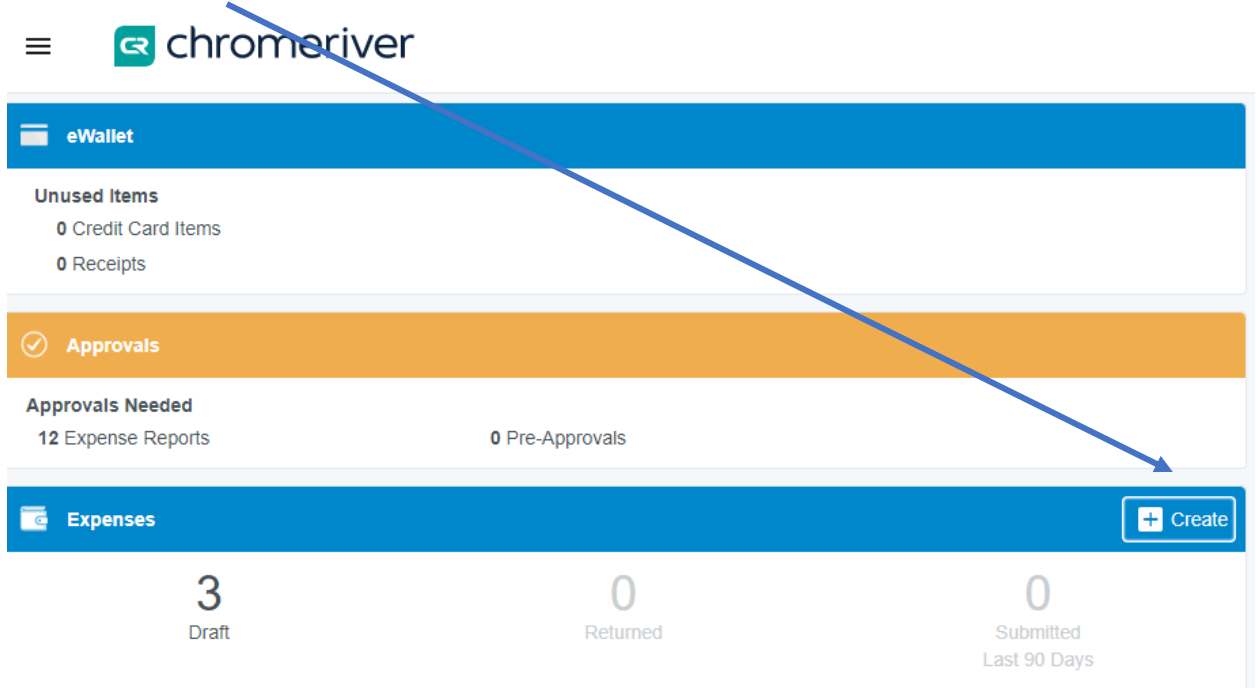


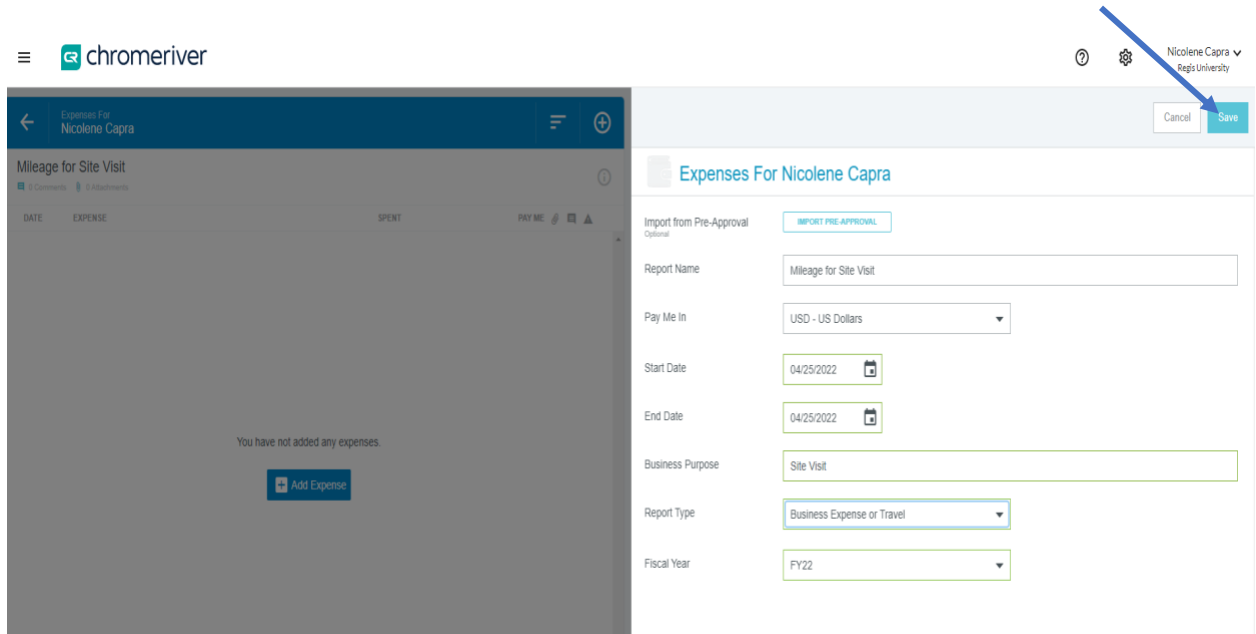
Chrome River Expense – Creating a Mileage Report

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



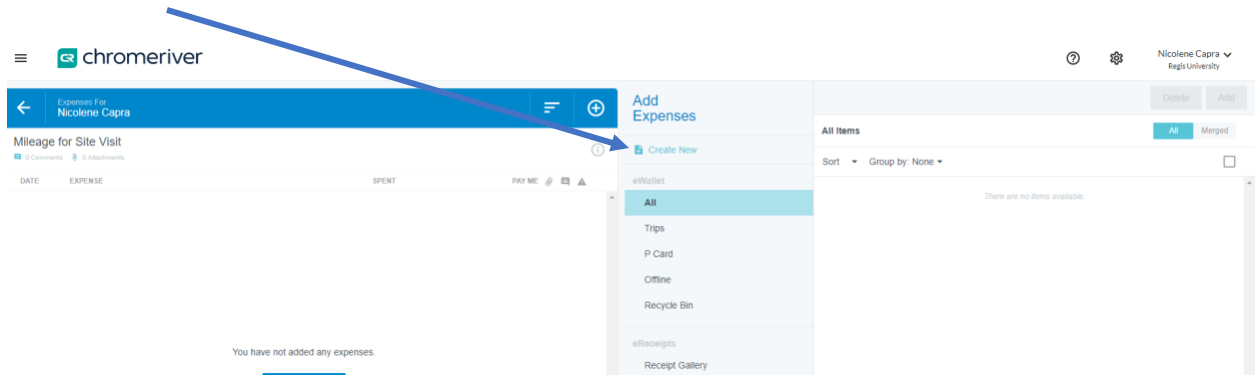
The screenshot shows the Chrome River dashboard. At the top left is the Chrome River logo. Below it are three main sections: 'eWallet' with 'Unused Items' (0 Credit Card Items, 0 Receipts), 'Approvals' with 'Approvals Needed' (12 Expense Reports, 0 Pre-Approvals), and 'Expenses'. The 'Expenses' section has a '+ Create' button highlighted with a blue arrow. Below the 'Expenses' section, there are three statistics: '3 Draft', '0 Returned', and '0 Submitted Last 90 Days'.

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

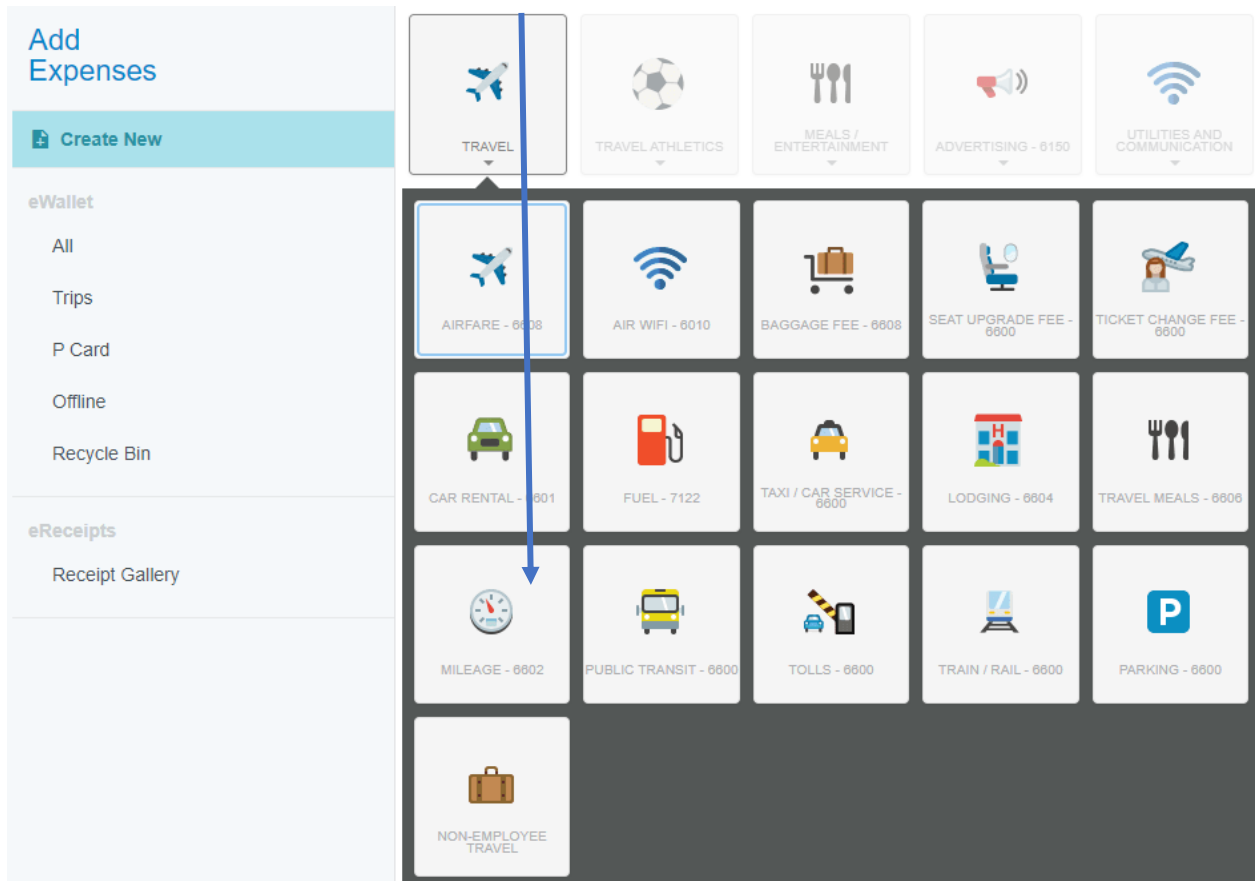


The screenshot shows the 'Expenses For Nicolene Capra' form. The form is titled 'Expenses For Nicolene Capra' and has a 'Cancel' and 'Save' button at the top right. The form fields are: 'Import from Pre-Approval' (Optional), 'Report Name' (Mileage for Site Visit), 'Pay Me In' (USD - US Dollars), 'Start Date' (04/25/2022), 'End Date' (04/25/2022), 'Business Purpose' (Site Visit), 'Report Type' (Business Expense or Travel), and 'Fiscal Year' (FY22). A blue arrow points to the 'Save' button. On the left, there is a sidebar with a table header for 'Mileage for Site Visit' and a message: 'You have not added any expenses.' with an 'Add Expense' button.

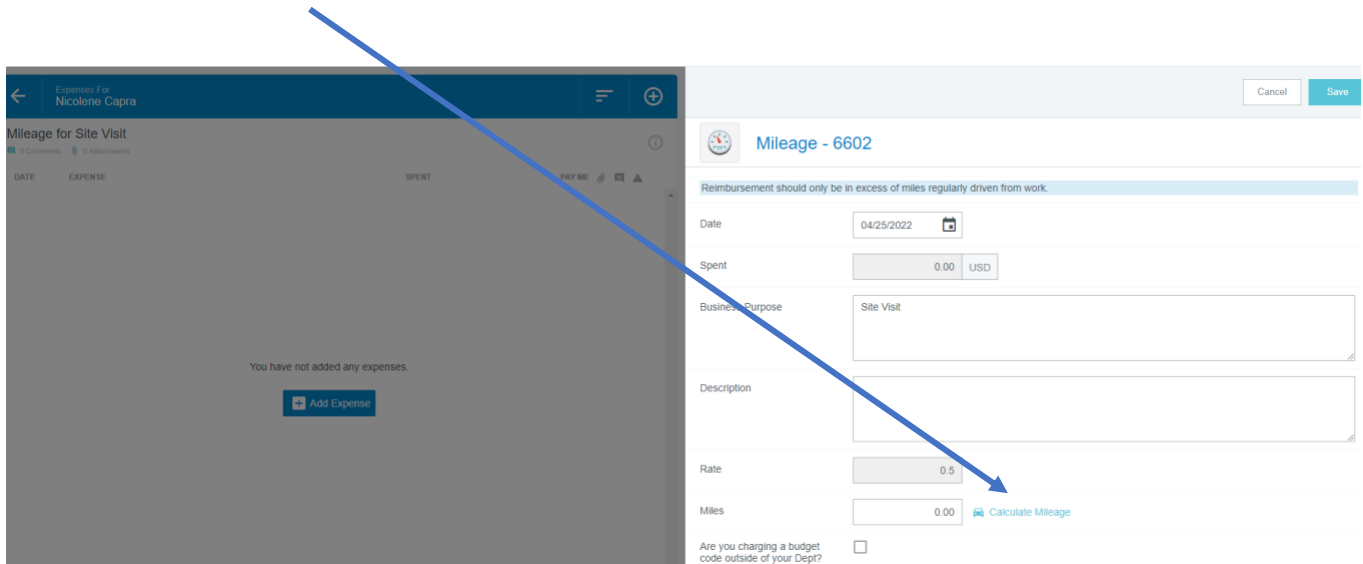
3. Select **'Create New'** under **'Add Expenses'**:



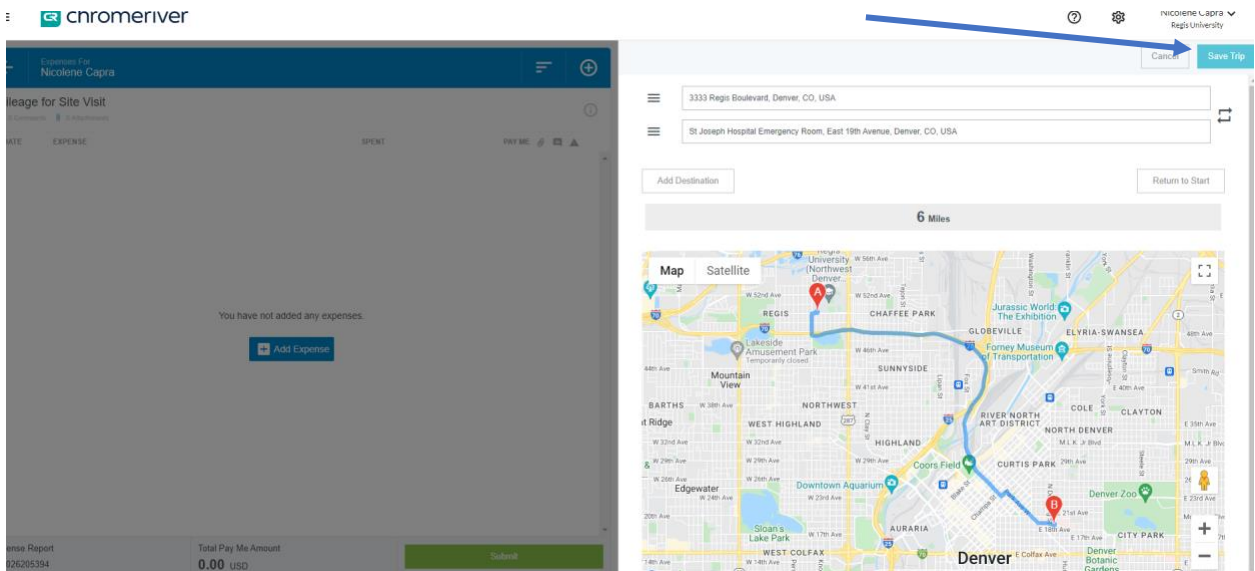
4. Select the **'Travel'** tile, and then select, **'Mileage'**:



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.