Chrome River Expense – Creating a Mileage Report
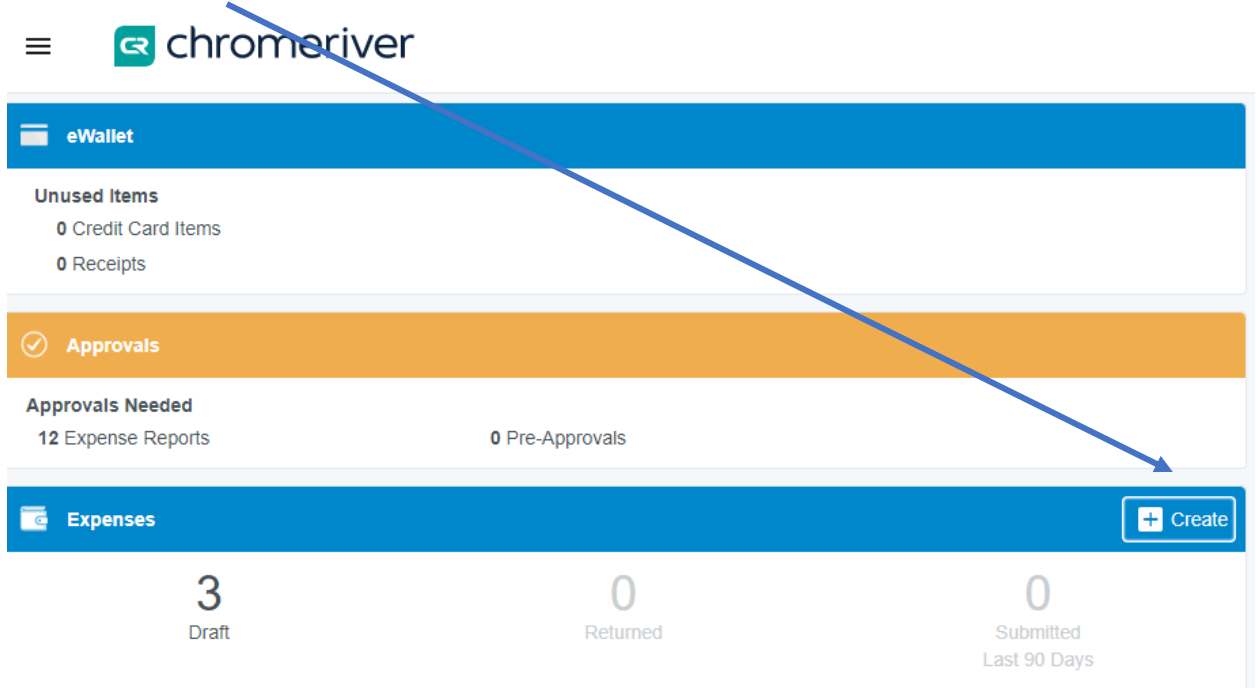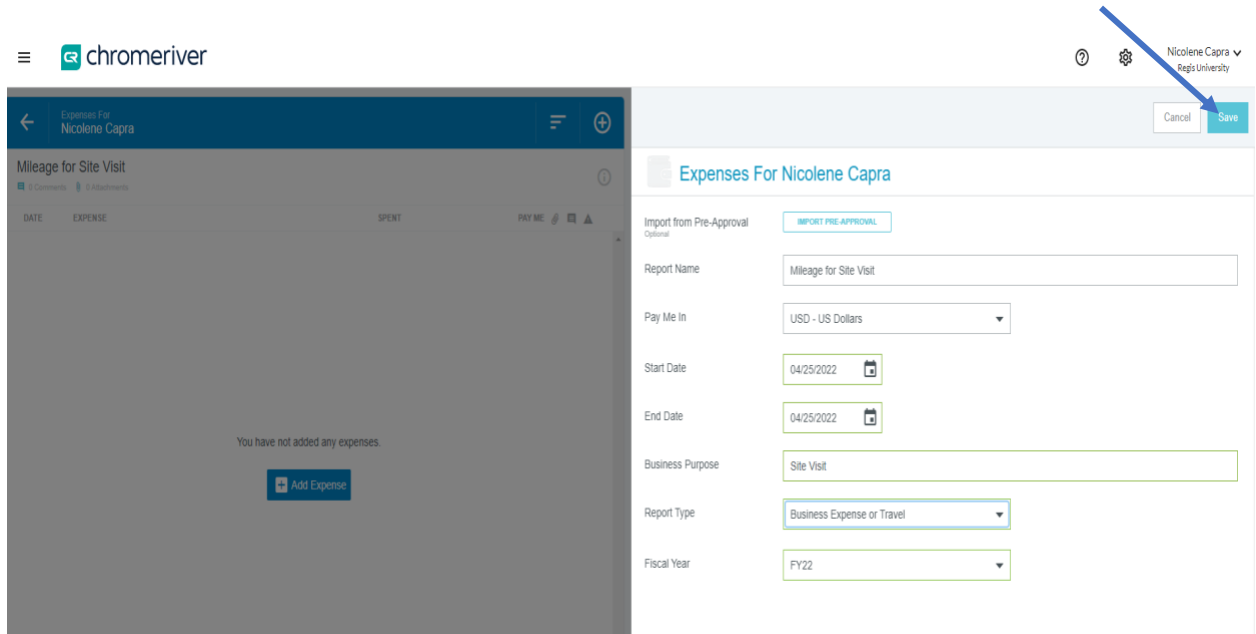
1. Click on the '**+Create'** button on the Chrome River dashboard:
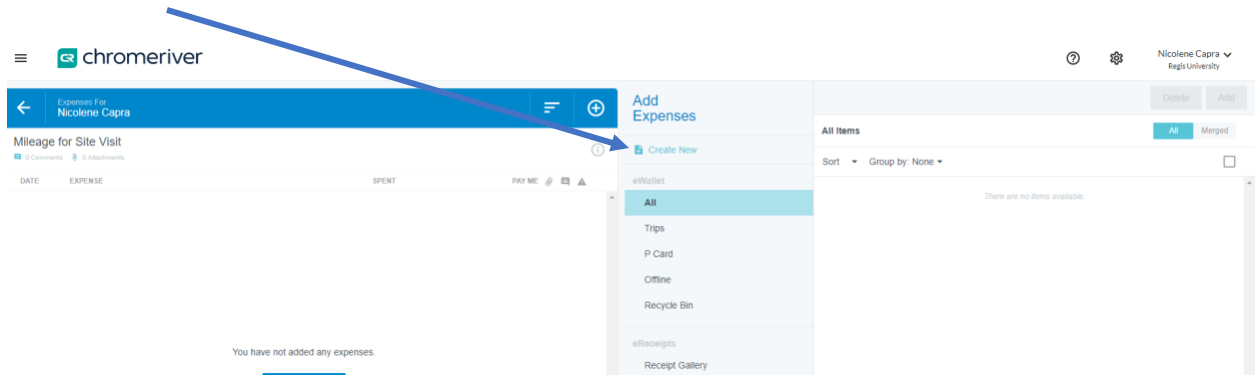

