








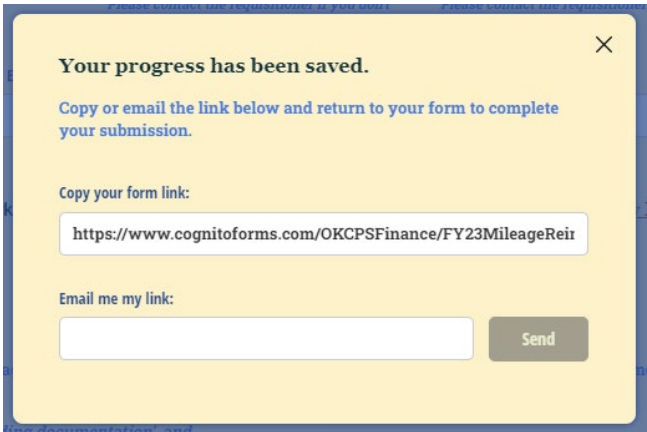




### Important Helpful Hint:

Please note that 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  the user should enter their email address:



Enter your email address in the bottom field and click 'Send'. An email will be sent to  contain a link  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).

Read This

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

$$= \text{Total} \times \text{Rate} = \text{Total Claim}$$

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

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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

Submit for Approvals

Read This

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".

The screenshot shows a web form with a yellow background. At the top left is a logo of a bird and the text "Claimant's Approval". Below this, the name "Barbara Banks," is displayed in a box. A red box highlights a section with instructions: "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'." Below the instructions is a "Thank You" section with a "Claimant: Send for Approval" toggle set to "Yes" and a signature field containing "Barbara Banks" in cursive. Below that is the "Claimant's Supervisor" section with input fields for "Name" (Shannonn Meeks) and "Email" (smeeks@okcps.org). At the bottom is another "Thank You!" section with an "Approval" toggle set to "Yes" and a large grey button labeled "Submit for Approvals". Red arrows point from text boxes to these key elements: "Note: This information was entered in Step one and Cognito copied it here." points to the name; "Read This" points to the instruction box; "Claimant: Send for Approval" points to the toggle; "Signature" points to the signature field; "Claimant's Supervisor" points to the supervisor name; and "Submit for Approvals" points to the bottom button.

Claimant's Approval

Barbara Banks,

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

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'.

Read This

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

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**Financial / Site Secretary**

Cuddles McFee -

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

**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

**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!