

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

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.

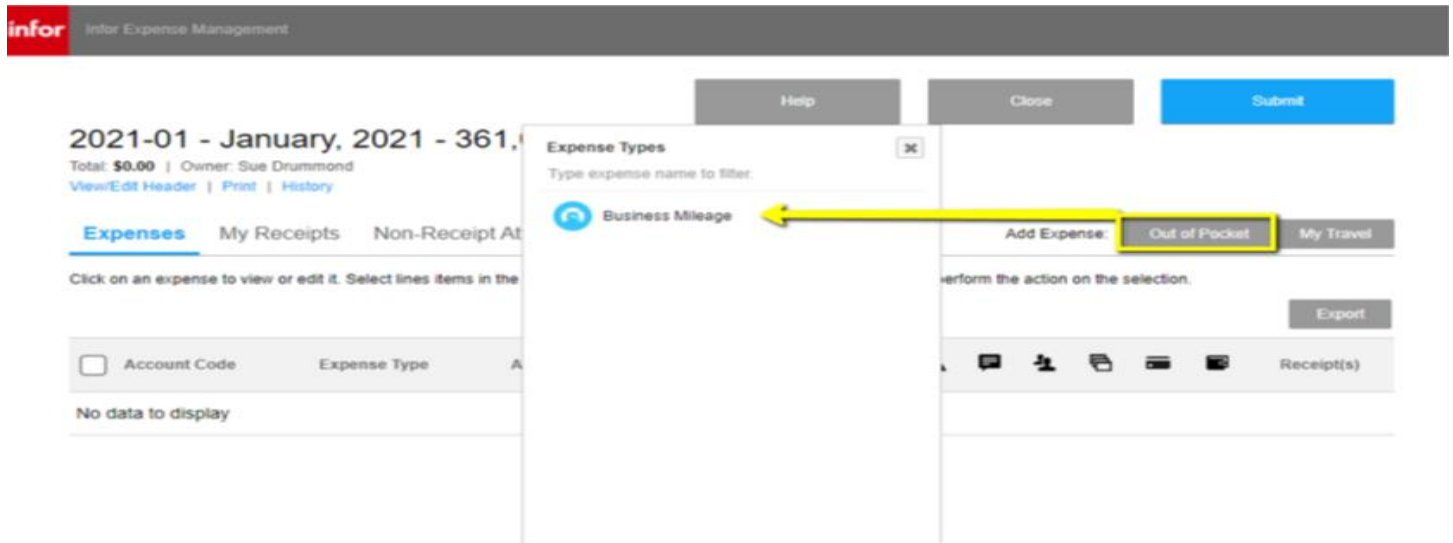
The screenshot shows the Infor Expense Management interface. At the top, there is a navigation bar with 'Infor Expense Management' and 'Inbox Expense Report'. Below this is a welcome message: 'Welcome to XM User Acceptance Testing! This is the MILWAUKEE COUNTY XM Production environment.' There are three buttons: 'Create a New' (highlighted with a yellow box), 'Review Documents', and 'Search Documents'. Below the buttons, there are two summary cards: 'My Documents' with a count of 5 and a total of \$109.07, and 'Documents for Review' with a count of 10 and names listed: David Michelson, Jeffrey Dawson, Michael Miskowich. Below these cards is a table of expense reports.

<input type="checkbox"/>	Title	Tracking Number	Total	Approved Amount	Activity	Created ↑
<input type="checkbox"/>	Gas	ER00001036	\$3.38		ER First Review	2/15/21
<input type="checkbox"/>	Car Rental	ER00001037	\$45.00		ER Create	2/15/21
<input type="checkbox"/>	test	ER00001041	\$0.00		ER Create	3/15/21
<input type="checkbox"/>	2021-03 - March, 2021 - 900 Total Miles	ER00001061	\$60.89		ER Create	3/19/21
<input type="checkbox"/>	2020-07 - July, 2020 - 21 Total Miles	ER00001062	\$0.00		ER Create	3/19/21

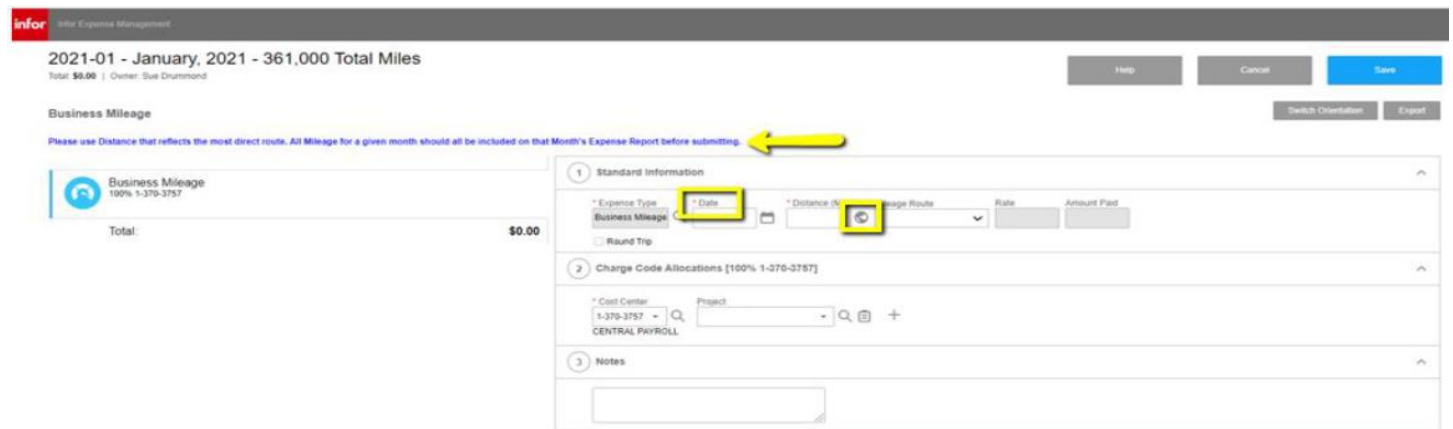
A. Click *Create a New* button to create a new Expense Reimbursement.

