

Time Entry - Account Type Mileage (Drive button in Mobile App)

Description: In this topic, the user will learn about the mileage account type. The mileage account type is not associated with a service code, authorization, or client. It is used to track mileage (unit type) and is not billable. This account type is used when the employee is driving for work but not while clocked into an hourly shift. For example, the employee is reimbursed for the mileage traveled between clients or shifts, not including travel to the first shift/client or home from the last shift/client. The employee may or may not be reimbursed, depending on the "payable" setting on the employee service account. Punch entries can be entered in real-time in the mobile app by using the **drive button** or historically in the web portal using the mileage account type. An employee service account **must** be created to be available for the employee to make punch entries.

*Please note: When entering a punch entry for mileage in the mobile app for multiple stops, click Start Drive and End Drive for each stop to ensure accurate mileage.

Role Required: Employee (base user)

Permission Required: N/A

Enter a Mileage Punch (Drive button) in the Mobile App

1. Log in to the DCI mobile app
2. Click the blue **Drive** button on the Dashboard
3. Complete the Drive Account page
 - a. Drive Account - Auto-populates
 - b. Cost Center - Auto-populates
 - c. Vehicle Type: Choose **Personal** or **Company Vehicle** and click **Ok**
4. Click the blue **Next** button
5. Click **Confirm** to acknowledge the alert "Please select your Drive start location for accurate map route."
 - a. This feature is integrated with Google Maps. The current Google Map location will display.
6. Click **Confirm** to validate that the map location is correct
 - a. The starting location is marked on the map with a pinpoint labeled A
 - b. The mileage is now being recorded from the confirmed location
7. Click **End** when arrived at the destination
8. Click **Confirm** to acknowledge the alert "Are you sure you want to End Drive?"
9. Click **Confirm** to acknowledge the alert "Please select your Drive end location for accurate map route."
 - a. This feature is integrated with Google Maps. The Google Map location will display.
10. Click **Confirm** to validate that the map location is correct
 - a. The ending location is marked on the map with a pinpoint labeled B
11. The Drive entry will state "Your drive session was ended here. You have driven ____ miles in ____ minutes." It will display:
 - a. Estimated mileage (miles driven)
 - b. Estimated Travel Time (minutes)
 - c. Recaps Drive Account
 - d. Recaps Cost Center

Enter a Mileage Punch in the Web Portal

1. Log in to the DCI web portal
2. Click the blue **Add Entry** button on the **Dashboard**
3. Complete the **Add New Entry** form wizard
 - i. Some programs allow the starting odometer to be 0
 - i. Some programs allow this to be the number of miles driven
 - a. Entry Type: Punch defaults
 - b. Employee Name: Auto-populates the name of the employee logged in
 - c. Account Type: Select **Mileage** from the drop-down list
 - d. Cost Center: Type and select cost center from list
 - e. Service Date: The date the driving took place. Please ensure that it is within the acceptable date range of the organization.
 - f. Starting Odometer Reading: Enter the starting odometer
 - g. Ending Odometer Reading: Enter the ending odometer
 - h. Calculated No. of Miles: The system will subtract the Ending Odometer Reading from the Starting Odometer Reading field to total the miles driven for the entry
 - i. Notes (optional): Enter notes per organizational requirements
 - j. Attachment (optional): Click the blue Add Attachment hyperlink to add an attachment
4. Click **Save** and **Yes** to confirm

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- [Message - Send a Message](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
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