

CLASS C TRAVEL

SAME DAY TRAVEL

1

Expense Request

2

Upload Mileage Documents

3

Submittal

COMPLETE AFTER TRAVEL

- Class C travel does not require a travel request
- This is a MILEAGE ONLY reimbursement
- No overnight stays

- For one-time travel, map the single trip and calculate mileage reimbursement
- For recurring day travel, maintain a monthly log of travel mileage that must be signed and approved by the supervisor
- Submit recurring travel expense requests once a month.
- Reminder: starting location should be normal place of work or your home location - whichever is closer to the destination

- Submit the expense request
- Once approved, you can check back on the dashboard to see the status of the reimbursement.

