Milwaukee County Department of Health and Human Services Division of Youth and Family Services **PROTOCOL/ PROCEDURE**	Original Date Issued: **02/01/2014** Last Revision Date: **08/27/2021**	Current Review Date: **10/05/2017** Current Review By: **MG**	Section: **ADMINISTRATION**	Protocol No: **006**	Pages: **Page 1 of 6** (0 Attachment)
■ **Children's Youth and Family Services (CYFS)** ☐ **Detention Center** ☐ **CYFS Services Network** ☐ **Purchase of Service Agencies**	Current Effective Date: **09/01/2021**	Subject: **Mileage Reimbursement Policy**			

I. Policy

Children's Youth & Family Services (CYFS) will reimburse its employees for approved use of their personal vehicle for official county business when properly authorized, reasonable, and appropriately documented.

II. Scope

This policy applies to all Milwaukee County employee requesting reimbursement for use of their personal vehicle for county business. Employees may claim mileage for approved home visits, trainings, and meetings outside of the office. If any such visit, training, or meeting is outside Milwaukee County, employees need prior supervisor approval for permission to request mileage reimbursement. If an employee is teleworking, mileage would begin from their home address to community visits (home visits), trainings other than office, and meetings other than office.

III. Procedure

Milwaukee County Employee Requirements

A valid driver's license issued by the State of Wisconsin and personal vehicle insurance are required for expenses to be reimbursed. Employees must be aware of the extent of coverage *(if any)* provided by their vehicle insurance company for business travel or not personal in nature.

Submission of Mileage into XM

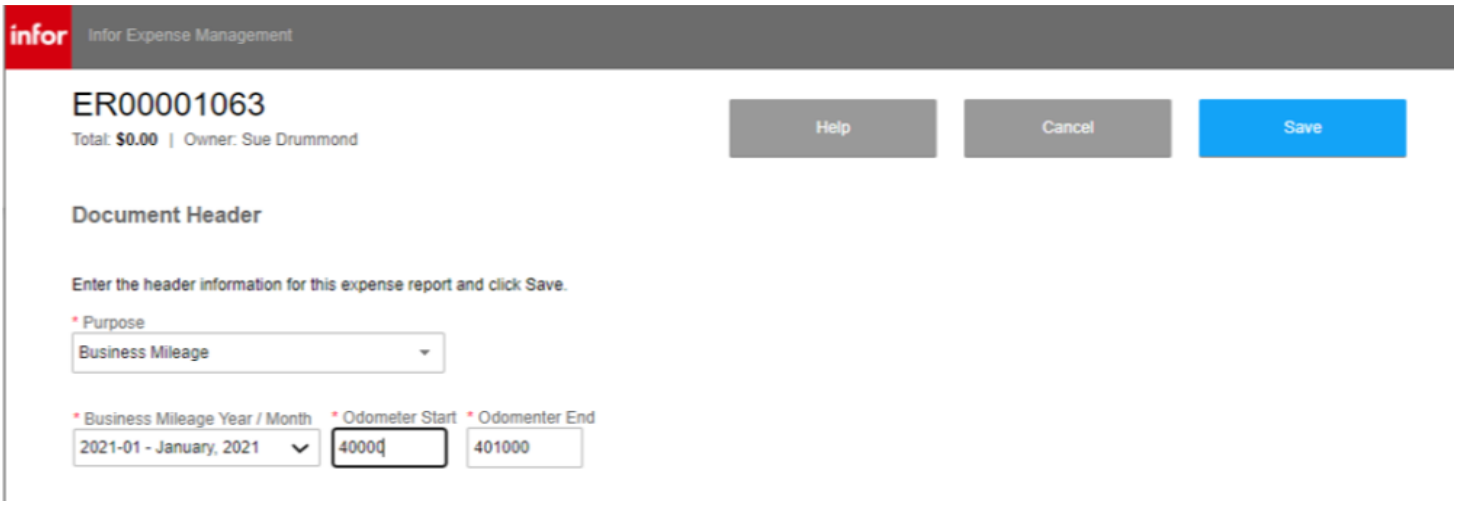
Mileage ***MUST*** be entered **by the 10th day** of the following month employees are claiming mileage. Supervisors must make sure the *Notes* section includes addresses and the youth's initials for auditing purposes.