2. Fill out the following form with the correct information, something like this, then select **'Save'**:

3. Select **'Create New'** under **'Add Expenses'**:
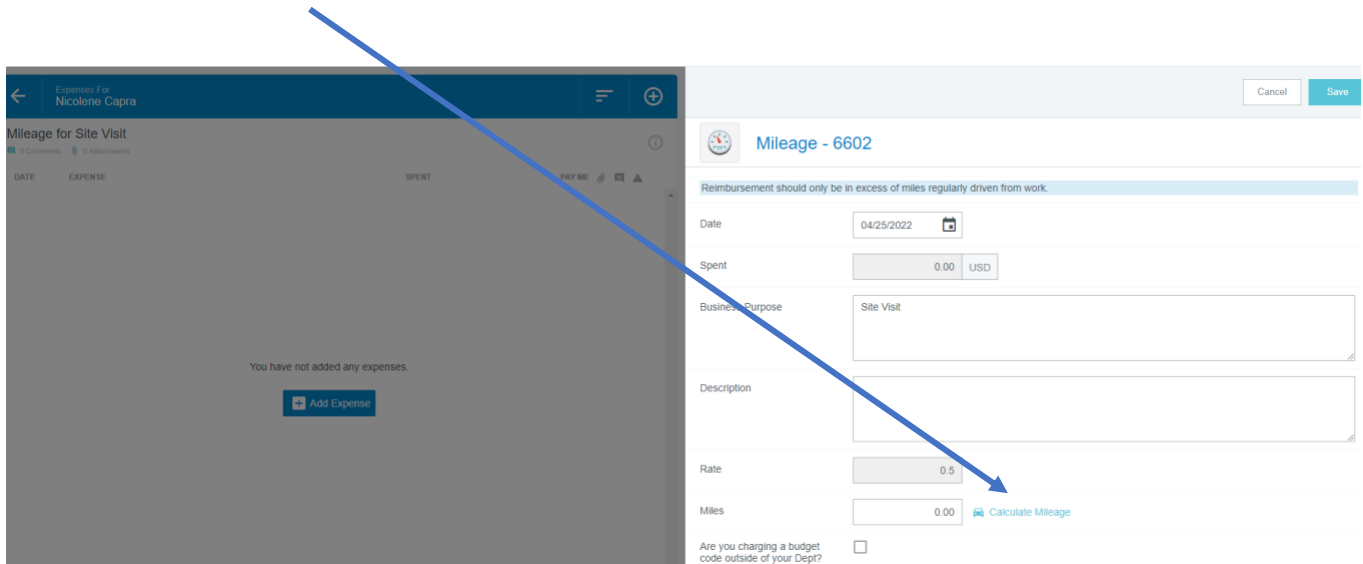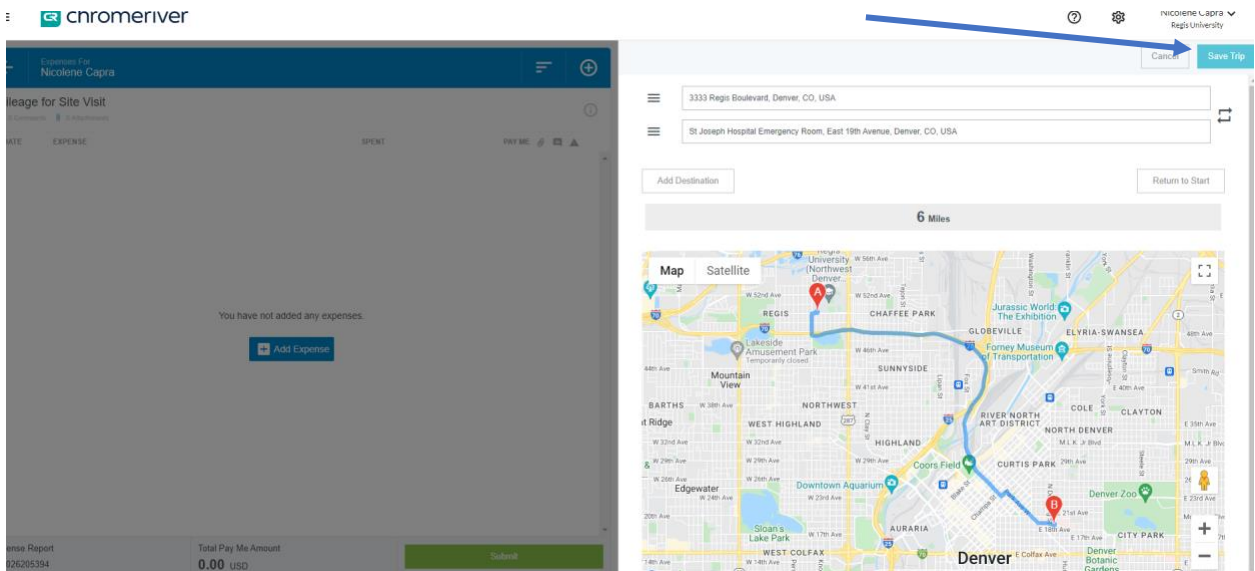

