

Completing the FY23 Mileage Claim Reimbursement

Note: All fields that have a red asterisk (*) require information before the form can be submitted. Please fully complete the form before attempting to submit for approvals / processing.

Also, the information used to completed fields in *this illustration is for training purposes only.* Please remember to use information specific to you.

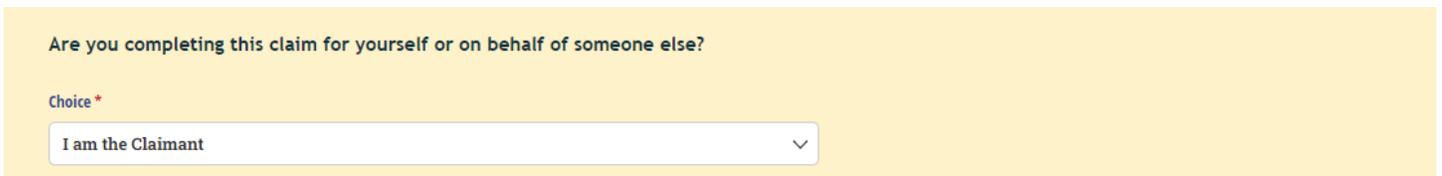
Part A: Setting the Stage

*****This section describes how to set up the form to ensure a simple process and speedy payment.*****



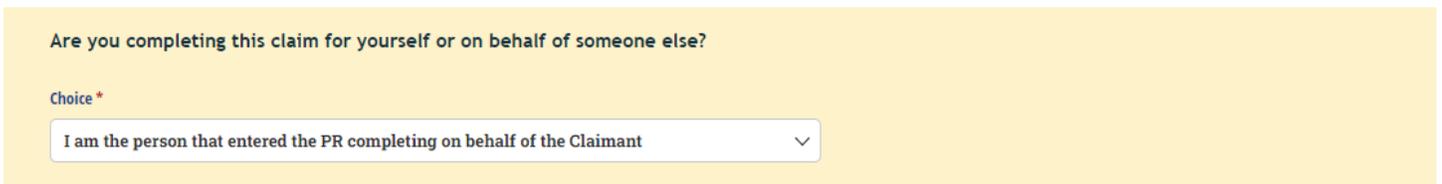
The screenshot shows the top of the form with the OKCPS logo and the title "FY23 Mileage Reimbursement Claim". Below the title, there are two columns: "Entry ID" and "Processed". The "Entry ID" field contains "FY23_". Below this, the question "Are you completing this claim for yourself or on behalf of someone else?" is displayed. Underneath the question is a dropdown menu labeled "Choice *" which is currently empty.

First field is a drop down with 2 choices.



This screenshot shows the dropdown menu from the previous form with the option "I am the Claimant" selected.

1) *I am the Claimant.* Choose this if you are completing the claim for yourself.



This screenshot shows the dropdown menu from the previous form with the option "I am the person that entered the PR completing on behalf of the Claimant" selected.

2) *I am the person that entered the PR completing on behalf of the Claimant.* Choose if you are completing this for someone else and you are the person that entered the PR.



This screenshot shows the form fields for the person who entered the PR. The title is "Person that entered the PR (Financial / Site Secretary)". There are two fields: "Name *" with the value "Cuddles McFee" and "Email *" with the value "blbanks1@okcps.org".

Second Field: This should be the name and email address for the person that initially created the mileage PR (Requisitioner). This is normally the Financial Secretary for your Department / School / Group. It is important that you know who this person is and that the correct name and email information are entered.

Department Name *	Site # *	PO Number *	Fund *	Close PO after claim is paid?
<input type="text"/>	<input type="text"/>	<input type="text" value="Contact your requisitioner"/>	<input type="text" value="11000"/>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
<i>Please contact the requisitioner if you don't have this information.</i>		<i>Please contact the requisitioner if you don't have this information.</i>		
Claimants Name *	Claimants Email *	Claimants ID *	Job Title	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>First & Last Name</i>				

Third Group of Fields: This information is specific to you. If you are unsure of the PO Number and Fund, please contact the person that entered your initial Mileage PR (Requisitioner). Also, each year as the mileage POs are issued, team members should receive a copy of the mileage PO.

The PO will have the PO Number, Fund Number and Requisitioner information needed to complete this form for payment. See the snip-it below of a Staples PO. This is only an example, however all POs contain the same basic information:

 **OKLAHOMA COUNTY SCHOOL DIST I-89**
 Oklahoma City Public Schools
 P.O. Box 36609, Oklahoma City
 OK 73136-6609
 www.okcps.org

Financial Services - Purchasing
 Location: 615 N. Classen, Oklahoma City, OK 73106
 Email: purchasing@okcps.org

PURCHASE ORDER

VENDOR ADDRESS

STAPLES BUSINESS ADVANTAGE
 DBA STAPLES CONTRACT COMMERCIAL
 500 STAPLES DRIVE
 FRAMINGHAM MA 01702-0409

Vendor No: 308333
 Phone: 405-635-4125 Fax: 503-305-8104
 Email: CRAIG.FERGUSON@STAPLES.COM

INFORMATION	
PO Number	: 4523006924
Date	: 02/01/2023
Payment Terms	: within 30 days Due net
Delivery Term	: Free on Board
Delivery Date	: 02/09/2023
Buyer/Phone	: Rashelle Caliebe / 405-587-1052
Sp. Inst.	

