

APECS Local Mileage Module
Office of Finance
Accounting and Reporting





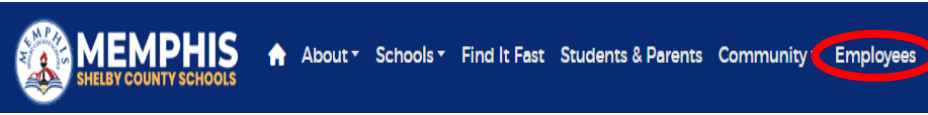
APECS Local Mileage Module

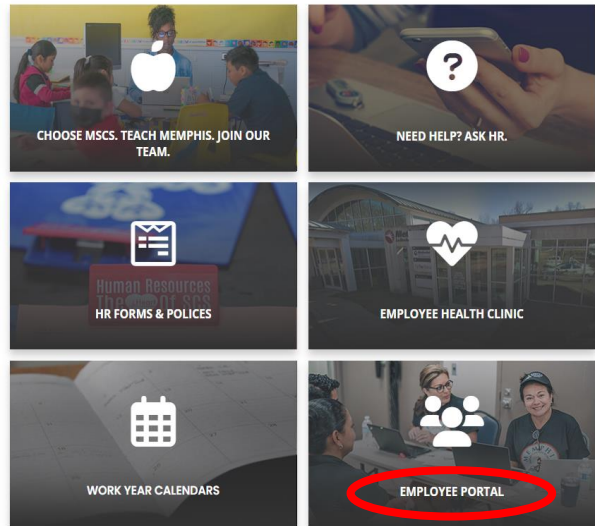
- Board Policy 2020 & IRS Publication 463.
- Local Mileage is processed through the District's Employee Portal.
- Local mileage is reimbursed at the current IRS allowable rate of 67 cent per mile. **Local Mileage is due by the 7th of every month.**
- Local mileage is 100 miles or less.
- **Do not** accumulate and submit mileage for several months at a time. **Only mileage incurred during the month's reporting period will be reimbursed.**
- Mileage reimbursements cannot include driving from your residence to your normal work location, as well as the distance from your work location back to your residence.
- Please allow 10 business days for approval from the Finance team.

APECS Local Mileage Module

Navigate to MSCS Website/Employee Portal/Reimbursements

1. Access Memphis-Shelby County Website : www.scsk12.org and select Employee.
2. Select Employee Portal.
3. Enter Log in information. User ID and PIN is your active directory log in.
4. Click Reimbursements.
5. Click Mileage.

1. 

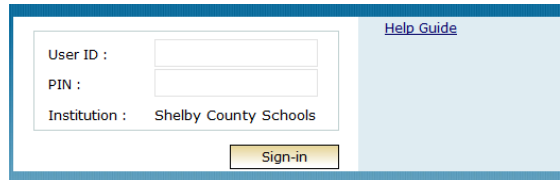
2. 

Log into the **Employee Portal** using your email us
Note: Your email username is the first half of your em.

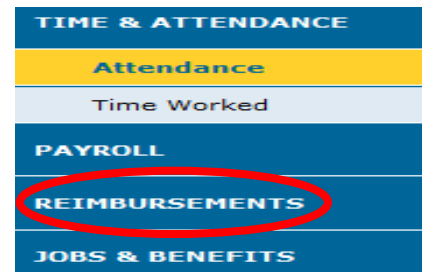
- **Employee Separation FAQ**
- Pay Stubs
- Benefits Deductions
- Vacation/Sick Days
- Reimbursements
- W-2 Forms
- Personal Contact Information
- Online Retirement/Resignation Form

For issues with portal access, contact the IT help .
For payroll questions, call 901-416-5402 or send a

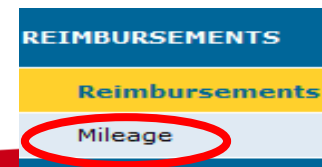
[LOGIN TO EMPLOYEE PORTAL](#)

3. 

User ID :
PIN :
Institution : Shelby County Schools
[Help Guide](#)

4. 

TIME & ATTENDANCE
Attendance
Time Worked
PAYROLL
REIMBURSEMENTS
JOBS & BENEFITS

5. 

REIMBURSEMENTS
Reimbursements
Mileage



APECS Local Mileage Module (cont'd)

6. Click Enter New Claim.

7. Complete date field.

8. Select from and to locations. A drop down of locations will occur as you type. **YOU MUST SELECT LOCATION**

FROM DROP DOWN BOX.

