

Professional Leave/Mileage Reimbursement

Logging In:

- 1. Go to: https://scview.neonet.org
- 2. Click on Google tab.



- 3. If this is your first time accessing the site on this device, you will likely need to populate the Database field with the word **NEONET**
- 4. Click Login button.
- 5. You will be redirected to a Google page.



- 6. Username is your email address and password is your NEOnet AD password
- 7. Click Log in.

Creating a New Reimbursement Form:

1. If you are not on the Home screen, select Home from the top menu.



2. On the Dashboard/Home screen click on Expense/Mileage button

NEONET			
	CALENDAR		
	< 27 Feb-	-3 Mar 2023	
		Mon 27	Tue 28
	All day		-
SCSupport Record Search	12:00 AM		
	1:00 AM		
E	1.00 AM		6
	2:00 AM		
xpenses/ivineage	3:00 AM		

3. Click on "Add New" button

EXPENSES								
Filter: Current Year	· ·	tems I Affected	Add New	Edit	Delete	Сору	Clear Filters	Export
#	Requester	⊤ Da	te 🍸 Total	les Total Amour	nt Trave	l From Desc.	Trav	el To Desc.
						No data to disp	lay	
		6						

4. The following options are available for types of reimbursement. Each type will change the available line item detail fields available

Breakfast	Parking	3
Dinner	Personal Vehicle	
District Vehicle	Registration Fee	
Lodging	Rental Car	
Lunch	Substitute	
Mileage	TaxiBus	
Other	Train, Bus, or Plane	

Adding Mileage to a Reimbursement Form:

1. Under Line Details section of form select Mileage in Type dropdown

Add Expense Request

Requestor Email	Employee ID
hoffman@neonet.org	
Description	

Line Details	
Type Mileage	-
Mileage	-
Other	Los Contraction
Parking	

Line Details		
Туре	Date	Total Miles
🖓 ileage 🔻	-	0.00
From	To Destination	
·	~	
Travel From	Travel To	Comment

- 2. For the "From" and "To Destination" dropdowns, we populated buildings for all districts at NEOnet. If you find a building or district missing or incorrect, please contact <u>hoffman@neonet.org</u> to have it added or updated.
- 3. The dropdowns will filter the list based on the characters entered. So, you do not need to scroll, just start typing the name of the building.
- 4. The "Travel From" and "Travel To" boxes are also available. Treat this as almost a Google search box. You can enter a name of a place and it will search Google for the address and populate the box with that information.
- 5. The "Total Miles" will be automatically added based on the Google distance between the From and To addresses.
- 6. If you change the mileage, it will turn the box yellow. This is to let the supervisor approving the form know that the mileage is not the calculated mileage. Add text to the comment explaining the change in mileage.
- 7. Enter the start date of your trip.
- 8. Click Add button when line item is complete.
- 9. You can add as many line items as needed.

Adding Round Trip:

- 1. Select the line containing the initial leg of the trip.
- 2. With the line selected, click the "Round Trip" button. This will add a second line item with the return trip.
- 3. Select the return trip line item and click Edit if needed for a multiple-day trip.
- 4. Modify the line item date to the return date.

Line Details								
Туре			Date		Total I	Miles		
Mileage		-	4/4/2023	*	16.38	3		
From			To Destination					
		-						
Travel From			Travel To		Comn	nent		
555 Barber 44203, USA	Rd, Barberton, Of	H	Parking lot, 70 Cuyahoga Fall	0 Graham Rd, s, OH 44221, USA	(Rou	und Trip)		
Update	Edit	Delete	Cancel	Round Trip	Att	tach	No Attachments	
Сору								
Date	Туре	Expenses	Description					
04/04/2023	Mileage	\$10.73	Parking lot, 700	Graham Rd, Cuyahoy	Falls, OH 4422	1, USA TO	D 555 Barber Rd, Bar	berton, OH 44203, USA
04/04/2023	Mileage	\$10.73	555 Barber Rd, B	arberton, OH 44203, U	JSA TO Parking	lot, 700 (Graham Rd, Cuyahog	a Falls, OH 44221, USA

5. Click the Update button

Adding Other Professional Leave Reimbursement:

- 1. When selecting other types for reimbursement, please note that a comment may be required before the system will allow you to add it.
- 2. Any attachments may be added using the "Attach" button to the right of the form.

-Line Details	S						
Туре			Date			Total Miles	
Mileage		•			-	0.00	
From			To Destination				
		-			-		
Travel From		Travel To			Comment 🦯		
							/
Add	Edit	Delete	Round Trip	Сору		Attach	No Attachr
Date	Туре	Expenses	Description				