



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Create Mileage
Reimbursement Request

REVISED DATE: 04/24/2023

SUBJECT: Adding a New Address for Mileage Route

Entry point, [Create Mileage Reimbursement Request](#)

Adding a New Address

Click on the Add New button either on the Departure Address or Arrival Address

Departure Address: * **Add New**

Departure Location: *

Arrival Address: * **Add New**

Pop Up: Add New Address

Enter Address, City, State and Zip Code

Click **Continue**

Add New Address [X]

Line 1: * 5533 Evanston Ln

Line 2:

City: * PASADENA

State: * Texas

Zip Code: 77505 -

Continue



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Pop Up: Matched Addresses

Highlight the matched address

Click **Add Address**

Address	City	State	Zip	Match Quality	Match Assessment	Ge
5533 Evanston Ln	Pasadena	TX	77505-1105	100.00 %	100% Match with ArcGIS MatchQuality Assessment	Qu

1 Record

Add Address **Cancel**

Address has now been added to the system

Departure Address: ★ 5533 Evanston Ln Pasadena, TX 77505-1105 **Add New**

Departure Location: ★

Arrival Address: ★ **Add New**

On the Departure Location field, add the official business name. Hit TAB button after typing the name.

Departure Address: ★ 5533 Evanston Ln Pasadena, TX 77505-1105 **Add New**

Departure Location: ★ Home Residence 5533

When adding a Home Residence address please use this format,
Home Residence XXXX
 The "X" being the first four digits of the address



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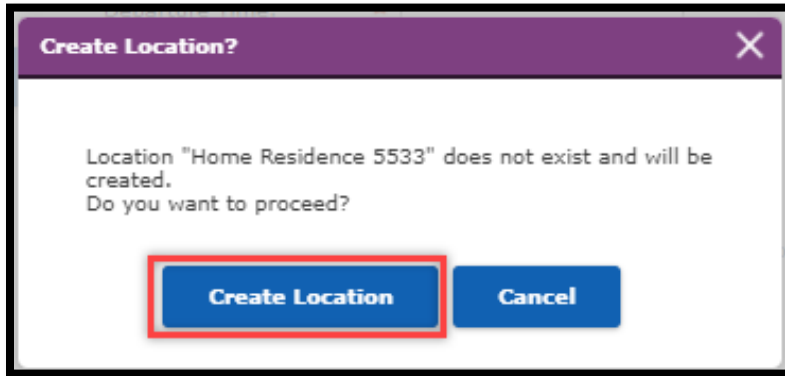
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Pop Up: Create Location

Click **Create Location** to add the new location name to the system



A message will confirm the location has been created