9. Select round trip (Yes or No).

6. Year: Jan 01, 2023 - Dec 31, 2023

CLAIM DATE	REFERENCE NO.	STATUS	COMMENTS

Enter New Claim

INFORMATION
If you are an employee entitled to mileage reimbursement for in-district travel, use this form to enter your mileage. This is not to be used for any travel that is outside of the school district, ie other in-state or out-of-state travel.

8. Reference No.: NEW ENTRY Claim Date: 04/26/2023

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
<input type="checkbox"/>	04/26/2023	From B Hill Elementary To A B Hill Elementary	<input type="radio"/> Yes <input checked="" type="radio"/> No	4.00	0.655	2.62
<input type="checkbox"/>		From Accountability To Accounts Payable	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From Alcohol & Drug Abuse To Alcohol & Drug Abuse	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From Assessment & Accountability To B T Washington High School	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From Balmoral Ridgeway Elementary To Band and Strings	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From Band Instrument Repair To Barrets Elementary	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From Bartlett High Bus Lot To Bayer Building	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From Behavioral and Mental Health Services To Ben L. Forester Community School	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Total:				4.00		\$ 2.62

7. Reference No.: NEW ENTRY Claim Date: 04/26/2023

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
<input type="checkbox"/>	04/26/2023	From Board of Education To Hamilton Elementary	<input type="radio"/> Yes <input checked="" type="radio"/> No	4.00	0.655	2.62
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Total:				4.00		\$ 2.62

9. Reference No.: NEW ENTRY Claim Date: 04/26/2023

DELETE	DATE	LOCATION	ROUND TRIP COMMENTS	MILES	RATE	REIMBURSEMENT OTHER CHARGES
<input type="checkbox"/>	04/26/2023	From Board of Education To Hamilton Elementary	<input type="radio"/> Yes <input checked="" type="radio"/> No	4.00	0.655	2.62
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="checkbox"/>		From To	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Total:				4.00		\$ 2.62



What is a Round Trip?

- A round trip is when you start at point A then you travel to point B and then back to point A.

DELETE	DATE	LOCATION	ROUND TRIP	MILES	RATE	REIMBURSEMENT
			COMMENTS			OTHER CHARGES
✖	04/27/2023	From Board of Education To Hamilton Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No	8.00	0.655	5.24
✖	04/27/2023	From Board of Education To White Station Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No	11.00	0.655	7.21

Example: You start at Board of Education , go to Hamilton Elementary and back to Board of Education. On the next line (for the same day) you would start back at Board of Education.

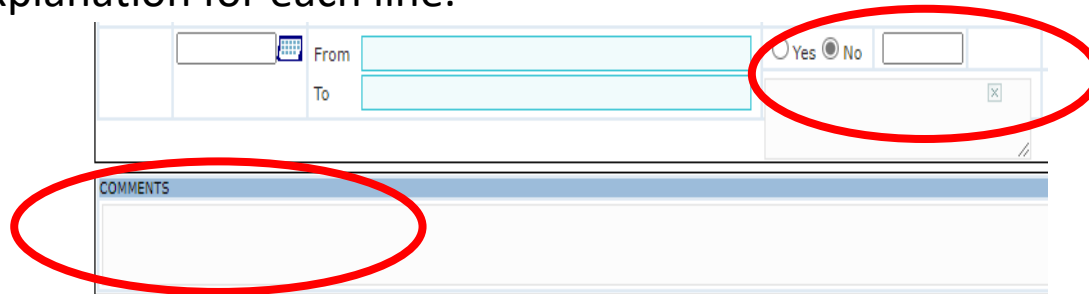


APECS Local Mileage Module (cont'd)

10. Miles will automatically populate, and the total miles times the mileage reimbursement rate will calculate. If miles do not populate automatically, please use Google Maps and input the SHORTEST distance.

All miles are verified using Google Maps

11. Make sure you have the purpose for claiming the mileage under the details of the mileage. If your explanation cannot fit, please use the comments section at the bottom. If your purpose is the same for each trip, copy and paste the same explanation for each line.



The screenshot shows a form with several fields. The 'From' and 'To' fields are highlighted with red circles. To the right of these fields is a radio button group with 'Yes' and 'No' options, also highlighted with a red circle. Below the main form is a 'COMMENTS' section, which is also highlighted with a red circle.