Expense Management (XM) Auto Mileage Reimbursement

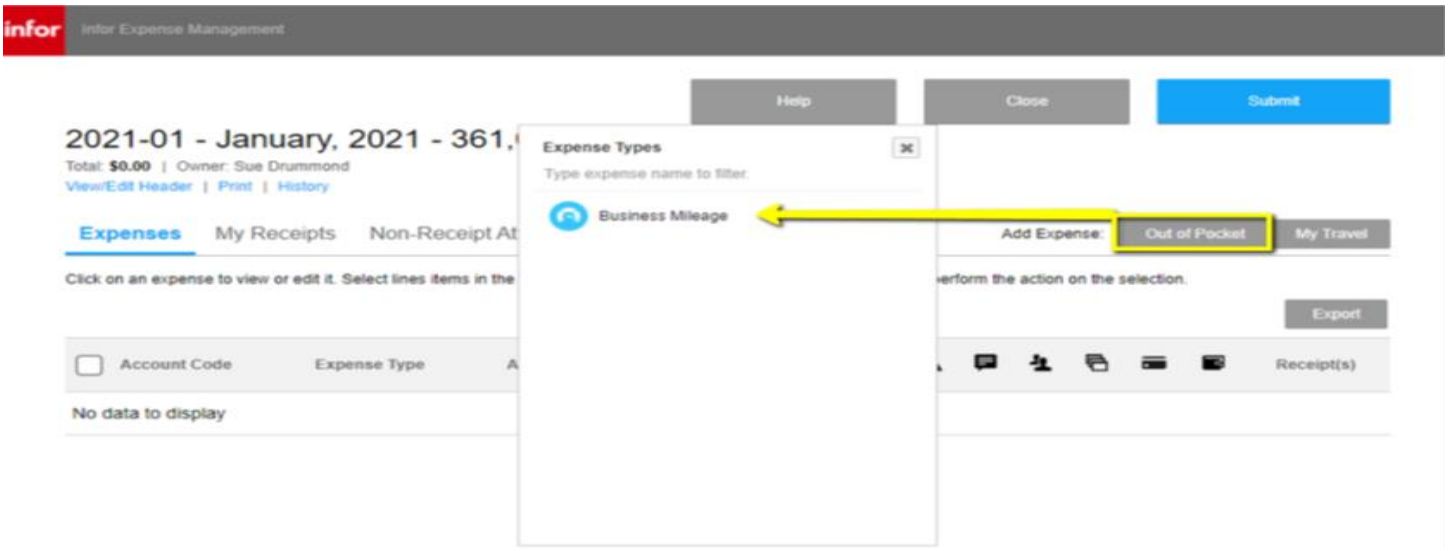
A. Access XM Portal by opening the *INFOR App* located in the upper left-hand corner of your Outlook email.

B. The Supply Chain Dashboard will appear. Go to the upper left-hand side and click on the middle 3 rows of boxes. Once open, go down to the right-hand side and open up *INFO XM* and *Welcome to XM will appear.* This is the Milwaukee County XM Production Environment.

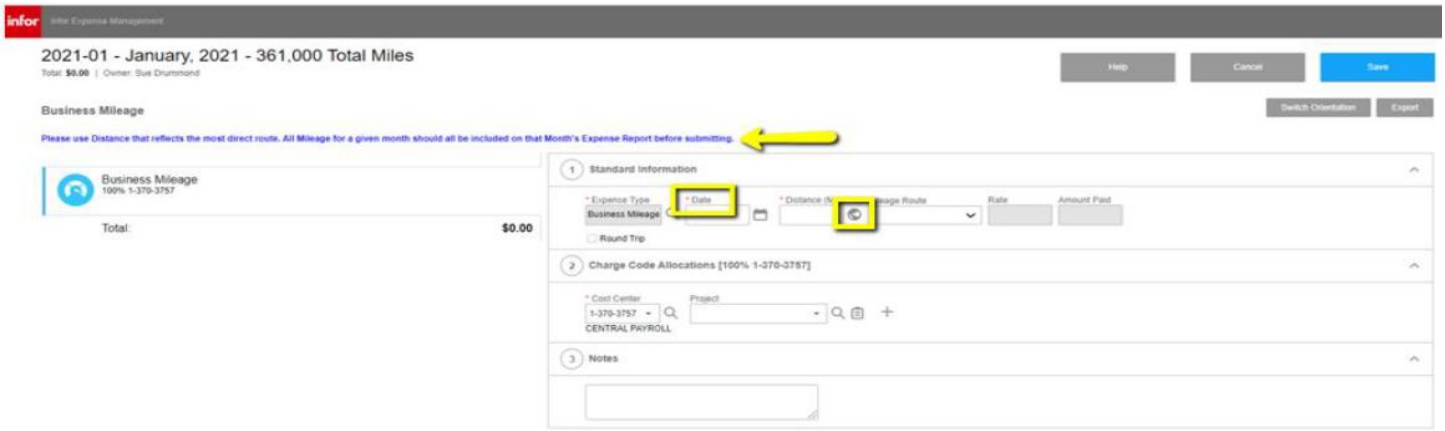
A. Click *Create a New* button to create a new Expense Reimbursement.



