

## Entering Mileage for Reimbursement:

1. In Chrome River, goto the Expense Ribbon and click on +Create:

The screenshot displays the Chrome River interface with the following sections:

- eWallet** (Blue header):
  - Unused Items
    - 0 Credit Card Items
    - 0 Receipts
- Approvals** (Orange header):
  - Approvals Needed
    - 1 Expense Reports
    - 1 Invoices
  - 0 Pre-Approvals
- Expenses** (Blue header, highlighted with a red box):
  - 0 Draft
  - 0 Returned
  - View All Submitted
  - + Create
- Pre-Approval** (Dark Blue header):
  - 0 Draft
  - 0 Returned
  - View All Submitted
  - + Create
- Invoices** (Green header):
  - 2 Draft
  - 3 Submitted Last 90 Days
  - + Create

Fill out the following screen and click on "Save":

### Expenses For Deborah Buchanan-Hudspeth

Import from Pre-Approval

Report Name: Mileage Reimbursement

Pay Me In: USD - US Dollars

Start Date: 04/12/2024

End Date: 04/15/2024

Business Purpose: Mileage for

Report Type: Business Expense or Travel

Fiscal Year: FY24

Click on Create New:

The screenshot shows the 'Add Expenses' interface. The 'Create New' button is highlighted with a red box. Below the main interface, there is a message: "You have not added any expenses." The interface includes a header with the user's name, a menu icon, and a plus sign. The main area has a table with columns: DATE, EXPENSE, SPENT, and PAY ME. The right side shows a list of items with 'All Items' selected and 'Sort' and 'Group by: None' options. The bottom right corner says "There are no items available."

2. Select the Travel tile and then select Mileage:

**Add Expenses**

[Create New](#)

**eWallet**

- All
- Trips
- Cash Advance
- Credit Card
- Offline
- Recycle Bin

**eReceipts**

- Receipt Gallery

TRAVEL	TRAVEL ATHLETICS	MEALS/REFRESHMENTS/ENTERTAINMENT/ADVERTISING	UTILITIES & COMMUNICATION	
AIRFARE (6608)	BAGGAGE FEE (6608)	TICKET CHANGE FEE (6600)	CAR RENTAL (6600)	CAR RENTAL FUEL (7122)
TAXI & CAR SERVICE (6600)	LODGING (6604)	TRAVEL MEALS (6606)	MILEAGE (6600)	PUBLIC TRANSIT (6600)
TOLLS (6600)	TRAIN & RAIL (6600)	PARKING (6600)	NON-EMPLOYEE TRAVEL (6600)	

3. Fill out the items appropriately and then select Calculate Mileage:

Date: 04/15/2024

Amount: 0.00 USD

Business Purpose: mileage

Description: to regis 3333 Regis blvd

Rate: 0.5

Miles: 0.00

Please search by typing the name or number of the FUND, DEPT or ACTV

**Allocation**

4. Add in the starting address (Regis Fiscal Policy requires that the starting address must be the main Regis Campus) and ending address, and Chrome River will calculate the mileage, once completed select Save Trip:

Cancel Save Trip

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Add Destination

Return to Start

**0.00** Miles

Map Satellite ☐

Ukiangang

Bikenibeu