

# 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

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### 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



## 3. Input your information

ISS eTime ≡

Cancel Add

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Employer ✓  
**Owen Ellis**

---

Job ✓  
**COMHAB**

---

Method ✓  
**Face to Face**

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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

<b>Shift ID</b> 1718366
<b>Employer</b> Owen Ellis
<b>Job</b> COMHAB
<b>Start Time</b> 01/01/2025 5:37 PM
<b>Start Location</b>  <i>EVV Valid - Override</i> 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**



## 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

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**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

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**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](#)

*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.

🔄Revision #14

★Created 1 January 2025 22:05:40 by Chris Sykora

✎Updated 7 January 2025 19:53:38 by Elizabeth Lukan