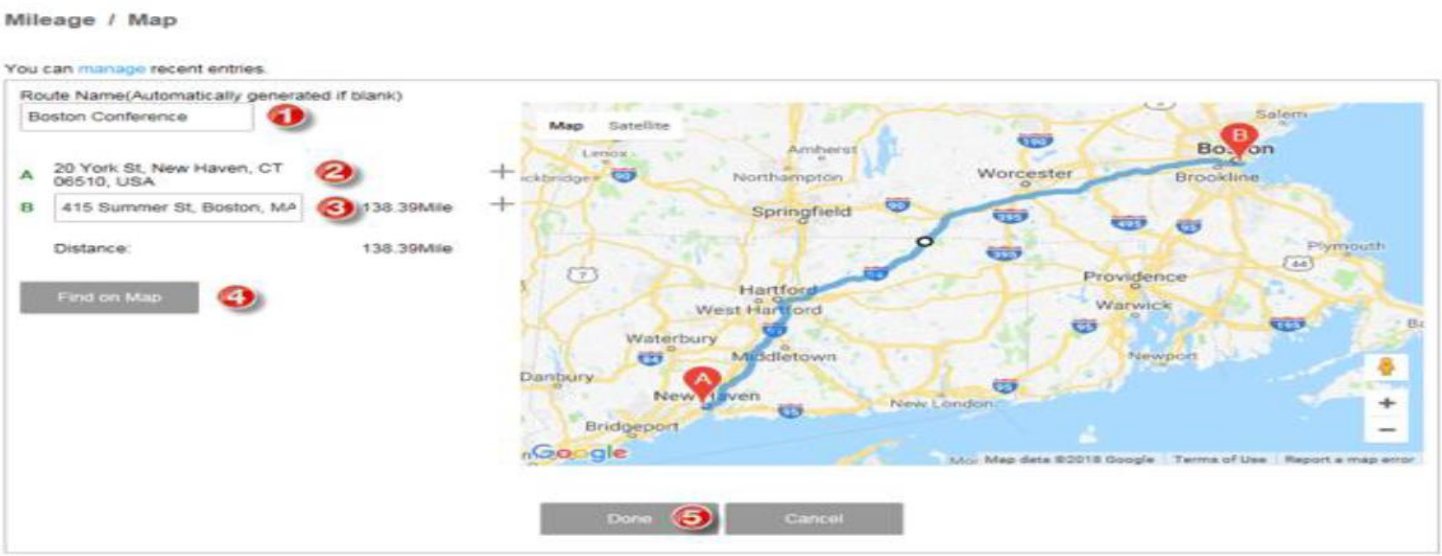
A. Select *Business Mileage* value in the Purpose dropdown.
B. Enter *Business Mileage Year/Month* from the drop-down.
(*NOTE: Only 1 Expense Report per period.)*
C. Enter employee car's *Odometer Start* Mileage for the Month period.
D. Enter employee car's *Odometer's End* mileage for the Month period.
E. Click *Save*.



