



# FRONTLINE PROCEDURES

Pasadena ISD

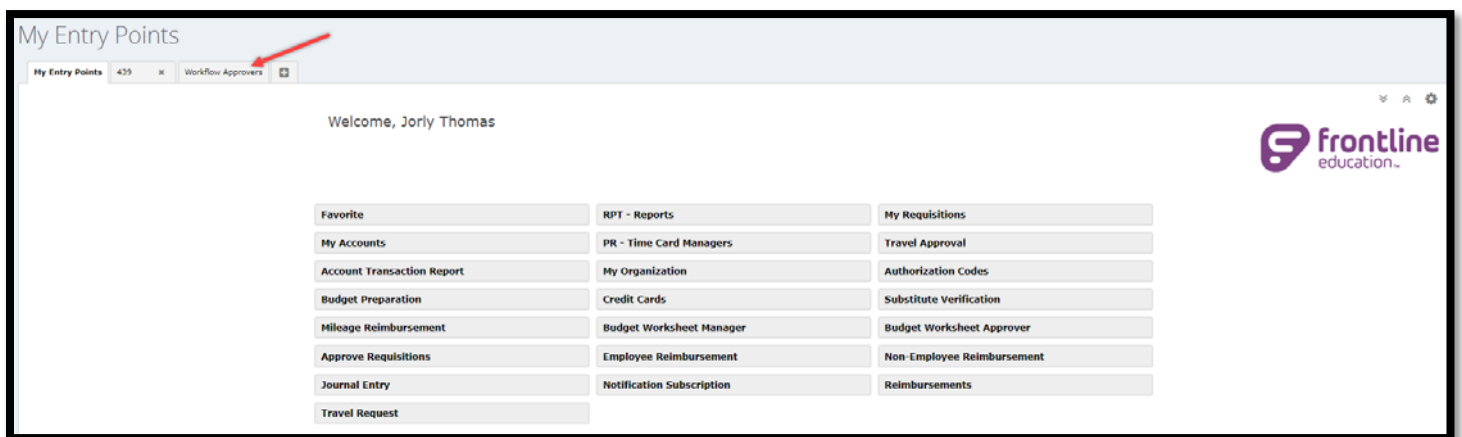
ENTRY POINT:  
Approve Mileage  
Reimbursement Request

REVISED DATE: 05/31/2023

SUBJECT: Approve Mileage Reimbursement Request

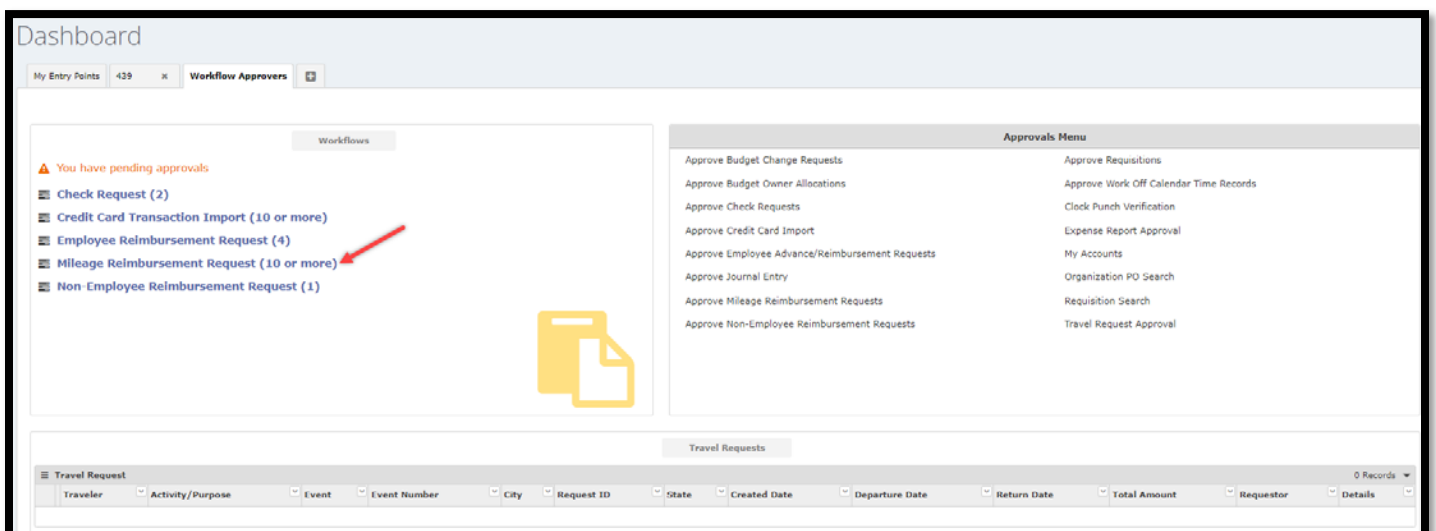
## Frontline Dashboard

- Click on the **Workflow Approvers** tab located on the left-hand side of the dashboard



