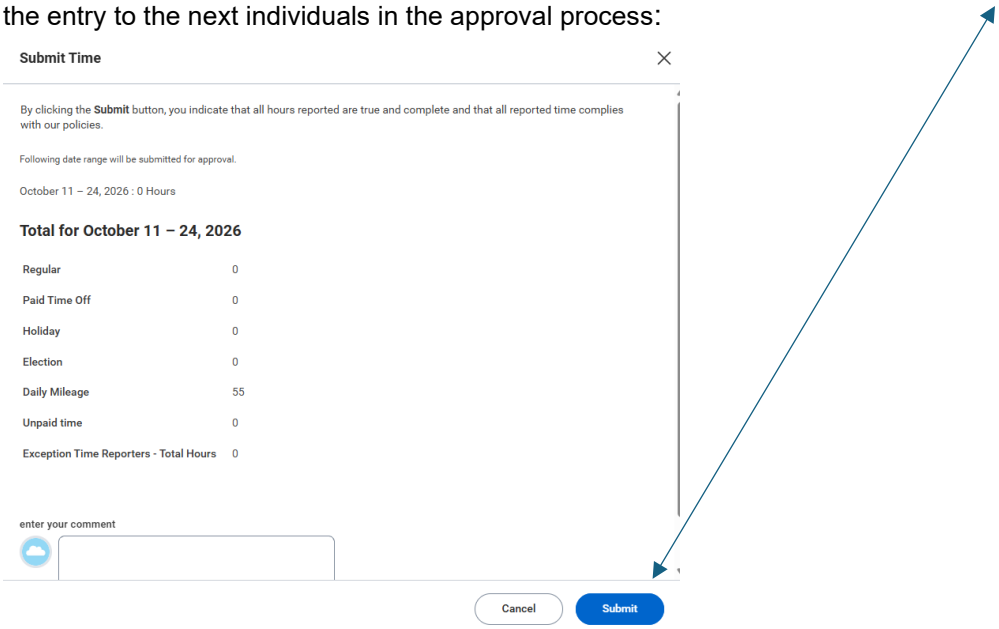
After the Daily Mileage is entered on the Time Block using either method indicated above, move on to the Review and Submit process.

NOTE – Mileage reimbursement does not need to be submitted daily, but it must be reported daily. Mileage and time entry can be done on the same day and can be submitted to the manager.

If the entry is ok, click **Review**.



The following screen will appear. If all items appear to be entered correctly, hit the **Submit** button. This will route the entry to the next individuals in the approval process:



This task is now complete.