A. Click *Out of Pocket* button.
B. Select the *Business Mileage* expense type from the list.

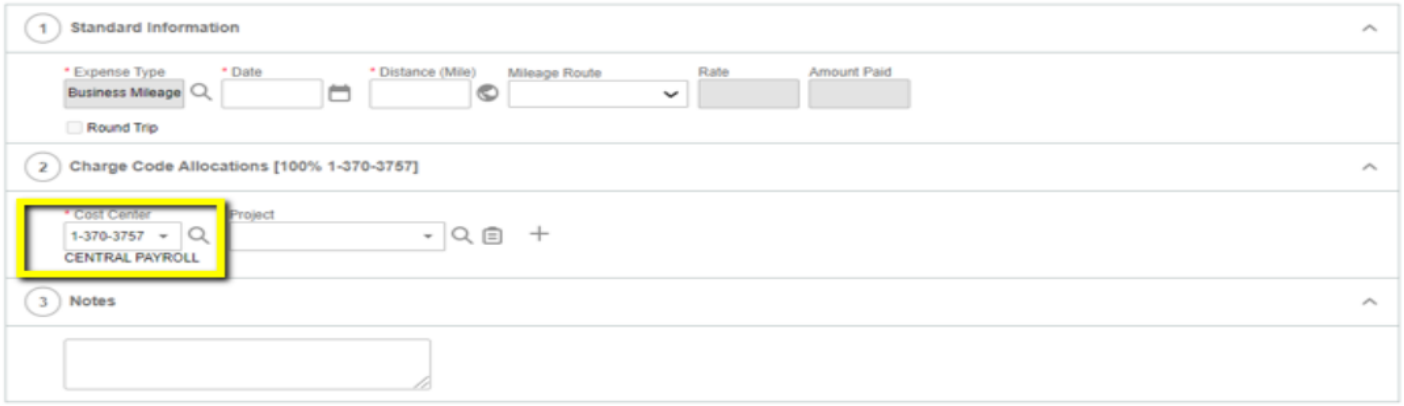


A. Enter *Date*.
B. Enter *Distance*. Employee may do this for the entire day.
(*Note: Employee may enter the distance manually. However, it is recommended the Mileage Route drop-down or the globe icon is utilized to plot the distance.)*
C. Click *Save*. Current *Mileage Rate* will prefill in for you.

