

# 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

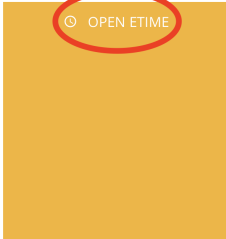
Welcome Carlos Demo Medina

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 »](#)



## 2. Start a shift

ADD TIME OFF





## 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 ▼ EVV 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

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

24.00

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](#)