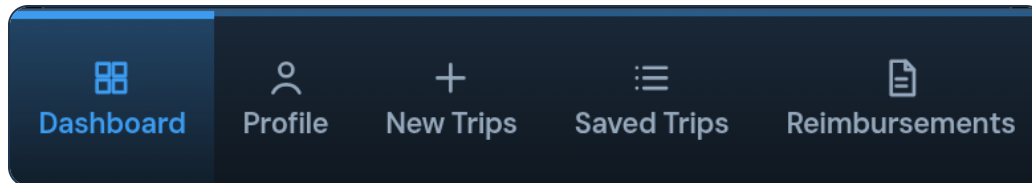


Waypoint is where you log your work miles and send your monthly reimbursement form for signature. Open it at <https://waypoint.ipsb.education> and sign in with your @ipsb.education Google account.



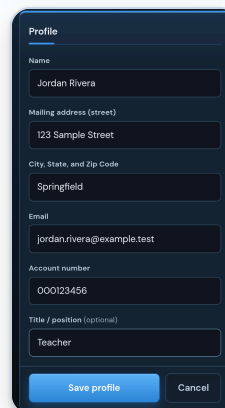
1 Dashboard



Your year at a glance.

- Pick a **Fiscal year** (July 1 – June 30).
- **Reimbursements** shows your total and how many you submitted.
- **Recent submissions** lists sent months with a signature tracker; tap one to open it.
- **Miles claimed** shows monthly bars of miles and dollars.

2 Profile

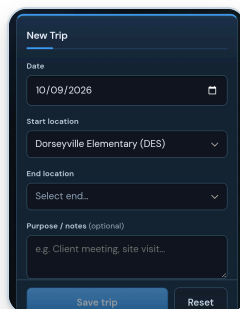


The details that fill in your reimbursement form. **Name**, **Title / position**, **Mailing address (street)**, **City**, **State**, and **Zip Code**, and **Account number** must all be filled in for the reimbursement form to fill in correctly.

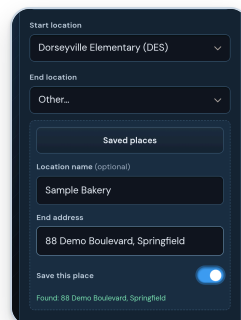
Tap **Save profile**. The **Saved places** card opens **Manage saved places**.

3 New Trips · log one trip

- 1 Pick the **Date**, then choose a **Start location** and **End location**. Type in **Filter locations...** to find one fast.
- 2 Somewhere not on the list? Choose **Other...**, type a **Location name** (optional) and the address. Miles calculate for you.
- 3 Turn on **Save this place** to keep that address for next time.

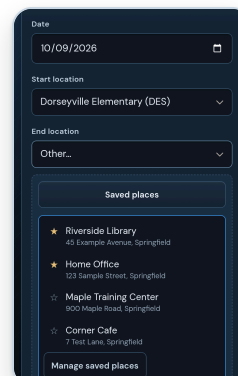


1 · Date, Start and End

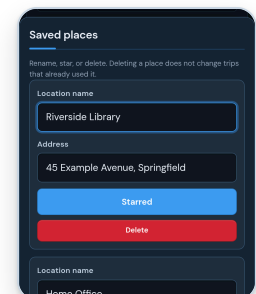


2-3 · Other..., name, address, Save this place

- 4 Next time, tap **Saved places** and pick one. Starred favorites are marked with a star (★).
- 5 Tap **Manage saved places** to rename, **Star** or **Delete** a place. Deleting does not change trips you already saved.
- 6 **Purpose / notes (optional)** is just for you. Then tap **Save trip**. Saving does not email anyone.

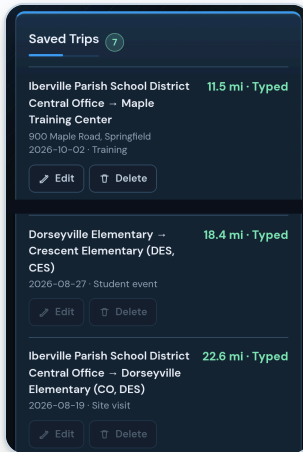


4 · Saved places, favorites starred



5 · Manage saved places

4 Saved Trips



Every trip you have logged, newest first.

- Use **Edit** or **Delete** to fix a trip until its month is sent.
- Once a month is sent, its trips are **grayed out** and locked until a Supervisor sends the month back with a comment.

5 Reimbursements

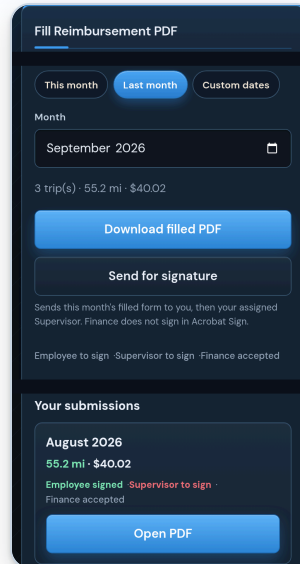


Illustration with sample data. Send for signature is available once your Supervisor and Acrobat Sign are set up for you.

- Choose **This month**, **Last month** or **Custom dates**.
- **Download filled PDF** gives you the form.
- **Send for signature** starts signing in Acrobat Sign: you sign first, then your Supervisor. Once your Supervisor signs, a copy is emailed to you, and Finance will see your fully signed reimbursement in the Finance portal.
- **Submitted Reimbursements** lists your sent months, each with **Open PDF**.

Need help? Contact support@ipsb.education.