

How to Submit a Monthly Report in Ride Scheduler:

Select your Mileage Reimbursement amount. Use the dropdown box to select “\$0.56” if you would like to receive mileage reimbursement or “\$0.00” if you do not wish to be reimbursed. Your mileage will be considered an in-kind donation. **After you make your selection, hit CLOSE. This** will save your reimbursement selection. If you decide to change your choice about mileage reimbursement, use the “click here to change reimbursement amount” link on the bottom of the screen.

Mileage Report

Begin Date End Date

Date	Name of Client	Pickup Location	Destination	Round Trip	# of Extra Stops	# of Extra Passengers	Total Time	Odometer Start	Odometer End	Total Miles (0.56/mile)	Reimburse Amount
Fri Jun 21 Appt: 9:00 AM	Randy Pierce	Future In Sight...						<input type="text" value="0"/>	<input type="text" value="0"/>	0.00	<input type="text" value="0"/>
Totals										0.00	\$0.00

Please select your personal reimbursement amount. Any reimbursement not requested results in much appreciated program savings.

Rate/mile:

[Click here to change Reimbursement Rate](#)

***You can always change your mileage reimbursement amount by selecting the “Click Here to Change...”**

Log into Ride Scheduler and click on the “Mileage Report” link on the left-hand menu.

Welcome
Susanne Peace

Appointments

- Available
- MyAppointments
- Mileage Report**

My Info

Contact Info

Mileage Report

Begin Date End Date

Date	Name of Client	Pickup Location	Destination	Round Trip	# of Extra Stops	# of Extra Passengers	Total Time	Odometer Start	Odometer End	Total Miles (0.56/mile)	Reimburse Amount
Fri Sep 6 Appt: 11:00 AM	Mickey Mouse	Home 105 Pleasa...	Concord Eye 2 ...	Round Trip	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2.5 hr"/>	<input type="text" value="0"/>	<input type="text" value="44"/>	44.00	<input type="text" value="24.64"/>
Totals							0.00			44.00	\$24.64

[Click here to change Reimbursement Rate - Currently \\$0.560 per mile](#)

Confirm the begin and end dates (choose the first of a month to the last day of a month) and click on "Apply Dates"

Welcome Susanne Peace
Mileage Report << - Select A Volunteer - >>
 Begin Date: 07/01/2023 End Date: 07/31/2023 **Apply Dates**
 You do not have any appts to report.
 View Report

Then you go across the row for each ride and fill in **Total Time** and put your **Total Miles** under the "Odometer End" column. Total Time and Total Miles include from the whole trip, from the time you leave your home to the time you return.

Enter any extra stops and be sure to include the time and mileage involved in those extra stops.

Hit **SAVE** and you are done!

Mileage Report << Susanne Peace >>
 Begin Date: 07/01/2023 End Date: 07/28/2023 Apply Dates
 Save View Report

Date	Name of Volunteer	Name of Client	Pickup Location	Destination	Round Trip	# of Extra Stops	# of Extra Passengers	Total Time	Odometer Start	Odometer End	Total Mile (0.56/n)
Thu Jul 6 Appt: 12:20 PM	Susanne Peace	Mickey Mouse	Home 105 Pleasa...	Concord Hospita...	Round Trip	0	0	1 hr	0	0	0.00 [2]
Tue Jul 11 Appt: 11:00 AM	Susanne Peace	Mickey Mouse	Home 105 Pleasa...	Catholic Medica...	Round Trip	0	0	1 hr	0	0	0.00 [2]

Ride Scheduler will calculate your total miles and time for you.

We recommend you submit a mileage report after every ride while the information is fresh in your mind. Otherwise, mileage reports are due at the end of every month. Mileage reimbursement checks are mailed within the first 2 weeks of every month. Mileage checks can not be calculated until you enter your data.

Thank you! Please call with any questions:
 Susanne at 603-565-2409