12. Travel between home to the normal work location is not eligible for mileage reimbursement, including travel when employees report to work on a non-scheduled workday. ([IRS Publications 463](#))



APECS Local Mileage Module (cont'd)

13. Travel to/from Central Office, to/from another District offices, as well as mileage to meetings that could be at the District's Central Office, but at another location (i.e., Restaurant) is not eligible for reimbursement. (See Exhibit A)

14. Please submit one request for mileage per month, add additional from and to locations as needed on the same request. **Do not submit multiple forms in the same month.**

15. If you are not finish and would like to complete later, please click "Save, I'm not finished".

Save, I'm not finished

16. If you have finished all your entries for the month, click "Submit".

Submit

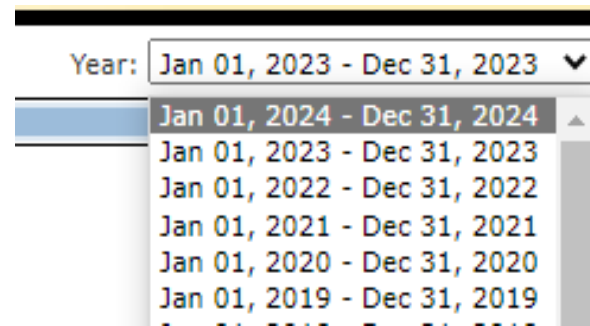
17. Mileage is due by the 7th on each month. That is including the approval of all proper approvers. If your mileage is not approved by the 7th it will be **DENIED.**



End of the Year Process

If you are submitting mileage after June 30, please follow this process:

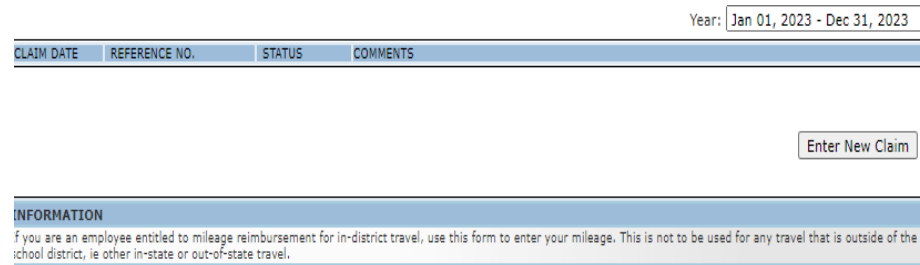
- Change the year BEFORE you start your claim.



A screenshot of a web application's year selection dropdown menu. The dropdown is open, showing a list of year ranges from 2019 to 2024. The current selected year is 'Jan 01, 2023 - Dec 31, 2023'. The option 'Jan 01, 2024 - Dec 31, 2024' is highlighted, indicating it is being selected.

**For June
and/or July
mileage only**

- Click Enter New Claim.



A screenshot of a mileage claim form. At the top right, there is a 'Year:' dropdown menu set to 'Jan 01, 2023 - Dec 31, 2023'. Below this is a table with columns for 'CLAIM DATE', 'REFERENCE NO.', 'STATUS', and 'COMMENTS'. Below the table is a button labeled 'Enter New Claim'. At the bottom, there is an 'INFORMATION' section with the text: 'If you are an employee entitled to mileage reimbursement for in-district travel, use this form to enter your mileage. This is not to be used for any travel that is outside of the school district, ie other in-state or out-of-state travel.'



Local Mileage Tips

- DO NOT wait until the last day to submit your mileage claim.
- Any travel 100 miles or less is reimbursable for local travel. Any miles greater than 100 must be put on a travel requisition.
- Please be reasonable when traveling to avoid excessive miles.
- A complete address is required for all non district locations.
- Mileage cannot be claimed on holidays or when the district is closed due to inclement weather.



QUESTIONS??



KIMBERLY ENGRAM
E-MAIL: ENGRAMK@SCSK12.ORG
901-416-5597



District Offices Include:

- Board of Education – 160 S Hollywood St
- Bayer Building – 3030 Jackson Ave
- Bond Building – 2930 Airways Blvd
- Teaching and Learning Academy (TLA) – 2485 Union Ave
- North Area Office – 3782 Jackson Avenue
- Grays Creek Office – 2800 Grays Creek Rd
- Raineswood Residential Training Center – 3232 E Raines Rd

