

# Introduction to Mileage and Expenses in eTime

## Mileage and Expenses in eTime

There is plenty to learn about the Mileage and Expenses updates to eTime, but most of the information you need is covered in these videos. Please watch them:

### Video for Support Staff:

<https://player.vimeo.com/video/1043157869?title=0&byline=0>

### Video for the Circle of Support:

<https://player.vimeo.com/video/1043158516?title=0&byline=0>

The most **important** information not covered in these videos is the **requirements** around **reimbursement**:

### Requirements for Mileage Reimbursement:

1. The vehicle a Support Staff member uses for a trip must be owned by that same member.
2. The end-destination of a trip cannot be a location that the State provides funds to travel to such as a Hospital or Courthouse.
3. The miles marked for reimbursement must only be miles driven during a shift, not miles driven to or from a shift.

### Requirements for Expense Reimbursement:

1. Expenses must be submitted with supporting documentation.
2. Supporting documentation must demonstrate the proof of payment, and an itemized receipt must be included.

For a detailed look into specific workflows, click these links:

[Adding Mileage in eTime - Support Staff](#)

[Adding an Expense in eTime - Support Staff](#)

[Correcting a Returned Shift - Support Staff](#)

[Reviewing Expenses and Mileage in eTime - Circle of Support](#)

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.*

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