

PRODUCT CONNECTIONS

HELIX



You will need to use Helix to submit your driving time, mileage, and tolls. This ensures you will be reimbursed for these expenses. Use this guide to navigate Helix.

Reminder

- Don't forget to approve your mileage and driving time in Timesheets after each demo date. You won't be paid if you don't approve your miles and driving time!

Pending Driving Time or Mileage

- If you have pending driving time or mileage to approve:
 - You can approve up to 4 past weeks in Timesheet.
 - Reach out to your scheduler if you need to
 - Review mileage for events older than 4 weeks.

Tolls

- If you have incurred tolls between stores, they need to be reported in mPlan
- If you don't report tolls, we can't pay them
- Please note that your scheduler will check the tolls portion within your route and will address the toll rate if needed



Questions?

If you have questions or concerns about Helix, reach out to your supervisor. They are there to help you and walk you through any issues you may encounter.