How to Submit Mileage Reimbursement

Before you begin the mileage reimbursement process, please make sure you have the following elements prepared:

1. An active ODIN login name and password. If you’re not sure what your ODIN name is, or if your password has expired, first visit http://oam.pdx.edu.

2. For all trips more than 74 miles round-trip, Google or Mapquest travel directions, saved as PDF or Word documents. **If a trip is fewer than 74 miles, you do not need to submit a map for it.** For submitting multiple trips, you can also upload a single spreadsheet that lists each trip and the mileage.

Tip: NEVER press the “Enter” button your keyboard when using the Travel Reimbursement Form. Doing so will submit your data and close the web page, and you will have to wait for a confirmation email and then log back in to continue your work.

**Step 1**
Copy and paste this address into your web browser: https://www.pdx.edu/financial-services/viking-travel-1
Then click “In-State Travel Reimbursement.” (Do not select the "Travel Authorization" form).
**Step 2**
After logging in, select “I am filling out this form for my own reimbursement.”

**Step 3**
Your personal information will automatically be entered in the “Traveler” section. Make sure the email address of your department Chair is entered in the field labeled “Traveler’s Supervisor’s Email.” Lower down in the “Dept. Admin. Staff” section, there is a field labeled “Dept. Admin. Staff Odin Username.” In that field, type “davidb” and then press the Tab key.
Step 4
After the form has auto-filled the information for David Bikman, who is the Department Admin Staff for GSE Supervisors, then click the “Transportation” tab at the top of the page.

Step 5
Now press the “Add” button and enter the details for your trip. Press “Add” for each additional trip. Although it is technically possible to submit a reimbursement for a single trip, **please try to submit no more than one mileage reimbursement request per term.** Some people find it helpful to use a small notebook and leave it in the car to keep a record of their trips.
If any of your trips are longer than 74 miles, you’ll need to save a step-by-step copy of the directions from your home to your destination(s). You can use Google Maps or Mapquest, or a similar service.

For multiple trips shorter than 74 miles, you can keep track of them in a single spreadsheet and upload that spreadsheet. Please always submit multiple trips in a single reimbursement request.

Press the “Files” tab in order to upload your directions or your spreadsheet.

Step 7

Next, click the “Destination” tab and enter the date of your first trip, the date of your last trip, and the business purpose for your trips (the fields highlighted in pink).
Step 8

Finally, click the “Submit Form” tab, and then press the “Update all Totals for Submission” button.

The form will then change to look like this:

Select the “Digitally sign this Travel Reimbursement request,” then press the “Submit Form” button.