

methods, inc Computer systems solutions

EMPLOYEE TIME & MILEAGE SHEET

instructions

This form is password encrypted to ensure that Methods, Inc. employees and ONLY Methods, Inc. employees can submit expense reports for reimbursement purposes.

In order to open and complete this form, you will need to obtain the password from your supervisor. The password will only be communicated to you via phone or in-person.

There are 2 options for submitting a completed form:

1. Complete the form (either by typing entries or handwriting entries, sign the form and mail it to the following address:

Methods, Inc.
8675 W. Fairway Drive
Baton Rouge, LA 70809
ATTN: Wanda Loupe

2. Complete the form by typing entries, digitally sign the form, save the form to your computer, attach it to an e-mail and send it to wanda@methods.com. When you "Save As..." rename the file to reflect the billing period specific to it. This will help you find the form quickly if you ever need to refer back to it. It will also help speed up the reimbursement process and streamline Methods, Inc. record-keeping processes.

NOTES:

- For your convenience, you can print multiple copies of this form and fill it out as you travel. When you are ready to submit a report for reimbursement, fill out a digital copy of the form and send it via Option 1 or Option 2 listed above.
- **Total Hours Worked, all Miles Traveled, Total Miles Traveled, and the Total Amount of Reimbursement** fields on the form are auto-calculated by the form and cannot be manually entered.
- In order for your mileage values to be auto-calculated, you must enter **ODOM start and ODOM stop** values. **Auto-calculated values from PAGE 2 are auto-filled on PAGE 1.**
- The digital signature feature guarantees that you and only you have completed the form, submitted it and that the values have not been changed since you signed the form. Click the orange arrow in the Digital Signature field and you will be led through the process for obtaining your ADOBE ID.
- **RECORD YOUR ADOBE ID PASSWORD** (where you can access it at your convenience) and the **location on your computer where your ADOBE ID is stored.**
- **You will not be able to sign the form at a later date without your ADOBE ID password.**
- You must have Adobe Acrobat 9.0 or later to use this form.
- If you do not want to access the form via the website everytime you need it, you can save a copy of the blank form to your computer. Each time you open it to start a new billing cycle report, save it as a new file with a new name and you will always have the blank one stored for future use.