New Mileage Reimbursement Accumulator

The Mileage Reimbursement Accumulator is a new expense feature that allows employees to see how many miles have been claimed since the start of the State Fiscal Year. There are two ways to view mileage reimbursement:

1. **Mileage Expense Item within Expense Report** - Viewing the accumulator within an Expense Report will reflect mileage by Expense Item. Example: In-State Personal Mileage will show how many in-state miles have been reimbursed to date and what will be reimbursed. If 13,999 miles have accumulated on In State Personal Mileage and a claim is submitted for 100 miles, the accumulator will reimburse the 1 mile allowed at the $0.50 rate and then the 99 miles that are over at $0.

2. **All Mileage Expense Items within the Employee Travel Profile** - To view all mileage for the fiscal year, the employee must first enable their Travel Profile in Workday: Select Expense in the application menu > View Travel Profile > Create Travel Profile > Ok/Done. This will allow the employee to see all Mileage Expense Items.

Miles/Km Driven 4 items

Expense Item	Accumulated Quantity	Unit of Measure	Expense Accumulator
Out of State Personal Car Mileage	14	Mile	Year with Custom Start Date
In State Personal Car Mileage	11500	Mile	Year with Custom Start Date
Taxable Mileage Within Domicile	50	Mile	Year with Custom Start Date
In State Judicial Mileage Personal	750	Mile	Year with Custom Start Date

A Mileage Reimbursement Smart Guide has been created to walk employees through these steps. Once close to reaching the 14,000 personal mileage limit, drivers should consider a DAS Fleet vehicle per DAS State Accounting Procedure 210.130. Please contact WorkSmart@iowa.gov with any questions.

Updated Pay Period Guidance for Managers

The Pay Period Guidance for Managers resource has been updated on the website to include more detailed information for timely and accurate payroll processing. This is a companion piece to Pay Period Guidance for HRAs.

For WorkSmart Project Information
Visit WorkSmart.iowa.gov or contact the WorkSmart Team at WorkSmart@iowa.gov
For Workday assistance, refer to the Workday Support Chart