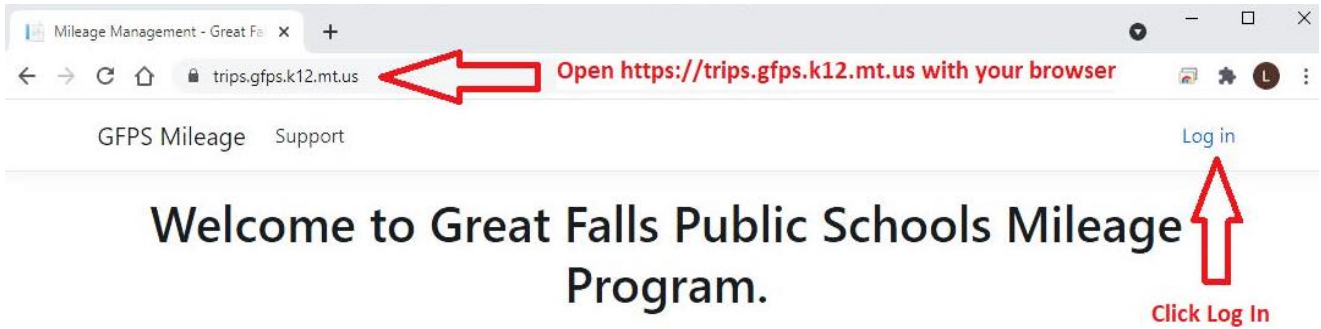


# GFPS WEB MILEAGE PROGRAM



Mileage Management - Great Falls Public Schools

trips.gfps.k12.mt.us

Open https://trips.gfps.k12.mt.us with your browser

GFPS Mileage Support

Log in

Welcome to Great Falls Public Schools Mileage Program.

Click Log In

Also accessible thru GFPS web page Staff Bookmarks - look for this icon:  
The web program can be accessed from any computer or your phone!



## Log in.

Use your AD account to log in.

Logon

Username

no\_reply

Use your windows logon Username

Logon

Password

.....

Use your windows logon password

Submit



Click Submit

# Set up your profile.

GFPS Mileage Report Location Trip Support

Hello no\_reply!~ Log out

## Welcome to Great Falls Public Schools Mileage Program.

  
Click here to update your profile

### no\_reply Profile

Logon Name:

no\_reply

Home Address:

123 Some Street

 Put in your address

City:

Great Falls

Zip:

59405

Work Location:

District Office

 Select your work location

Select your supervisor:

tom\_hering

 Make sure to select your supervisor, so this person will be able to approve your trips

Profile created on:

05/27/2021

Save

 Click save to update your profile

**Fill in all the blanks. Please keep address current as this is where the checks will be mailed to.**

# To Add Trips:



Add a trip

Date: 09/01/2021 Select the date for the trip

From: Select a location Location where the trip starts

To: Select a location Trip destination location

Miles: 0 Put in the miles if not populated by the system

Notes (Optional): You can put some notes for this trip, you and the supervisor can see these notes

Check here for round trip  If this is a round trip, you can check this box, the system will create a second trip back to the origin location from the destination location

Add Trip Verify all the information are correct, and click Add Trip to add the trip to your account. Note: the trips added here have not been submitted to your supervisor yet.

Back to your trips

Click on 'Location' and start to type name; it will bring drop down to that alph list.

Please use drop down to find locations. Don't add location until you know it isn't here - example CMR vs C M Russell OR FIB vs First Interstate bank vs 1st Interstate.

# Welcome to Great Falls Proj

Add Location

You can always click Add Location under Location to add a location to the list, so you can select that as a from/to location

## Add a new location

Location Name:

Leon Home

This is the location name where you will see for the drop down location list in add trips

Abbreviation

LeonHome

Address:

Your address

This will be the location address

City:

Great Falls

Zip:

59405

Visibility: Private

If the location is just for you to use(i.e your house), make it Private so only you will be able to see it from the drop down, if the location might be useful for some one else (i.e First Interstate Bank), you can make it Public, so some one else will see that location too from the drop down

Location Type:

Non School

Create

After fill in all the information, click Create to save the location to the database, so it will be in the drop down for you in the Add Trip page.

[Back to List](#)

## Add a trip

Date

mm/dd/yyyy



From:

Select a location



Select a location

Alliance for Youth

C M Russell High School

Central Catholic HS

Chief Joseph Elementary

Civic Center

District Office

East Middle School

Emerson Center

Foothills School

Giant Springs Elementary

Great Falls College MSU

Great Falls High School

Holy Spirit School

Juvenial Detention Center

**Leon Home**

Lewis & Clark Elementary

Lincoln Elementary

Little Russell

Longfellow Elementary

**The new location will  
show here as an option**

[Back to your trips](#)



# Welcome to Great Falls Public Schools Mileage Program.

Click Trip to view your unsubmitted trips



Mileage

You can select to view all the trips up to the specified date, and click Show Trips

Hello leon\_test!~ Log out

Name: leon\_test

Date: 9/1/2021

123 Some Stree, Great Falls, MT 59405

Trip summary will show here, it is a recommendation not to submit trips with a total less than \$10.

To: 09/01/2021  Waiting for employee to submit

**Total Trips: 2, Total Miles: 6.7, Reimbursement: \$3.75**

Click here to delete the trip you don't want

Date	From	To	Miles	Total	Note	
8/27/2021	District Office	C M Russell High School	3.2	\$1.79		Edit   Delete
8/27/2021	C M Russell High School	Great Falls High School	3.5	\$1.96	mod by no_...	Edit   Delete

By checking this box, I certify those trips above are my true and accurate trips.



Check this box, then you can click Submit Trips for approval to submit the above trips for your supervisor to approve your tips.



Click here to edit the trip details

Reports should be submitted monthly, quarterly or semi-annually – as you have in the past. (Do not submit daily or weekly.)

Mileage rates will be set in the system by administrators so you will not have to change rates when the rates change. 😊

Submission

Move your mouse under Report and Click Submission to view your submission history

## List of employee submit trip report

From: 07/01/2020  To: 08/09/2021

No records found between those two dates!



Select two a date range to show your submission history, and click Show Report.

### List of employee submit trip report

From: 07/01/2020 To: 08/09/2021 Show Report

Click Details to show the trips you had submitted for that submission



Name	From	To	Trips	Date	
no_reply	7/5/2021	7/6/2021	4	7/13/2021 2:34:35 PM	<a href="#">Details</a>
no_reply	7/1/2021	7/2/2021	4	7/13/2021 8:24:14 AM	<a href="#">Details</a>
no_reply	6/8/2021	6/9/2021	3	6/9/2021 1:46:52 PM	<a href="#">Details</a>
no_reply	6/1/2021	6/2/2021	3	6/9/2021 12:28:07 PM	<a href="#">Details</a>

A list of submission between those two dates

### Employee Submission Report

Name: no\_reply  
 Date: 7/13/2021  
 123 Some Street  
 Great Falls, MT 59405

You can always Print out a paper copy of what you had submitted

By checking this box, I certify those trips below are my true and accurate trips.



Total Trips: 4, Total Miles: 10, Reimbursement Total:\$5.60

[Print](#)

Date	From	To	Miles	Total	HB
7/5/2021	District Office	Great Falls High School	2	\$1.12	<input type="checkbox"/>
7/5/2021	Great Falls High School	District Office	2	\$1.12	<input type="checkbox"/>
7/6/2021	Chief Joseph Elementary	Great Falls High School	3	\$1.68	<input type="checkbox"/>
7/6/2021	Great Falls High School	Chief Joseph Elementary	3	\$1.68	<input type="checkbox"/>