FAQ'S

When can I start to use CompanyMileage?

Start using CM for all mileage as of July 1st, 2018, or, if you are a new employee, the month that you are trained in.   Mileage submissions for months prior to training should be submitted manually. CONFERENCE MILEAGE: is not to be entered into CM. Continue to submit manually with Conference Reimbursement Request.

My Password is not working:

You may reset your password on the Log In screen by clicking on the link: Forgot Password.   If you are Locked out, or attempted to log in more than 5 times, then send an email to MileageHelp at MileageHelp@boces.monroe.edu .   We will unlock your account.

Ensure you are using the correct URL.   There is a training manual online and if you select that url, you will not be able to log on. The correct URL is:

https://login.companymileage.com/index.php   Save it as your favorite.

Check the Browser you are using. CompanyMileage works better with Edge or Chrome.   Using Internet Explorer has caused some difficulties.

Personal Address Book? How do I Add to/update

From your Dashboard: Control Panel/Address Book/Personal
Click on Add New Address/fill in appropriate fields/save.
You may not add to All or Company, only to your Personal Address Book

INPUT GRID: May I add more than one day on the Input Grid or Edit?

Only one day may be input at a time via the Input Grid. Save/Post or Save/Post later, then you may start a new day.   However, you may enter multiple trips for one day.   To view/edit, simply click on the Input Edit Grid. You MUST post for the trips to be saved.

Do I need to state a Purpose/reason for the Trip?

Yes, it is mandatory. Select a Purpose for the trip via the drop down box. Adding a note in the memo is not necessary EXCEPT when a trip is rejected, or returned, to you for additional information.

**Duplicate Entries: How may I tell if I already entered my mileage?**

View/Edit your trips. Duplicate trips will be "flagged" in the system. If you entered a duplicate trip in error, delete it or your Supervisor may reject it.   If it is a valid duplicate trip, make additional note in the memo/comment field.

I have finished inputting my mileage. How do I send this to my Supervisor?

> The Approver in your department will be reviewing the mileage.   It is automatically in their Dashboard to "Review for Approval".   Once you have saved your trip(s), you do not need to do anything additional.

How can I check to see what I have entered or been paid for?

> From your Dashboard: Personal Activity Reports: EX: select Summary Report enter your date range.
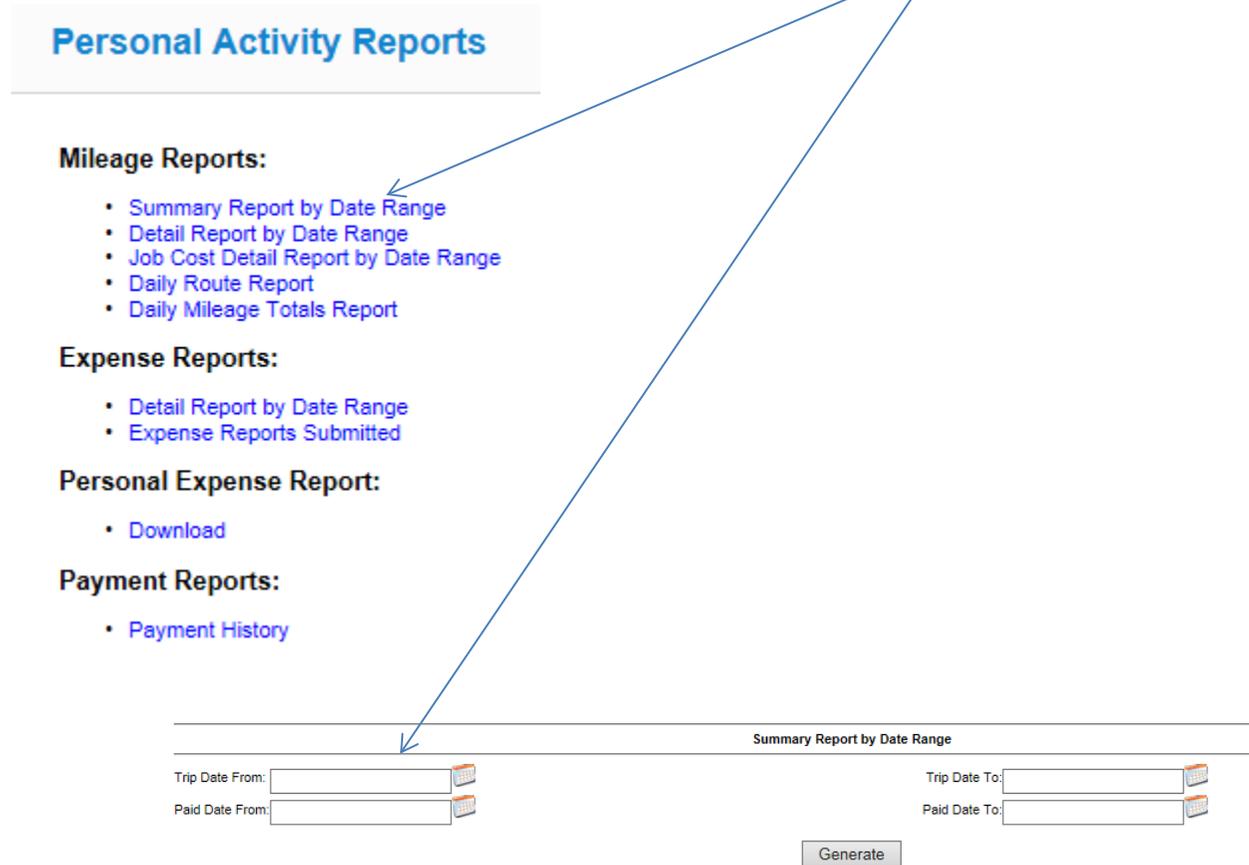
Personal Activity Reports

Mileage Reports:

- Summary Report by Date Range
- Detail Report by Date Range
- Job Cost Detail Report by Date Range
- Daily Route Report
- Daily Mileage Totals Report

Expense Reports:

- Detail Report by Date Range
- Expense Reports Submitted

Personal Expense Report:

- Download

Payment Reports:

- Payment History

Summary Report by Date Range

| Trip Date From: | | Trip Date To: | |
| Paid Date From: | | Paid Date To: | |

Generate