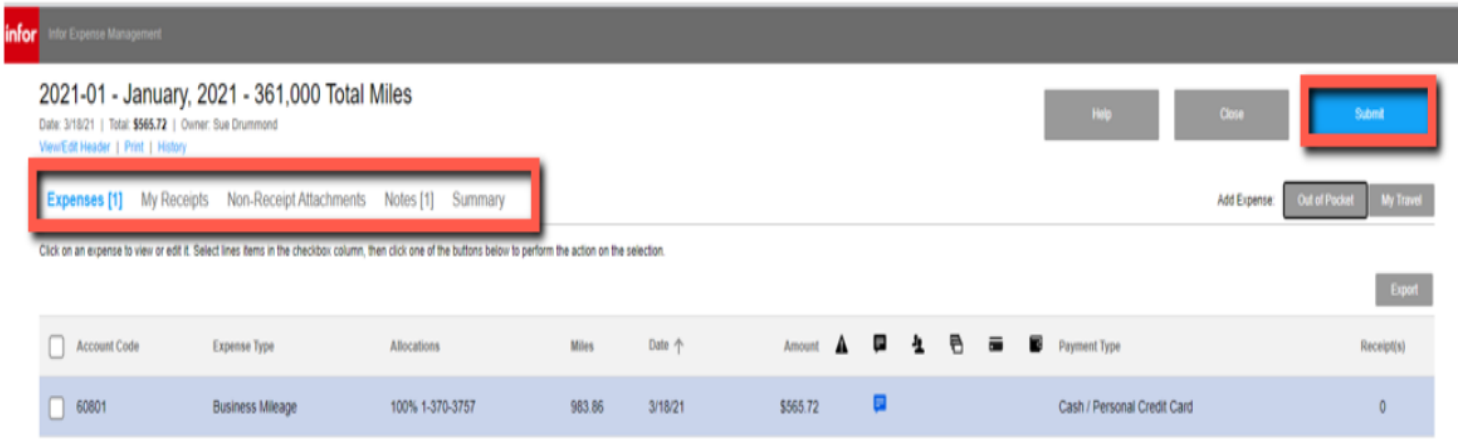


Use Globe Icon For Plotting Routes Manually

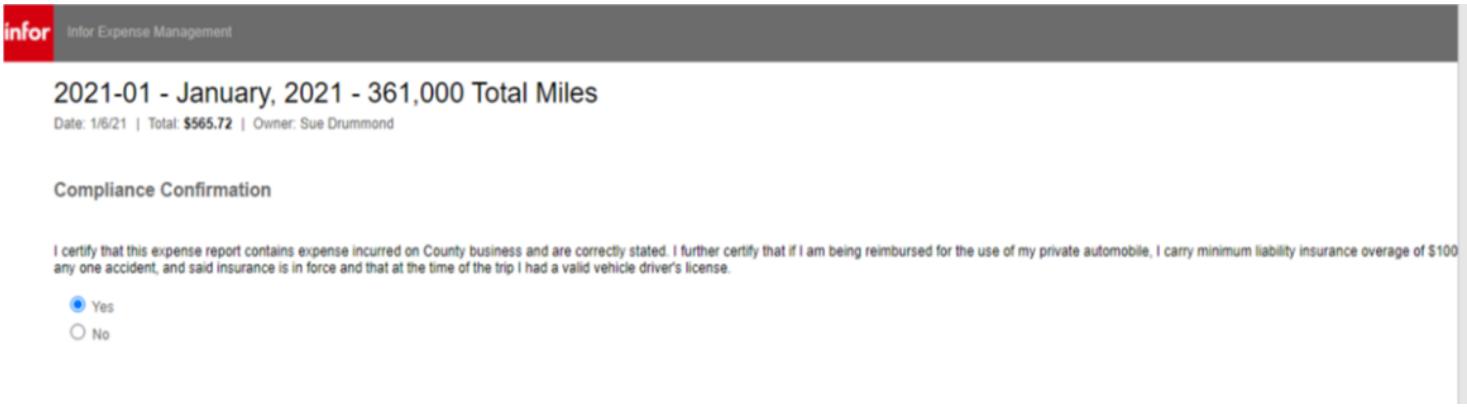
A. Enter *Route Name*.
B. Enter *Route Start.*
C. Enter *Route End.*
D. Click *Find on Map.*
E. Click *Done.*



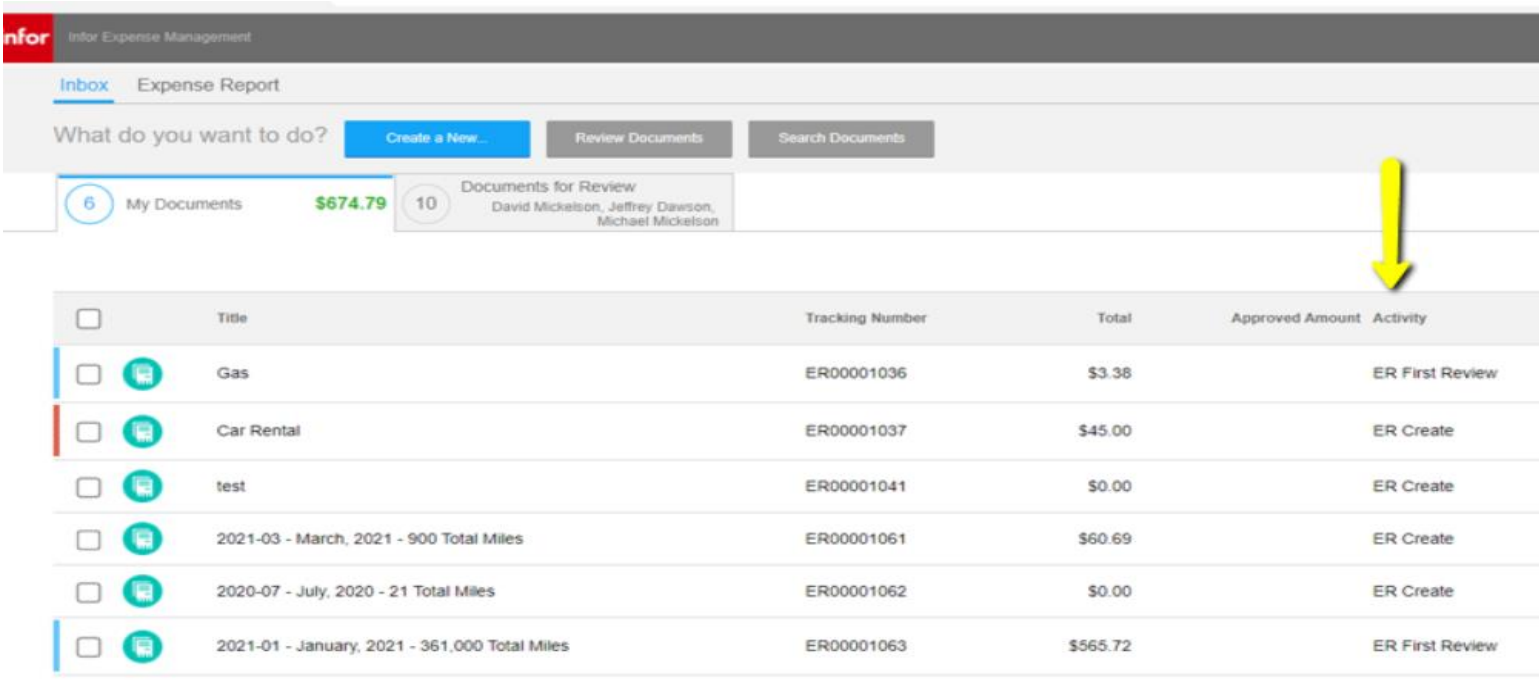
A. Enter *Cost Center.* User's default Cost Center will populate automatically.
B. If employee visited more than one place on a given date, please enter list of locations in the *Notes* field. For commonly known agencies (*Downtown Court House, Wraparound Milwaukee, and Coggs*), employees may put down the agency name. For all other locations, an address must be included with the initials of the youth.
C. Click *Save*.



