Entering Mileage for Reimbursement:

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

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

Click on Create New:

2. Select the Travel tile and then select Mileage:

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

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: