Chrome River Expense – Creating a Mileage Report

1. Click on the '+**Create'** button on the Chrome River dashboard:

	ver	
eWallet		
Unused Items 0 Credit Card Items 0 Receipts		
Ø Approvals		
Approvals Needed 12 Expense Reports	0 Pre-Approvals	
🧧 Expenses		+ Create
3 Draft	0 Returned	O Submitted Last 90 Days

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

\equiv \Box chromeriver			⑦ 稼 Nicolene Capra ↓ Refs University
Contraction For Nicolene Capra	₹ 🕀		Cancel
Mileage for Site Visit	0	Expenses For	r Nicolene Capra
DATE EXPENSE SPENT	PAY ME 🧳 🗮 🛦	Import from Pre-Approval Optional	MPORT PRE-APPROVAL
		Report Name	Mileage for Site Visit
		Pay Me In	USD - US Dollars
		Start Date	04/25/2022
		End Date	04/25/2022
Tou nave not added any expenses.		Business Purpose	Site Visit
		Report Type	Business Expense or Travel
		Fiscal Year	FY22 ¥

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

≡ ⊂ chromeriver					0	쒛	Nicolene Capra 🗸 Regis University
Expenses For Nicolene Canra		⊕	Add				
Mileage for Site Visit			Expenses	All items			All Merged
Comments 🔋 0 Attachments		0	Create New	Sort • Group by: None •			
DATE EXPENSE	DATE EXPENSE SPENT PAY ME 🖉 🗖		eWallet		There are no items available.		A
			Trips				
			P Card				
			Offline				
			Recycle Bin				
You	u have not added any expenses.		eReceipts Receipt Gallery				

4. Select the **'Travel'** tile, and then select, **'Mileage'**:

Add Expenses	74	(¥T1	~ ()	(((•
Create New	TRAVEL	TRAVEL ATHLETICS	MEALS / ENTERTAINMENT	ADVERTISING - 6150	UTILITIES AND COMMUNICATION
eWallet All Trips P. Card	AIRFARE - 60.08	AIR WIFI - 8010	Laggage FEE - 6608	SEAT UPGRADE FEE -	TICKET CHANGE FEE -
Offline Recycle Bin	CAR RENTAL - 001	FUEL - 7122	TAXI / CAR SERVICE -	LODGING - 8804	TRAVEL MEALS - 6806
eReceipts Receipt Gallery	MILEAGE - 6602	Jan Jublic Transit - 6600	TOLLS - 6600	TRAIN / RAIL - 6600	PARKING - 6600
	NON-EMPLOYEE TRAVEL				

5. Click on 'Calculate Mileage', here:



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

E Chromeri	ver		⑦ \$\$ Picciene ∟apra ✓ Regist University
Expenses For Nicolene Capra		<i>≓</i> ⊕	Canodr Save Trip
Ileage for Site Visit	1990.	0173K # E &	3333 Regis Boulevart, Derver, CO, USA It Joseph Hospital Emergency Room, East 19th Avenue, Derver, CO, USA
	You have not added any expenses.		Ad Destination Return to Start
erse Report	Table Pay Me Amount	Salarat	N Distrate A Particular A Pa

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.