Mileage Transactions in eRequests

Changes to the process:

- The eRequest replaces the paper form and manual approval process. Most approvals and requests will happen automatically with no paperwork or manual emails needed.
- Scanned images of mileage log and receipts allows for easy approval and access from any computer.
- Individuals are encouraged to enter their own eRequests, but support staff in office can help if desired.

Requirements:

- A mileage log must be completed monthly (1st – 31st).
- This is NOT for T number travel. T number travel follows the T number process.
- This is NOT for OSP Mileage. All OSP mileage needs to follow the T # process.
- eRequests for mileage must be submitted within 90 days of the first date on the form.

Special Routing:

- UNIV Split chartfields are allowed – email a copy of your mileage log to ALL ORG Unit Directors
- Director's travel must be approved by their supervisor. You may not approve your own travel.
  - Regional Offices will monitor the eRequest Worklist and approve transactions electronically.
  - If you report to a State level unit, email your supervisor when you have entered an eRequest for approval. Include the PR# in your email.

Using eRequests

Mileage reimbursements follow the same path as normal eRequests. View the Initiator Job Aid for basic instructions on how to enter an eRequest. There are a few things to note for Mileage entry:

1. Complete the **Extension Mileage Log – For eRequest Entry.** You will add this later to the eRequest.
2. You will need to **scan your receipts (if applicable)** and save it to your computer or network in order to add it later. View the scanned image and make sure it is readable and completely showing on the screen. Receipts are required for Registration fees at any dollar amount and all other expenses over $50, such as parking or tolls.
3. Go to https://eRequest.osu.edu, sign in with your name.# (problem signing in? log on to my.osu.edu or call 614-688-HELP)
4. Click preferences at the top (you only need to do this one time) complete the **Chartfield** section if you submit monthly mileage on the same Org and Fund. Choose the BU/GL of UNIV. Then click **Save** (look at figure in step 10 for visual)
5. To begin entering the eRequest, click **Home** at the top of the page then click **New.**
6. If you are requesting on behalf of someone else, use the Lookup button to find that person in the Contact Information section of the page.
7. Choose **Reimbursement to Employee** Choose who you want to reimburse by clicking Lookup Employee. If you need to enter for someone else and don't see Lookup Employee on your screen email buxton.26@osu.edu
   Or Choose **Reimbursement to a Non-Employee -** put the vendor's details below the description. Note: If you have never reimbursed this person before fax the AP Payment Compliance form to 614-688-0529. Do NOT scan and attach this to the eRequest.

8. Enter **Description: Month Year Mileage.** Ex. Feb 2012 Mileage and **Estimated Amount** as the total amount on Log.
9. Enter the **Ship To** "N/A" and **Business Purpose:** Monthly Mileage for Extension Business Travel
10. **Add the Mileage Log** and associated receipts that you saved to your computer previously.

11. **Under Funding Source** there are two Org number. The first one is what routes your document for approval. Change the ORG above to match the Chartfield Org below.

12. **Funding Source-** Click on the "Enter Chartfield (optional)" button and add a chartfield. Entering the chartfield *is not* optional. If you already set your Chartfield in the preferences as explained in step 4, verify the Chartfield before moving on to the next step. Required Fields: **BU GL, Org, Fund, and Account.** Choose UNIV for BU/GL, use the org and fund for this reimbursement and use the appropriate travel account number.

Split chartfield by	○ Percentage	● Amount							
BU GL	**Org**	**Fund**	**Account**	**Project**	**Program**	**User Defined**	**Percent**	**Estimated Amt**	**Split Funding**
UNIV ▼	55013	500271	63401				100%	0	+ −
	Lookup	Lookup	Lookup	Lookup	Lookup	Lookup			

   a. Use a **User Defined** that has already been created which you can **look up** by clicking the blue link below the cell and searching for the one you want. If you can't find that user defined use one that you can find or write in the comments "please add User Defined XXXXXX". Limit to 6 characters.

   b. If you have **Multiple chartfields** click the **Split by Amount** button and **plus sign** ⊞ and allocate. Don't forget to email a copy of your mileage log to the additional ORG Unit Directors if you are using more than one org. Only the Org in the Funding Source will receive the workflow for the transaction.
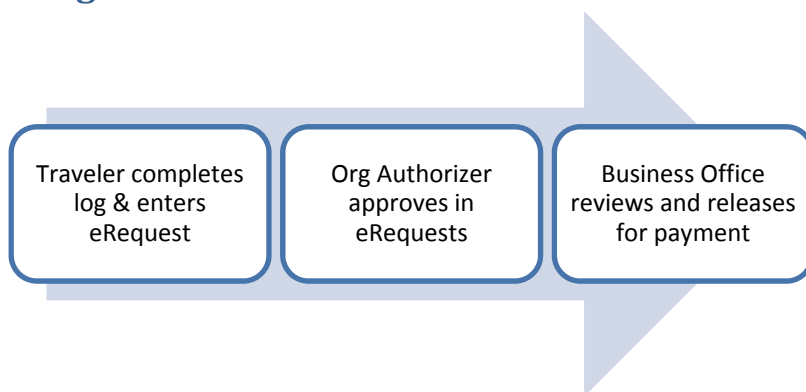
13. Click Continue, review and submit for approval.

The eRequest needs to be **submitted and approved** within 90 days of the first date on the form. If submitted or approved over this deadline an exception explanation is required. There is a place for this on the mileage log.

Reconciliation

- **If you do not have any receipts** - create a pdf of your eRequest and email it to your Reconciler. Your Reconciler will save this to a joint folder on your network for use when reconciling, a printed copy is not needed unless they request it of you.

- **If you have receipts** – print a copy of the eRequest, attach your original receipts and give to your Reconciler for filing. Reconcilers will put in a "pending reconciliation" file until they see it on the eReports and then will file. Because you are keeping the originals, your file becomes the official records for the auditors. You may be asked to supply this information at any time. **Keep all original records for _five full years_.**

Mileage Process

Traveler completes log & enters eRequest → Org Authorizer approves in eRequests → Business Office reviews and releases for payment

Resources:

Travel Process or Policy Questions:
- Contact your Business Office Rep or
- Robert Concitis, Business Office, Concitis.1@osu.edu