Professional Leave/Mileage Reimbursement

Logging In:

1. Go to: https://scview.neonet.org

2. Click on Google tab.
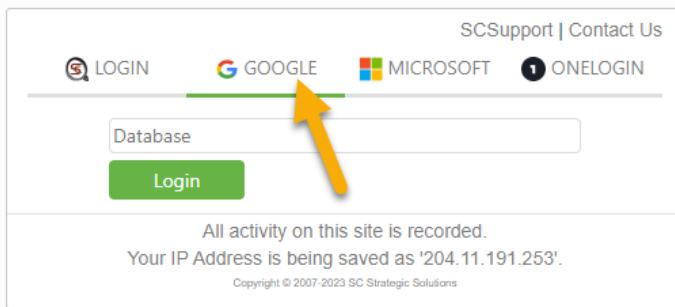
3. If this is your first time accessing the site on this device, you will likely need to populate the Database field with the word **NEONET**

4. Click Login button.

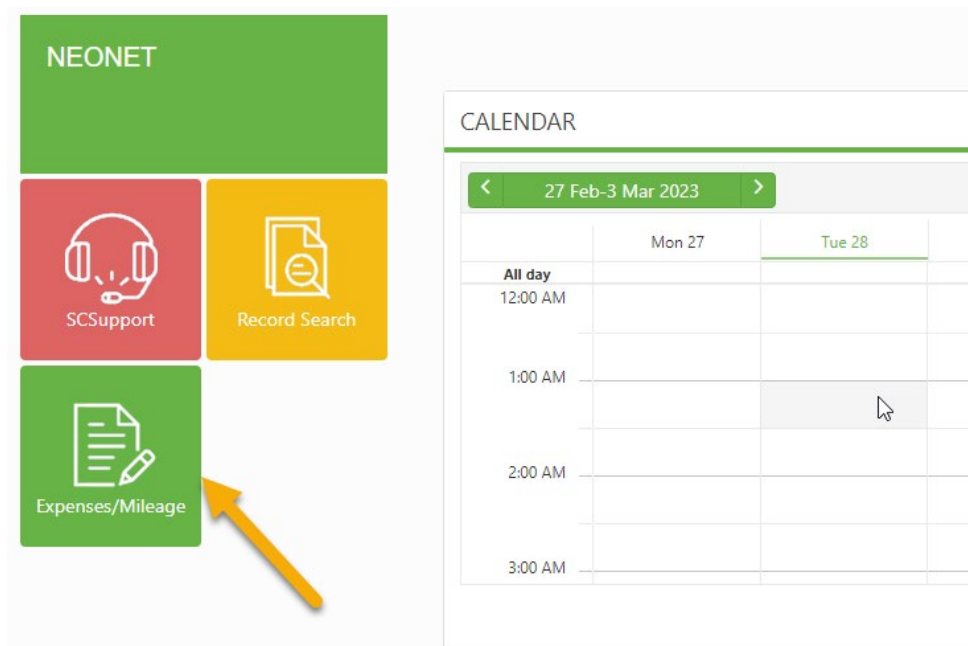5. You will be redirected to a Google page.
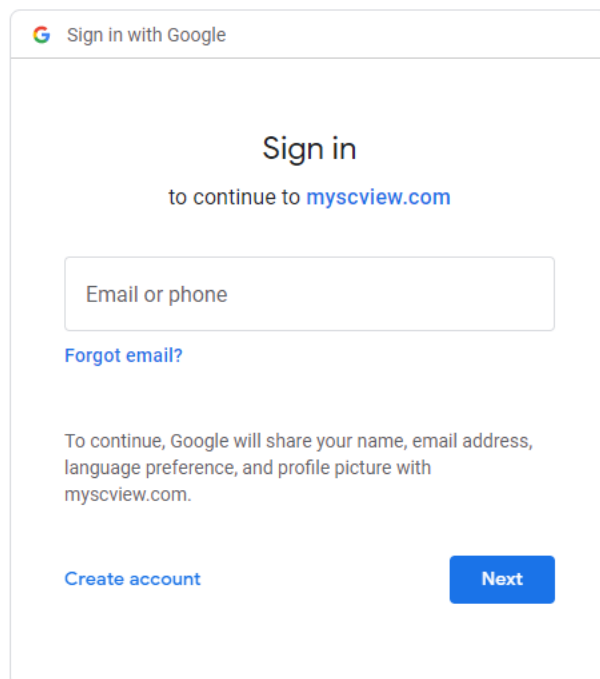
6. Username is your email address and password is your NEOnet AD password

7. Click Log in.
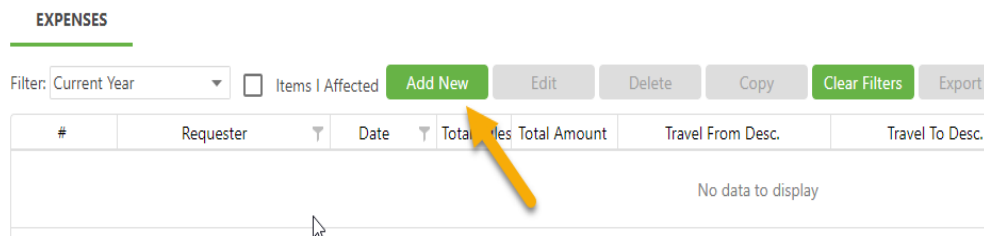
Creating a New Reimbursement Form:

1. If you are not on the Home screen, select Home from the top menu.
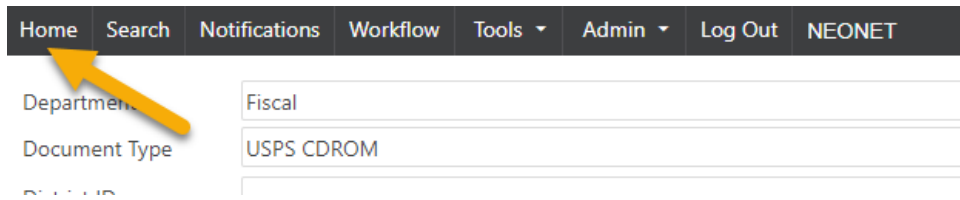
2. On the Dashboard/Home screen click on Expense/Mileage button

3. Click on "Add New" button

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

Breakfast	Parking
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

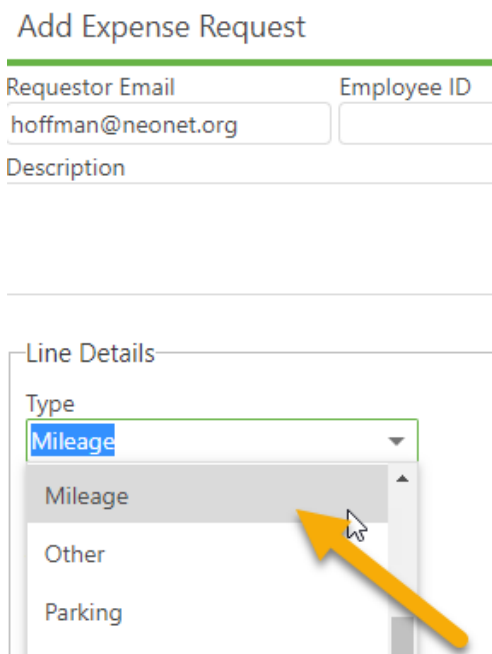Description

Line Details

Type

Mileage

Mileage

Other

Parking

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 hoffman@neonet.org 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.

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.