4. Select the **'Travel'** tile, and then select, **'Mileage'**:
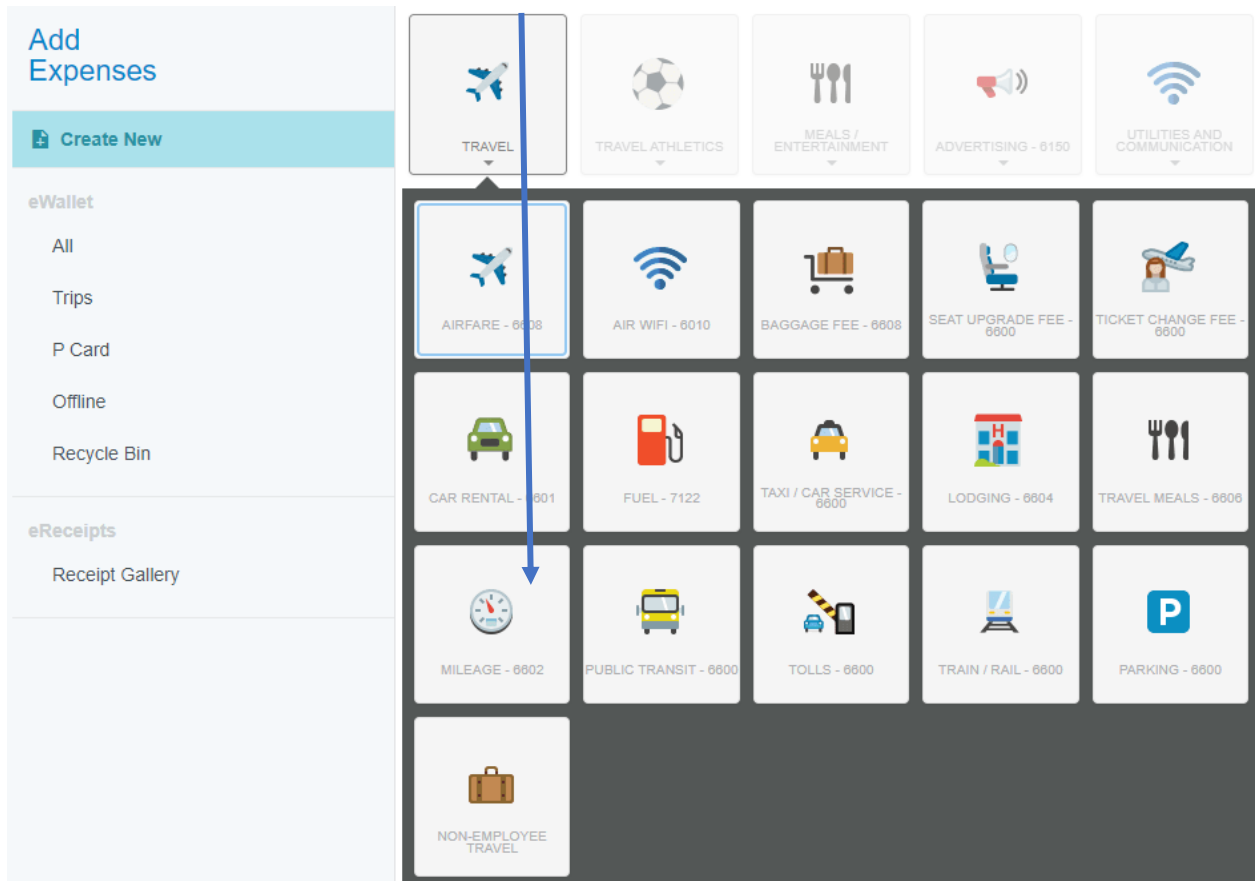
5. Click on **'Calculate Mileage'**, here:

6. Here you will put in the to and from of your travel, and select **'Save Trip'**:

7. Once you have completed this step, it will calculate the dollar amount, at which time you can select **'Save',** and continue with the same process, starting at step #4 until all mileage has been calculated.