# Where Can I Find the Mileage Form?

- 1. Go to Dawson's website: www.dawsonesc.com
- 2. Click on the 3 lines next to the **Menu** button

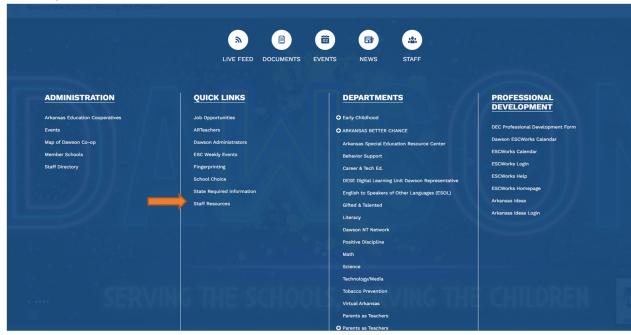




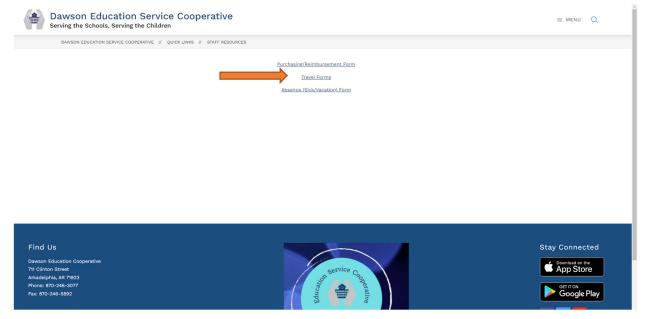
MENU Q



3. Under Quick Links chose Staff Resources



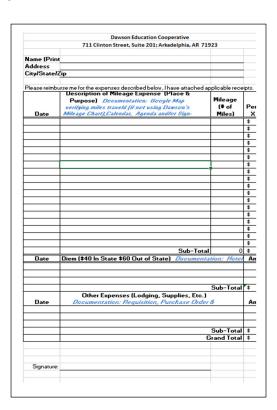
### 4. Then choose Travel Form



# **How Do I Complete the Mileage Form?**

The travel form has five (5) sections:

- Employee's Information (Name & Mailing Address)
- Travel/Mileage Information
- Per Diem Information
- Other Expenses
- Signature



1. Employee's Information (Name & Mailing Address) – Please Print or Type Information

Dawson Education Co	•	
711 Clinton Street, Suite 201; Arkadelphia, AR 71923		
Name (Print		
Address		
City/State/Zip		

- 2. Travel/Mileage Information
  - a. Round mileage to the nearest mile. Anything that is up to .4 tenths of a mile would round down and from .5 tenths of a mile & up will round up. You must claim the shortest distance, if more than one route is suggested, even if that is not the route you take we can only reimburse for the shortest distance.
  - b. Please provide a detail description of the travel. List place & purpose.

Please reimburse me for the expenses described below, I have attached applicable receipts.					
Date	Description of Mileage Expense (Place & Purpose) Documentation: Google Map verifying miles traveld (if not using Dawson's Mileage Chart), Calendar, Agenda and/or Sign-	Mileage (# of Miles)	Per mile X .52		
			\$ -		
			\$ -		
			\$ -		
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			\$ -		
			\$ -		
			\$ -		
	Sub-Total	0	\$ -		

Notice that the mileage section has a list of required documentation.

3. Per Diem – A Per Diem is given for overnight stay, \$40 per overnight in state and \$60 per overnight for out-of-state stay. Meal receipts are not required. List the date and in the description put "Overnight Stay at Hotel" or if you stay with a friend or relative put "Overnight Stay with Friend or Relative".

Date	Diem (\$40 In State \$60 Out of State) Doc	umentation: Hotel	Amount
		Sub-Total	\$ -

- Meal per diems require a lodging receipt for proof of overnight stay.
- You can get a meal per diem for the # of nights you stay in a hotel, the date that you check out of the hotel is not included.
- If you choose to stay with a family member or a friend/co-worker, you can still get a meal per diem. Since you will not have a hotel receipt, just make a note in the description.
- 4. Other Expenses ANYTHING THAT IS LISTED IN THIS SECTION REQUIRES A REQUISITION FORM TO BE SUBMITTED IN ADVANCE OF TURNING IT IN ON YOUR TRAVEL FORM, SO THAT YOU WILL HAVE A P.O. TO UPLOAD WITH YOUR TRAVEL FORM.

When a Requisition Form is submitted please provide the hotel confirmation email if the Requisition Form is for lodging, if it's for anything else please upload a receipt if you have one, but estimates are also fine in order to get a P.O.

The confirmation email from the hotel is preferred when submitting a Requisition Form for a lodging reimbursement so that the name of the hotel & the city where the hotel is located as well as the date/dates of the stay can be put in the description on the P.O.

After the Requisition Form is approved by your Supervisor & our Director it will proceed to Tamra & she will issue a P.O. for it. After the P.O. is issued you will get a copy sent to you in an email. That P.O. copy must be uploaded with the rest of your travel documentation in order to receive your reimbursement.

