

Sarasota County School Board Frequently Asked Questions (FAQ) In County Mileage Reimbursement Via the Employee Portal

Where do I find the Employee Portal – Access the employee portal via the school board website <http://sarasotacountyschools.net/employees.aspx>

How do I log into the Portal – Log on to the portal using your ID (A number) and PIN (or last 4 digits of SSN).

Where do I find the area to input my trips – Click the Reimbursements menu item in left margin, then click the Mileage menu.

How do I enter my trips - For a new claim, click the Enter New Claim button and enter the “Claim Date” (First date of the next month that you are entering mileage for) i.e.: July travel would have Claim date of 08/01/XX.

Then:

1. Either enter the travel date (MM/DD/YYYY) or click the calendar icon to select the date.
2. Enter your starting location in the From field. As you type the location name, a list will appear that you can select your location. Travel location is based on department/cost center name or Landings.
3. Enter your destination in the To field. As with the From field, as you type the location name, a list will appear that you can select your location.
4. Select the Yes button if this is round-trip travel; default is one way (No button). Your Miles will automatically change based on the Round Trip indication.

What is the claim date - This should be the first date of the next month you are requesting funds for (see above).

What if I already saved my trips and I now have more for the month - To edit an existing claim or to add more dates of travel, click appropriate underlined (hyperlink) Claim Date. Now enter new or change existing.

What if I travel to somewhere other than a School Board site or Charter School - If either the From location or the To location or Both are not Sarasota County School destinations or charter schools, you can enter the name of the From or To location and the number of miles. For example if you started from the Construction Services and went to a meeting at the Sarasota County “Bob” Building and the distance was 2.5miles, then you would select Construction Services in the From field, enter Sarasota County “Bob” Building in the To field and enter 2.5 in the Miles field. Then select Yes if it was a round-trip (miles will change to 5) or leave the default of No (miles will remain 2.5).

If I entered something by mistake how do I remove it – Entries can be removed by simply clicking the red X under delete.

Can I enter more than one trip for the same day – Yes, simply enter the date again and your next from and to.

Do I have to enter everything at one time - You can enter daily or enter the whole month at one time, it is your choice to make.

I have entered my trips now what – Once all entries have been completed, do one of the following:

- a. If you are entering your travel as you complete them and have more to enter before the month end, then click the “Save, I’m not finished” button.
- b. If you are done entering all of your travel for the month, then click “Submit” button, **this should only be done on or after the last day of the month**. Clicking the “Submit” button starts the approval process and you can no longer edit this Claim Date.

Can I submit before month end - No, all travel must be submitted after the last day of the month, Finance will not pay for a partial month.

What if I accidentally hit submit before the end of the month – Contact your bookkeeper to return the document to you. It will then be back in your portal.

Who has to approve my travel – Once you submit your months travel, it will go to the bookkeeper at your cost center to approve then to your cost center head for approval. Your submission will then go to Accounts Payable for processing.

How will I receive my payment - Reimbursement will be processed and direct deposited into your bank account on file for Payroll within a few weeks of approval of your cost center head.

How can I tell the status of my claim – The status can be found in the portal, where you enter your mileage.

Is there a minimum amount before payment will be issued – For district savings, a payment will not be issued until your accumulated months total more than ten dollars. Example, if your travel for July amounted to \$6.40 payment will be held. If your travel for month ending August was \$5.40 payment would be made for \$11.80.

Where do I see notification of my payment and amount - Notification of deposit can be found in the portal under Reimbursements.

Who do I call if I have questions - If you have any questions regarding this process, please do not hesitate to contact Financial Services at any of the numbers below:

Marina Vastag	927-9000 x31335
Becky Morgan	927-9000 x31321
Gary Wilson	927-9000 x31338
Carrie Hannabass	927-9000 x31304