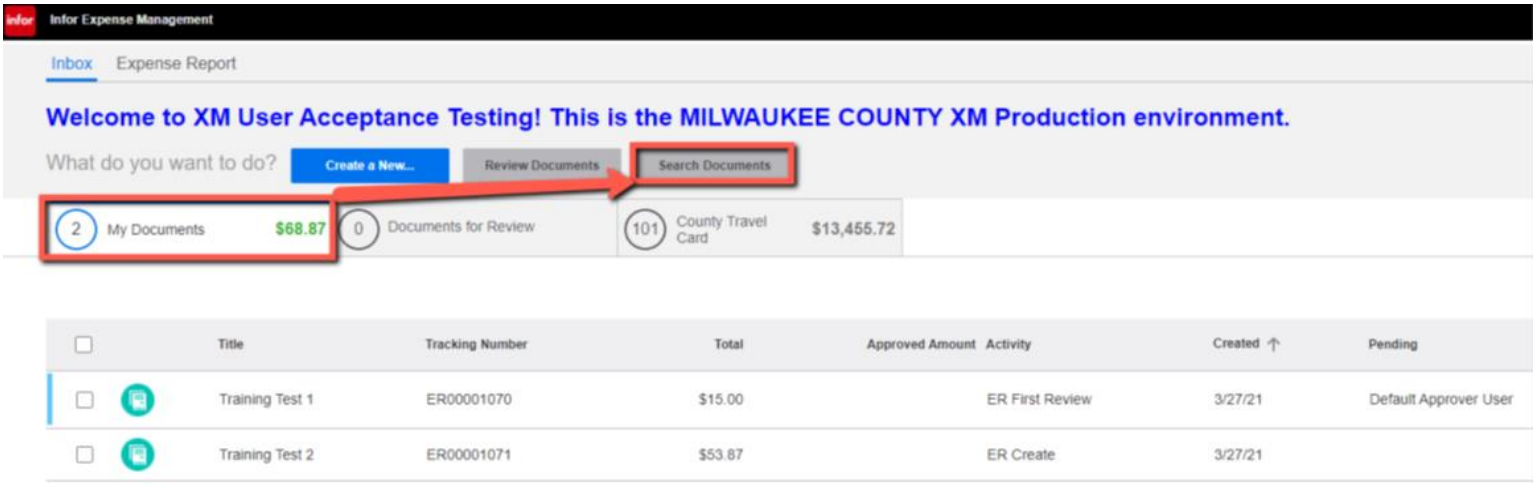
A. Review the Expense Reimbursement Entry to ensure accuracy.
B. Click *Submit* Button.



A. Click *Yes* to confirm that you had read and understand the County's Travel & Expense Policy.



A. Once the Expense Reimbursement has been submitted, it will appear with an Activity Status of *ER First Review*. The Expense Reimbursement is now awaiting review by your Manager.



A. Once a document is fully approved, the document owner will no longer see the document in this active queue.
B. To view a historical document previously approved then the owner would click on the *Search Document.*

Reviewed & Approved By: *Mark Mertens*

Mark Mertens, Division Administrator