This screen will show all pending approvals

- Click on **Mileage Reimbursement Request**





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REVISED DATE: 05/31/2023

SUBJECT: Approve Mileage Reimbursement Request

You will see the Requestor name along with the Month of the mileage routes

### Approve Mileage Reimbursement Requests

Approve As: Thomas, Jorly

| Requestor | Year | Month     | Number of Requests |
|-----------|------|-----------|--------------------|
| Ryan Peel | 2022 | October   | 24                 |
| Ryan Peel | 2022 | September | 26                 |
| Ryan Peel | 2022 | December  | 7                  |
| Ryan Peel | 2022 | November  | 14                 |

[View](#)

To view all of the routes

- Highlight a month
- Click View

### Approve Mileage Reimbursement Requests

Approve As: Thomas, Jorly (1801)

This approval list was compiled for you on 08-07-2023 11:24.  
[Refresh this list with the most current approval candidates?](#)

| Requestor | Year | Month     | Number of Requests |
|-----------|------|-----------|--------------------|
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| Ryan Peel | 2022 | December  | 7                  |
| Ryan Peel | 2022 | November  | 14                 |

[View](#) 4 Records



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Approve Mileage  
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REVISED DATE: 05/31/2023

SUBJECT: Approve Mileage Reimbursement Request

All of the routes entered for that month will be displayed

Approve Mileage Reimbursement Requests

Mileage Reimbursement Requests to Approve

| Request ID | Year | Month    | Total Miles | Amount | Date       | Departure Location  | Departure Time | Arrival Location  | Arrival Time | Reason for Trip  | Requestor | Account Number                          | Next in Workflow | Approved By | Notes | A |
|------------|------|----------|-------------|--------|------------|---|----------------|---|--------------|------------------|-----------|---|------------------|-------------|-------|---|
| 40506      | 2022 | December | 10.1        | \$6.31 | 12-01-2022 | Dobie High School   | 8:30 AM        | Frank Braden/Carmen Orozco Professional Development Complex | 9:00 AM      | District Meeting | Ryan Peel | 199.23.6411.000.897.99.0000000 - 100.0% | Thomas, Jorly    |             |       |   |
| 40507      | 2022 | December | 10.1        | \$6.31 | 12-01-2022 | Frank Braden/Carmen Orozco Professional Development Complex | 12:00 PM       | Dobie High School   | 12:20 PM     | District Meeting | Ryan Peel | 199.23.6411.000.897.99.0000000 - 100.0% | Thomas, Jorly    |             |       |   |
| 40508      | 2022 | December | 2.3         | \$1.44 | 12-06-2022 | Dobie 9 High School   | 7:45 AM        | Dobie High School   | 7:50 AM      | Campus Visits    | Ryan Peel | 199.23.6411.000.897.99.0000000 - 100.0% | Thomas, Jorly    |             |       |   |
| 40509      | 2022 | December | 2.7         | \$1.69 | 12-06-2022 | Dobie High School   | 10:00 AM       | Dobie 9 High School   | 10:05 AM     | Campus Visits    | Ryan Peel | 199.23.6411.000.897.99.0000000 - 100.0% | Thomas, Jorly    |             |       |   |
| 40511      | 2022 | December | 3.9         | \$2.44 | 12-08-2022 | Dobie High School   | 8:30 AM        | San Jacinto College - South                                 | 8:45 AM      | District Meeting | Ryan Peel | 199.23.6411.000.897.99.0000000 - 100.0% | Thomas, Jorly    |             |       |   |
| 40512      | 2022 | December | 3.9         | \$2.44 | 12-08-2022 | San Jacinto College - South                                 | 11:15 AM       | Dobie High School   | 11:30 AM     | District Meeting | Ryan Peel | 199.23.6411.000.897.99.0000000 - 100.0% | Thomas, Jorly    |             |       |   |
| 40513      | 2022 | December | 3.9         | \$2.44 | 12-08-2022 | Dobie High School   | 12:45 PM       | San Jacinto College - South                                 | 1:00 PM      | District Meeting | Ryan Peel | 199.23.6411.000.897.99.0000000 - 100.0% | Thomas, Jorly    |             |       |   |

7 Records

View Approve Selected Approve All Deny Select All Deselect All

If you need to open the route in more detail

- Highlight a route
- Click **View**

Approve Mileage Reimbursement Requests

Mileage Reimbursement Requests to Approve

| Request ID | Year | Month    | Total Miles | Amount | Date       | Departure Location  | Departure Time | Arrival Location  | Arrival Time | Reason for Trip  | Requestor | Account Number                          | Next in Workflow | Approved By | Notes | A |
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1 Selected / 7 Records

View Approve Selected Approve All Deny Select All Deselect All



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Approve Mileage  
Reimbursement Request

REVISED DATE: 05/31/2023

SUBJECT: Approve Mileage Reimbursement Request

Approve a route one at a time

- Highlight a route
- Click **Approve Selected**

Approve Mileage Reimbursement Requests

Mileage Reimbursement Requests to Approve

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1 Selected / 7 Records

To approve all of the routes at once

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