Sarasota County School Board
In County Mileage Reimbursement
Via the Employee Portal

In County mileage information will be entered through the district Employee Portal. Each one-way or round-trip travel trip will be entered on the Reimbursement>Mileage screen. When all travel has been entered for the **month**, the page will be submitted and will begin the approval process. Once approval has been completed your submission will go to Accounts Payable and your reimbursement will be processed and direct deposited into your bank account on file for Payroll.

Below are the steps to enter your mileage through the employee portal:

Mileage will be reimbursed monthly for the previous month travel. Travel information can be input daily using the "Save, I'm not finished" button. Do not use "SUBMIT" button until the month is complete as this will generate a payment request that is submitted to cost center head for approval. Please follow the steps below.

1. Open your web browser
2. Access the employee portal through the School Board website
    http://sarasotacountyschools.net/employees.aspx.
3. Log on to the portal with your User ID and PIN (or last 4 numbers of SSN).
4. Click the Reimbursements menu item.
5. Click the Mileage menu item.
6. Do one of the following:
    a. 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) ie: July travel would have Claim date of 08/01/XX.
    b. To edit an existing claim, click appropriate underlined (hyperlink) Claim Date.
7. Either enter the travel date (MM/DD/YYYY) or click the calendar icon to select the date.
8. 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.
9. 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.
10. Select the Yes radio button if this is round-trip travel; default is one way (No button). Your Miles will automatically change based on the Round Trip indication.
    a. Special Note: If either the From location or the To location 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).
11. Repeat steps 7 through 10 for all of your travel dates (you can have multiple entries for the same date).
12. Entries can be removed by simply clicking the red X under delete.
13. 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 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.

14. Your mileage claim is complete.
15. Payment will be direct deposited into your bank account that is on file with the payroll department after the approval process is complete. Notification of deposit can be found in the portal under "Reimbursements".

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
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