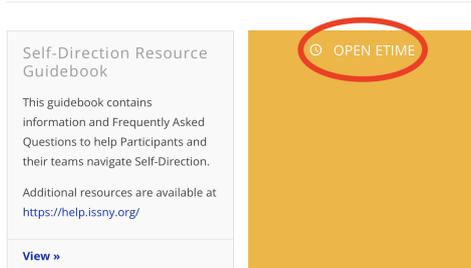


# Adding Mileage in eTime - Support Staff

Adding Mileage in eTime is simple. The most important thing is to make sure that you correctly note your location, destination, support activity, and number of miles. The steps to this process are below:

## 1. Log into the Portal and open eTime

Welcome Carlos Demo Medina



Self-Direction Resource Guidebook

This guidebook contains information and Frequently Asked Questions to help Participants and their teams navigate Self-Direction.

Additional resources are available at <https://help.issny.org/>

[View »](#)

OPEN ETIME

## 2. Start a shift

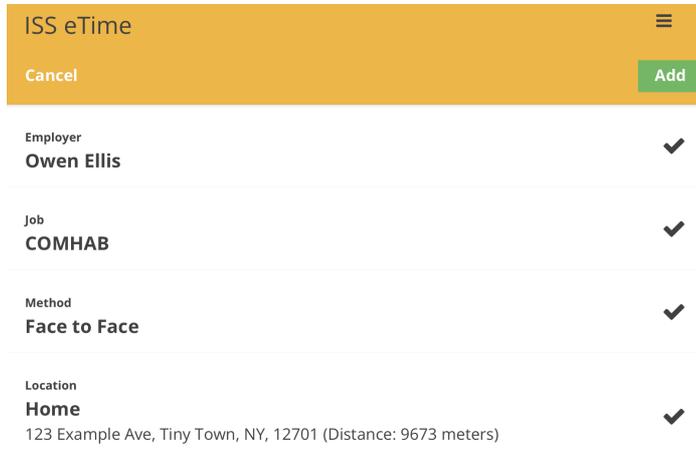


ADD TIME OFF

START SHIFT

Profile Icon

## 3. Input your information



ISS eTime

Cancel Add

Employer Owen Ellis ✓

Job COMHAB ✓

Method Face to Face ✓

Location Home ✓  
123 Example Ave, Tiny Town, NY, 12701 (Distance: 9673 meters)

## 4. Select your shift



Select a shift to edit.

Owen Ellis  
COMHAB - Face to Face  
Start Time: 01/01/2025 5:37 PM

End Shift Depart Home

## 5. Tap the 'Add Mileage' button

Cancel Update Details Update

Shift ID  
1718366

Employer  
Owen Ellis

Job  
COMHAB

Start Time  
01/01/2025 5:37 PM

Start Location *EV Valid - Override*  
Home  
123 Example Ave, Tiny Town, NY, 12701

Shift Expenses

**New** You can now add mileage and expenses as part of the shift. [Click here](#) for more details.

Add Mileage Add Expense

## 6. Input your information and tap the 'Confirm' button

Cancel Trips Details **Confirm**

Vehicle Owner *\*Required*  
Staff

Starting Location *\*Required*  
Owen's House

Destination *\*Required*  
Blues House

Support Activities *\*Required*  
Watching a Concert

Miles Traveled - *only type the number of miles \*Required*  
24

## 7. Your mileage can be viewed within the shift

Shift Expenses

**New** You can now add mileage and expenses as part of the shift. [Click here](#) for more details.

Mileage

STARTING LOCATION  
Owen's House

DESTINATION  
Blues House

MILES TRAVELED  
24.00

SUPPORT ACTIVITY  
Watching a Concert

VEHICLE OWNER  
Staff

Edit Delete

Add Trip Add Expense

**Totals** Miles: 24 Expenses: 0 Estimated reimbursement: **\$13.44**

## 8. To edit a mileage submission, tap the 'Edit' button and correct any errors in the Trip Details

Shift Expenses

**New** You can now add mileage and expenses as part of the shift. [Click here](#) for more details.

Mileage

STARTING LOCATION  
Owen's House

DESTINATION  
Blues House

MILES TRAVELED  
24.00

SUPPORT ACTIVITY  
Watching a Concert

VEHICLE OWNER  
Staff

**Edit** Delete

Add Trip Add Expense

**Totals** Miles: 24 Expenses: 0 Estimated reimbursement: **\$13.44**

Cancel	Trips Details	Confirm
<b>Vehicle Owner</b> *Required		
Staff		
<b>Starting Location</b> *Required		
Owen's House		
<b>Destination</b> *Required		
Blues House		
<b>Support Activities</b> *Required		
Watching a Concert		
<b>Miles Traveled</b> - only type the number of miles *Required		
24.00		

For further questions, please view our FAQ document:

[FAQ](#)

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*Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.*

Updated 01/07/25.

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🕒Revision #14

★Created Wed, Jan 1, 2025 10:05 PM by [Chris Sykora](#)

✎Updated Tue, Jan 7, 2025 7:53 PM by [Elizabeth Lukan](#)