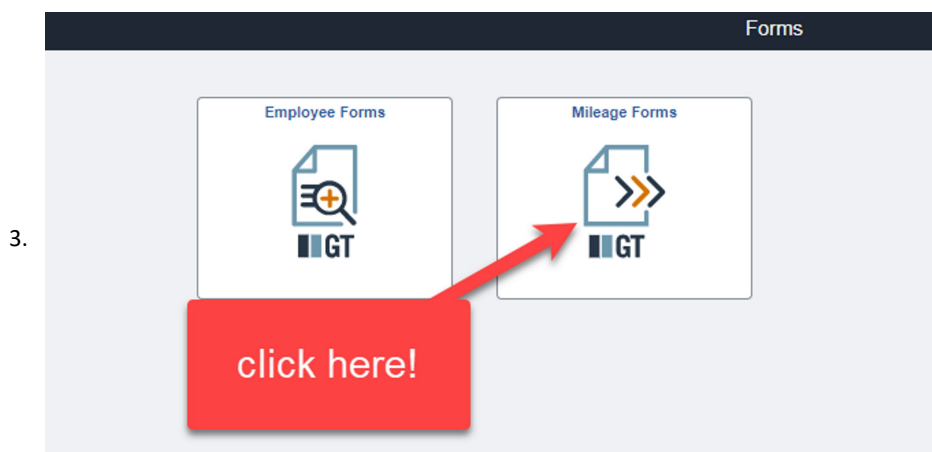
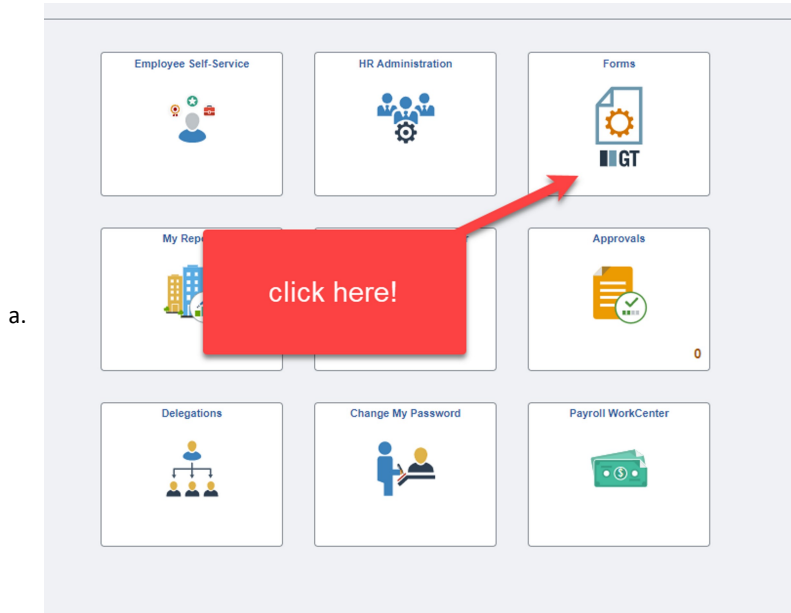


Mileage reimbursement

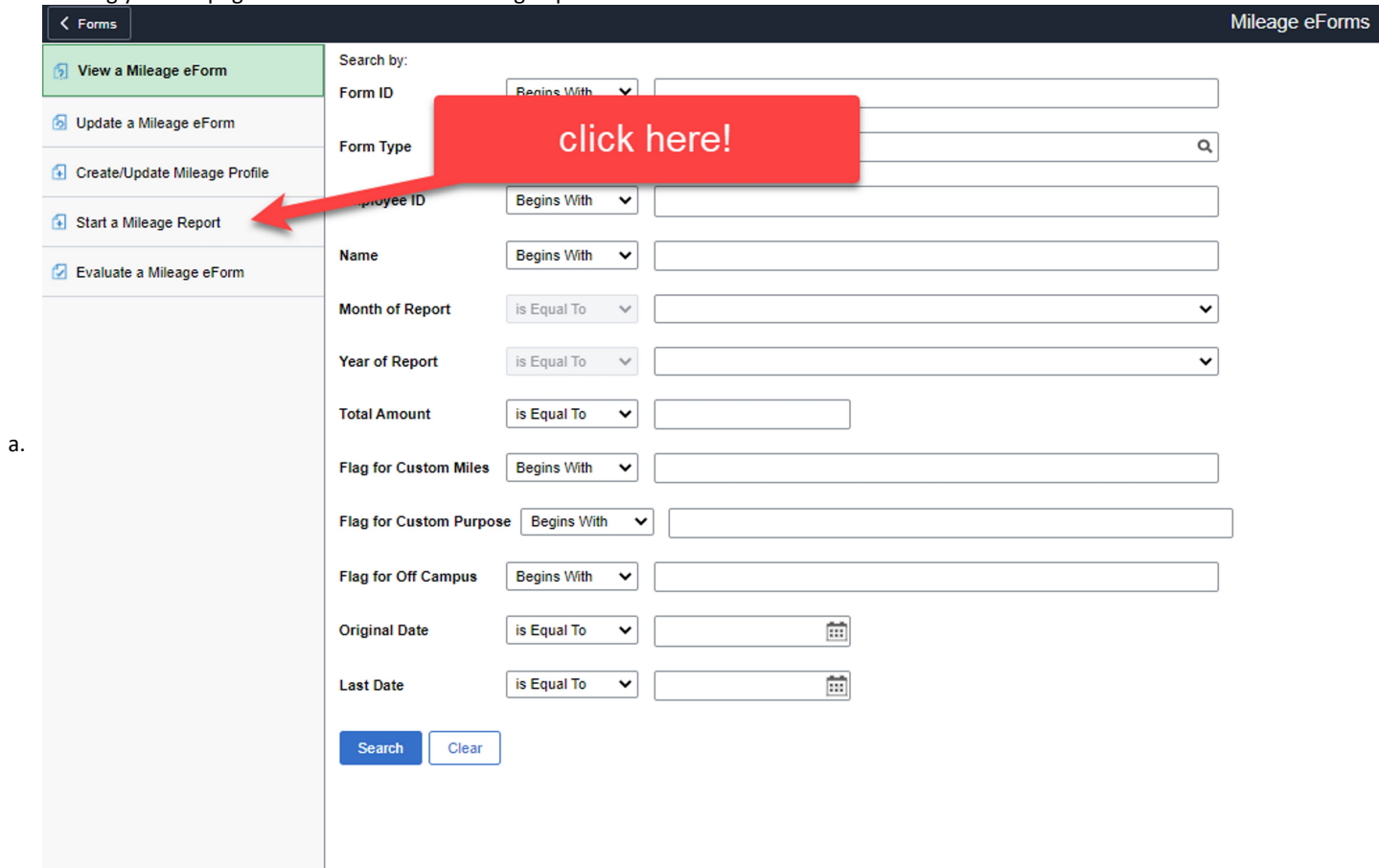
Thursday, October 14, 2021 4:40 PM

Mileage reimbursement is handled by the Business Office. Although it is processed through on employee paychecks it is not handled by Payroll. Please direct these questions/employees to the Mileage general email box which is mileage.help@spps.org

1. Log into peoplesoft
2. Click on FORMS



4. This will bring you to a page with a few different Mileage options



a. *note - you may need to make a mileage profile first