



Online Mileage Reimbursement Form

To Our Families:

We are excited to announce our Mileage Reimbursement form is now available in an online, automated format, through Informed K-12.

The new online process will make the submission experience quicker and easier for everyone involved. Beginning April 16, 2021, you will fill out the mileage reimbursement form online and be able to track the form as it moves through the approval process.

What changes and improvements can you expect?

- **Faster Processing Time:** Rather than printing, scanning, emailing, reprinting and rescanning, etc., approvals will now happen via digital signatures, speeding up processing time, from initiation of the form to issuance of the reimbursement.
- **Know the Status of Your Form:** The new system provides visibility of your form online – no more hunting it down, calling, or emailing for status. After submitting a Mileage Reimbursement form, you will receive a custom link that allows you to track the form as it moves through the approval process.

Action Items:

- **Bookmark and instructional video:** Please go to https://app.informedk12.com/link_campaigns/mileage-reimbursement-test-electronic-form?token=2T4SVqbZts621LshRnJ5AsUB and bookmark the link for your records and please begin using the online system immediately.
- Effective **April 16, 2021**, if you submit a Mileage Reimbursement form on paper, you will be asked to resubmit the request via the online process.
- **1st step** -Go to Informed K-12 and fill out the reimbursement form **2nd step -Forward to the Office Manager at your school site**, who will add the attendance and move it on to the Transportation Accounting Technician. Use your custom link to follow the progress of your reimbursement.
- **Help Center:** If you need help submitting a form online, please refer to the Informed K12 link: <https://help.informedk12.com/hc/en-us>.