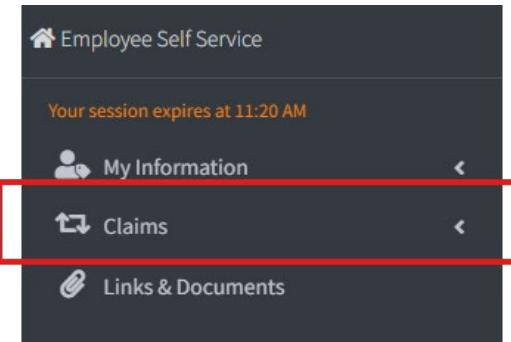


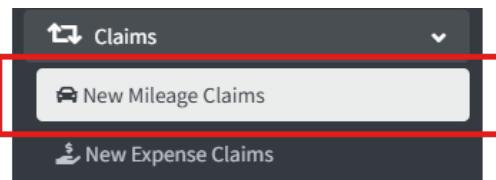
Mileage Reimbursement Instructions

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.

A screenshot of the 'New Mileage Claims' form. The form has a header 'Claim 1' and a table with six columns: 'Date 1', 'Destination 1', 'Purpose 1', 'Miles 1', and 'Travel Type 1'. The 'Date 1' field contains the value '01/27/2026'. The 'Destination 1' field contains 'Des Moines, IA'. The 'Purpose 1' field contains 'IASBO Meeting'. The 'Miles 1' field is empty. The 'Travel Type 1' field contains 'Travel'. At the top right of the form, there is a link 'DIRECTIONS FOR COMPLETING MILEAGE CLAIM FORM.pdf'.

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.

A screenshot of the 'Unfinished, Pending, & Approved Mileage Claims' table. The table has columns: 'Date', 'Destination', 'Purpose', 'Miles', 'Travel Type', and 'Status'. One row is visible: 'Date' is '01/27/2026', 'Destination' is 'Des Moines, IA', 'Purpose' is 'IASBO Meeting', 'Miles' is '240.0', 'Travel Type' is 'Travel', and 'Status' is 'Unfinished'. At the top left of the table, there are buttons: '+ Add row', '[Save - Finish Later]', and 'Submit Claims for Approval'.

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.