



# MiLOGS

## **CENTRALIZED MILEAGE LOG & APPROVAL WORKFLOW FOR PUBLIC SCHOOLS**

- Accurate mileage calculation via Google Maps
- Reimbursement total automatically calculated per established rate
- Simplified online log submissions & approvals
- Alerts for approvers and submitters
- Centralized mileage log data
- Export/Import of approved logs to any finance system for reimbursement payment

# MiLOGS Simplifies School District Travel Log / Approval

## SAVE COUNTLESS STAFF HOURS CALCULATING AND APPROVING MILEAGE LOGS

Operations, Administration, IT, Instruction, Student Services, Finance, and others travel extensively for School Business from school site to site, to home visits or to other locations. They face the same challenge every time - calculating travel miles for reimbursement and submission for approval for payment. It is a painful experience prone to errors and often without an easy validation.

**MiLOGS** - A responsive design software for any device - provides an easy-to-use interface that allows your School and District Personnel to:

- Create & update mileage logs for submission and approval
- Attach files/documentation through an online web-based workflow
- Submit single events or accumulate travels for weekly, monthly, or yearly submission
- Approvers of respective department have easy-to-understand interface for assigning budget codes and approving/declining submitted logs.
- Reimbursement of approved travel logs is simplified with exported batch file for integration with any finance management system