Person that created your PR (Requisitioner)

SHIP TO: CLARA LUPER CENTER FOR ED. Financial Services - Finan
 615 N. CLASSEN BLVD.
 Oklahoma City OK 73106

REQUESTED FROM:
 Financial Services - Finan
 Requestor: jlbanks
 615 N. Classen
 Oklahoma City OK 73106

THIS PURCHASE ORDER IS CONSIDERED VOID 120 DAYS AFTER DATE OF DELIVERY. PAYMENT OF INVOICES ARE BASED ON THE QUANTITY AND PRICE OF ITEM(S) AS STATED ON THIS PURCHASE ORDER. PRODUCT SUBSTITUTIONS OR UNIT PRICING CANNOT BE ALTERED/CHANGED WITHOUT PRIOR WRITTEN APPROVAL FROM THE BUYER. DO NOT SHIP ANY BACKORDERS AFTER THE VOID DATE UNLESS SPECIFICALLY AUTHORIZED IN THE BODY OF THIS PURCHASE ORDER.

Item	Material/D	Quantity	UoM	Net Price	Net Amount
0010	24523528 - M...y Planner Fund : 11000 Fund Center : 031 Project : 000	12	EA	10.64	127.68

Mileage Reimbursement Claim

Part B: Reporting Miles

This section covers the various methods available to report miles included on this claim form. Please review each method before beginning the form.

Would you like a copy of our Excel worksheet to help you list daily mileage? Click here to download. [Excel Daily Mileage Log](#)

Resource: We've offered a link to our Excel Daily Mileage Log next. Click the Red Highlighted text to download an Excel file and save it to your computer to record mileage; Daily or Weekly. This Excel spreadsheet is equipped with drop-downs of all District buildings with mileage total from location to location and a second tab available with a simple spreadsheet.

At the end of the month, the completed spreadsheet can be uploaded to the claim form to be submitted as backup.

Select Time Frame *

1/1 - 12/31/2023

First Field: Select Time Frame. After selecting the appropriate time frame, Cognito will offer the corresponding tables that calculate reimbursement claims at the rate for the selected time frame.

Below are illustrations of two different methods of submitting mileage back up.

First we will review the method of entering time directly in to the form:

Select the below to enter miles into the form.

- *select the option below 'I will be uploading documentation', and*
- *follow the steps below under 'When attaching documentation enter...'*

Will you be attaching a mileage document in lieu of entering each line in the table below?

I will NOT be uploading documentation but will enter a line for each trip in the table below.

However if you wish to enter each trip in the table provided below, please complete each column with the information outlined below:

- *date of trip (column 1),*
- *beginning group 'Group 1'(column 2),*
- *beginning location (column 3),*
- *ending group 'Group 2'(column 4),*
- *ending location (column 5),*
- *reason for trip (column 6), and*
- *total miles for the trip - Auto Populated (column 7).*

Claims for Timeframe 7/1 - 12/31/2022

In-District Mileage: (All travel within OKC)

Date	Group 1	From Name	Group 2	To Name	Description	Total Miles
⊗						0.00

+ Add Another Trip

Out-of-District Mileage OR When uploading documents: (Mileage Not Included In Drop Down)

Date	From	To	Purpose of Trip	Total Miles
⊗				0.00

+ Add Another Trip

Number of miles x 0.625

Total Claim \$0.00

Read This

This is for In-District Mileage.

This is for everything else.

Number of miles x 0.625

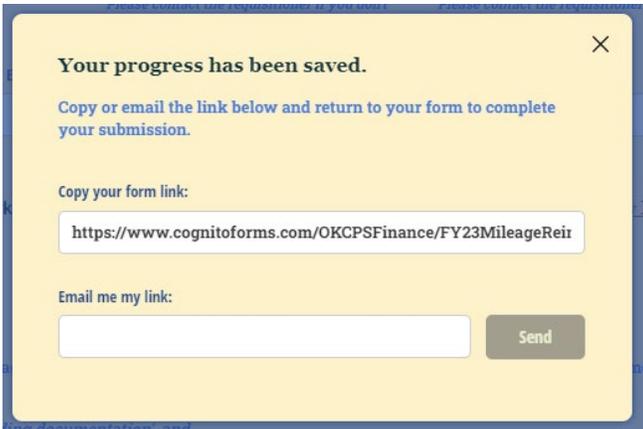
$$=(\text{Total} + \text{Total}) \times \text{Rate} = \text{Total Claim}$$

Important Helpful Hint:

Please note; Cognito offers a handy ‘Save’ button in the bottom right corner of the form. This feature allows users to begin a form and pause until the user is ready to enter more data. Just scroll down to the bottom right corner and click the save button:



This dialog box will open allowing the user should enter their email address:



Enter your email address in the bottom field and click ‘Send’. An email will be sent to the email address entered. It will contain a link allowing the recipient to resume the form. The form can be saved as many times as you like to complete the form.

