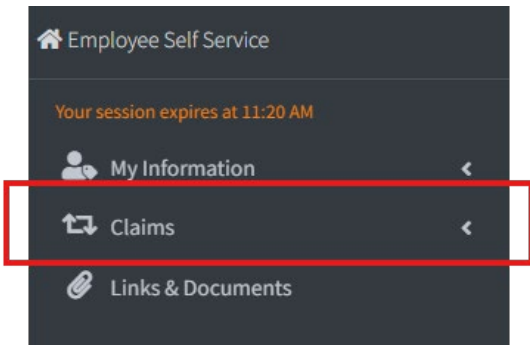


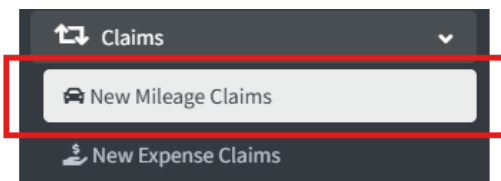
Mileage Reimbursement Instructions

All employees shall endeavor to coordinate rides with other employees on those trips that qualify for mileage reimbursement. The District will not reimburse mileage/parking to multiple employees who have traveled to the same event and who have not coordinated travel. Mileage is paid at the current state rate which is currently .70 per mile. You can submit your claim by following the directions below.

1. Log into the Employee Self-Serve (ESS) www.vista-iowa.com/ess/Login.cfm?dist=1337
2. Click on the “Claims” tab on the left hand side of your screen.



3. Click on “New Mileage Claims”



4. Enter the travel date in the “Date” field. Enter the destination and the purpose for travel in the appropriate fields. Enter the total miles traveled in the “Miles” field. If you need to add more mileage claims than what is available, click on “+ Add row” at the bottom of the page.

New Mileage Claims DIRECTIONS FOR COMPLETING MILEAGE CLAIM FORM.pdf

Claim 1				
Date 1	Destination 1	Purpose 1	Miles 1	Travel Type 1
01/27/2026	Destination	Purpose for Travel		Travel

5. If you still have more mileage claims to add later, you can click on “Save – Finish Later” at the bottom of the page. When you are ready to add to or finish your claim, click on “New Mileage Claims”. At the bottom of the page you will see your “Unfinished, Pending, & Approved Mileage Claims. You can start entering new mileage claims under the “Claim 1” header.

+ Add row Save - Finish Later Submit Claims for Approval

Unfinished, Pending, & Approved Mileage Claims					
Date	Destination	Purpose	Miles	Travel Type	Status
01/27/2026	Des Moines, IA	IASBO Meeting	240.0	Travel	Unfinished

6. Once done, click on “Submit Claims for Approval”. Your claim will be submitted to your supervisor for approval. Reimbursements will be made to your bank account through an ACH payment.