Date	Other Expenses (Lodging, Supplies, Etc.)  Documentation: Requisition, Purchase Order &	Amo	unt
	Sub-Total	\$	-

- We will reimburse the State GSA Rate which is \$98 per night plus taxes in the state of Arkansas, except for Hot Springs, which is \$103 per night plus taxes.
- The only time this would not apply is if it was for a conference & we will reimburse for the full amount in those cases. It is your responsibility to request the state rate, if the state rate is not available, then you will be responsible for paying the difference above the state rate.

### 5. Signature



Please sign. If your form is not signed it will be rejected.

## What Documentation Do I Submit with My Travel?

- 1. Travel Form
- 2. Google Calendar
- 3. Map Pages, in order as they are listed on your travel form. We use this to verify the mileage.
- 4. Any agendas and/or sign in sheets
- 5. Purchase Order for anything listed in the "Other Expenses" Section
- 6. Any Corresponding Receipts

## **How Do I find OnBase?**

- 1. Go to Dawson's website: www.dawsonesc.com
- 2. Click on the 3 lines by where it says Menu

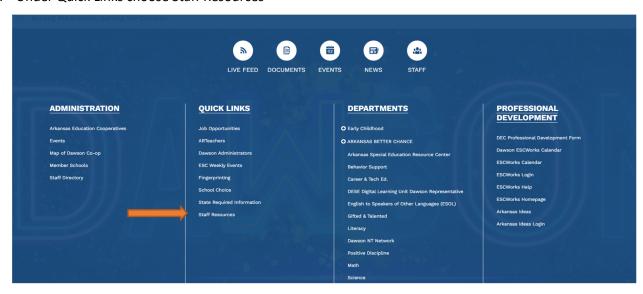




■ MENU Q



3. Under Quick Links choose Staff Resources



### 4. Click Purchasing/Reimbursement Form





# **How Do I Submit my Reimbursement in OnBase?**

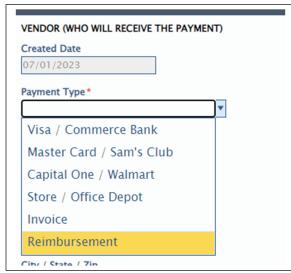
The Purchasing/Reimbursement Form has six (6) sections:

- Vendor Information
- Submitter Information
- Enter purchase description
- Enter budget unit
- Upload documentation
- Submission

Please use the tab button to advance to the next field instead of hitting the enter key. The enter key will save the form and it will not be complete.

#### 1. Vendor Information

• Click the drop down box in Payment Type. For travel you will click on Reimbursement as the payment type.



- Vendor Number You can tab over the Vendor # & leave it Blank, I will fill that in when
  it gets to me.
- Vendor Name & Address Fill in your name & address, you can leave the phone # blank

#### 2. Submitter Information

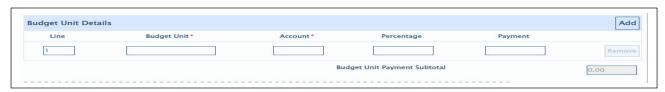
- Initiator's Name Type your FIRST & LAST name in the box that says Initiator's Name.
- Email Type your email address in the next box, this is how you'll get notifications of the progress of your form.
- Department Click the drop down box on Department & scroll down to see your department, then click on it.
- Supervisor Name Click the drop down box on Supervisors Name & scroll down till you see your supervisors name & click on their name.
- Ship To Click the drop down box on Ship To & scroll down till you see the one you
  want & click on it. For those of you at DESE, you can just choose the one that says
  ADE

### 3. Purchase Description



- Qty Put in 1 for the Qty
- Item # Can be left blank
- Description Type in the travel dates. For example you may put in Travel for 7/01/22 7/31/22 as your description. The travel rate is .52 cents per mile, so BE SURE YOU HAVE YOUR MILEAGE RATE CALCULATED CORRECTLY ON YOUR TRAVEL FORM, or your travel will be REJECTED & you will have to start over & resubmit your travel online.
- Unit Price In the Unit Price box type in the total of your travel reimbursement

### 4. Budget Unit



Line – Leave the number in this box, do not change.

- Budget Unit Tab down to the Budget Unit box & type in your FULL budget #, if you
  don't know your full budget # you can ask your Supervisor or someone from the
  Business Office will be able to help you.
- Account Type in your account #, for travel the account # is 65810 for Certified Employees, it's 65820 for Classified Employees & it's 65870 for Non-Employees.
- Percentage Can be left blank
- Payment Can be left blank as well

### 5. Upload Documentation

- Now, this is where you will upload your travel form & all backup documentation.
- It's best to scan it to yourself & save it where you can find the file easily.
- Then click the Select File(s) button & then upload your file. Please verify all the pages were scanned, sometime the scanner pulls two pages at once.

#### 6. Submission

- Click the bright green button at the bottom left of the screen that says Save/Submit.
- It will ask you if you're sure you want to submit the form & remind you to be sure that all necessary supporting documents are attached. If you're sure that you've uploaded everything then you will click the Save/Submit button a 2<sup>nd</sup> time in order to finish the process of submitting the Requisition Form.