This function is used to enter daily or weekly mileage without out loosing data.

Remember to **NEVER** close the tab of an open form without saving it first. All data entered in the form will be lost if it isn't saved first.

Second we will review the method of uploading documentation to the form:

Select the below to upload documentation to the form.

Select Time Frame
7/1 - 12/31/2022

Multi-line/page travel documentation / mileage logs can be uploaded in the drop box below. If you would like to upload a document containing all of the appropriate information,

- select the option below 'I will be uploading documentation', and
- follow the steps below under 'When attaching documentation enter...'

Will you be attaching a mileage document in lieu of entering each line in the table below?

I will be uploading documentation.

When uploading documentation enter a single line to summarize the attachments by:

- leave blank, (column 1),
- first date on your claim (column 2),
- last date on your claim (column 3),
- "Business Travel" (column 4), and
- total miles on your claim (column 5).

Claims for Timeframe 7/1 - 12/31/2022

Enter the above requested information in this table.

Out-of-District Mileage OR When uploading documents: (Mileage Not Included In Drop Down)

Date	From	To	Purpose of Trip	Total Miles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

+ Add Another Trip

Number of miles x 0.625

Total Claim \$0.00

=Total X Rate= Total Claim

Uploading documentation: Open the file where you've saved the mileage log and drag it to the Upload Section below.

Mileage Documentation

Upload or drag files here.

Missing Something?

If you'd like to request a new location be added to the drop down or a revision to an existing location [Click here.](#)

Resource: If you'd like to request a location added to the drop-downs or a current total miles revised. Click here.

Mileage Reimbursement Claim

Part C: Submitting for Approvals / Payment

Next, we will go through the steps of forwarding the claim for processing and ultimately for payment.

If you selected, 'I am the person that entered the PR completing on behalf of the Claimant' the form will offer a tile allowing you to forward the claim on to the Claimant (see below).

If the claim is ready to send, select 'Yes' in the *Claimant: Send for Approval* and scroll to the bottom left corner and click 'Submit for Approvals'.

Employee Entering the PR's Approval

Note: This information was entered in Step one and Cognito copied it here.

Cuddles McFee-

Please forward this form to the Claimant for approval by clicking the 'Forward to Claimant' below and click the 'Submit for Approvals' in the bottom left corner.

Forward to Claimant

No Yes

Claimant's Approval

Note: This information was entered in Step one and Cognito copied it here.

Barbara Banks,

If you are ready to send this for approval:

1. Select 'Yes' in the 'Claimant: Send for Approval' field below and enter your signature,
2. Enter the 'Name' and 'Email' ONLY in the Supervisor's section below, and
3. Scroll down the the bottom left corner and click the 'Submit for Approvals'.

Thank You

Claimant: Send for Approval

No Yes

Read This

Submit for Approvals

If you selected, 'I am the Claimant' the form will offer below.

If you are ready to send, select 'Yes' in the Claimant: Send for Approval toggle and scroll to the bottom left corner, enter your signature and click "Submit for Approvals".

Claimant's Approval

Barbara Banks,

Note: This information was entered in Step one and Cognito copied it here.

Read This

If you are ready to send this for approval:

1. Select 'Yes' in the 'Claimant: Send for Approval' field below and enter your signature,
2. Enter the 'Name' and 'Email' ONLY in the Supervisor's section below, and
3. Scroll down the the bottom left corner and click the 'Submit for Approvals'.

Thank You

Claimant: Send for Approval

No Yes

Signature

Barbara Banks

draw type

Claimant's Supervisor

Name: Shannonn Meeks

Email: smeeks@okcps.org

To Approve:

- Select yes in the "Approve" toggle below,
- Enter your signature & approval date, and
- Click the 'Forward for Processing' in the bottom left corner.

Thank You!

Approval

No Yes

Submit for Approvals

Supervisor's Signature:

Supervisor should review and complete the steps below. The form will then be routed to the person that create the original PR (Requisitioner) for Goods Receipt.

Requisitioner should follow the directions in the last tile and click the Submit button in the bottom left corner.

Claimant's Supervisor

Name: Shannon Meeks
Email: smeeks@okcps.org

Read This

To Approve:

- Select yes in the "Approve" toggle below,
- Enter your signature & approval date, and
- Click the 'Forward for Processing' in the bottom left corner.

Thank You!

Approval: No Yes

Supervisor's Signature *
Shannon Meeks

Date Approved *
2/16/2023

Financial / Site Secretary

Cuddles McFee -

Read This

- enter the good receipt in SAP for in the amount of \$0.00,
- enter the Material Document in the space provided below, and
- click the 'Forward for Processing' in the bottom left corner.

Thank you!

Material Document Number

Return to Claimant: No Yes

Note: This information was entered in Step one and Cognito it copied here.

Submit for Approvals

Final Note:

For team members that are being paid out of specialty funds (**11511, 11628, etc**) additional signatures are required. Please contact us with questions regarding completing subsequent signatures!