The screenshot shows the 'Create a New' form for an expense report. The document ID is ER00001063, with a total of \$0.00 and owner Sue Drummond. There are three buttons: 'Help', 'Cancel', and 'Save'. Below the buttons is the 'Document Header' section. It contains the instruction: 'Enter the header information for this expense report and click Save.' There are three fields: 'Purpose' (a dropdown menu with 'Business Mileage' selected), 'Business Mileage Year / Month' (a dropdown menu with '2021-01 - January, 2021' selected), 'Odometer Start' (a text input field with '40000' entered), and 'Odometer End' (a text input field with '401000' entered).

- 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.

Mileage / Map

You can manage recent entries.

Route Name(Automatically generated if blank)
Boston Conference

A 20 York St, New Haven, CT 06510, USA

B 415 Summer St, Boston, MA

Distance: 138.39Mile

Find on Map

Done Cancel

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*.

1 Standard Information

* Expense Type: Business Mileage

* Date: []

* Distance (Mile): []

Mileage Route: []

Rate: []

Amount Paid: []

Round Trip

2 Charge Code Allocations [100% 1-370-3757]

* Cost Center: 1-370-3757 (highlighted)

Project: []

3 Notes

- 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 Cogs*), 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*.

2021-01 - January, 2021 - 361,000 Total Miles
 Date: 3/18/21 | Total: \$565.72 | Owner: Sue Drummond
 View/Edit Header | Print | History

Expenses [1] My Receipts Non-Receipt Attachments Notes [1] Summary

Click on an expense to view or edit it. Select lines items in the checkbox column, then click one of the buttons below to perform the action on the selection.

<input type="checkbox"/>	Account Code	Expense Type	Allocations	Miles	Date ↑	Amount	Payment Type	Receipt(s)
<input type="checkbox"/>	60801	Business Mileage	100% 1-370-3757	963.86	3/18/21	\$565.72	Cash / Personal Credit Card	0

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

2021-01 - January, 2021 - 361,000 Total Miles
 Date: 1/6/21 | Total: \$565.72 | Owner: Sue Drummond

Compliance Confirmation

I certify that this expense report contains expense incurred on County business and are correctly stated. I further certify that if I am being reimbursed for the use of my private automobile, I carry minimum liability insurance coverage of \$100 any one accident, and said insurance is in force and that at the time of the trip I had a valid vehicle driver's license.

Yes
 No

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

Infor Expense Management
 Inbox Expense Report

What do you want to do? [Create a New...](#) [Review Documents](#) [Search Documents](#)

6 My Documents \$674.79 10 Documents for Review
 David Mickelson, Jeffrey Dawson, Michael Mickelson

<input type="checkbox"/>	Title	Tracking Number	Total	Approved Amount	Activity
<input type="checkbox"/>	Gas	ER00001036	\$3.38		ER First Review
<input type="checkbox"/>	Car Rental	ER00001037	\$45.00		ER Create
<input type="checkbox"/>	test	ER00001041	\$0.00		ER Create
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<input type="checkbox"/>	2020-07 - July, 2020 - 21 Total Miles	ER00001062	\$0.00		ER Create
<input type="checkbox"/>	2021-01 - January, 2021 - 361,000 Total Miles	ER00001063	\$565.72		ER First Review

- 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.

The screenshot displays the Infor Expense Management interface. At the top, there is a navigation bar with 'Inbox' and 'Expense Report'. Below this is a welcome message: 'Welcome to XM User Acceptance Testing! This is the MILWAUKEE COUNTY XM Production environment.' A section titled 'What do you want to do?' contains three buttons: 'Create a New...' (blue), 'Review Documents' (grey), and 'Search Documents' (grey). Below the buttons are three summary cards: 'My Documents' with a count of 2 and a total of \$68.87, 'Documents for Review' with a count of 0, and 'County Travel Card' with a count of 101 and a total of \$13,455.72. A table below lists two documents:

<input type="checkbox"/>	Title	Tracking Number	Total	Approved Amount	Activity	Created ↑	Pending
<input type="checkbox"/>	Training Test 1	ER00001070	\$15.00		ER First Review	3/27/21	Default Approver User
<input type="checkbox"/>	Training Test 2	ER00001071	\$53.87		ER Create	3/27/21	

- 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