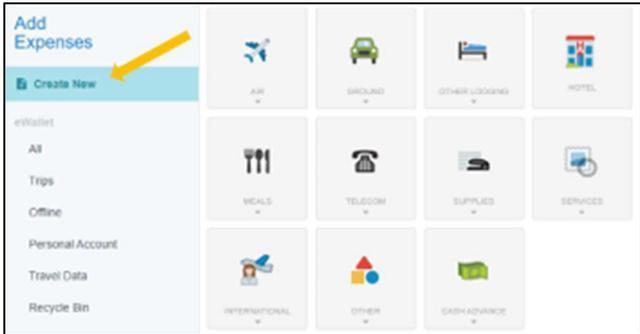
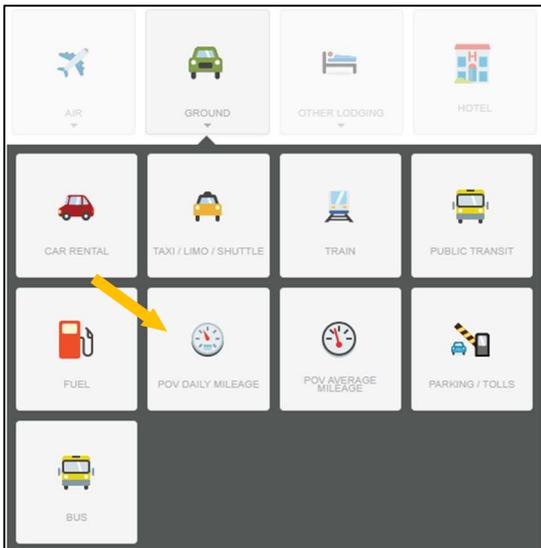


## CHROME RIVER QUICK GUIDE- CREATING A MILEAGE EXPENSE

1. From the Add Expenses window in the applicable expense report, select **Create New** to access the expense tile.



2. Select **Ground** followed by **POV Daily Mileage**.



3. Complete the expense tile form with the following information:

- **Date** – Enter the date of the mileage for travel. All miles driven in a day must be recorded on one entry for that day.
- **Justification** – Enter a clear, detailed business purpose describing why the expense is reasonable, appropriate, and necessary.
- **Rate Type**– Select the appropriate rate based on the university policy.  
**IRS rate:** Employee mileage is 200 miles or less in a day.  
**Fleet Rate:** Employee mileage is over 200 miles in a day.
- **Description Field** – This field will populate based on the information entered on the **Calculate Mileage** page.

- **Deduction** – This is only used if you only want to pay a fixed or set amount for mileage. Clicking **None** will allow you to choose whether to reduce the mileage by miles or dollar amount.
- **Miles** – This field will populate based on the information entered on the **Calculate Mileage** page.
- **Allocation (Index)** – Enter the Index to which this expense will be charged.

Click on the **Calculate Mileage** link next to the Miles field to enter your route.

4. Enter the address of your start and end location. As you begin typing, the system will provide suggestions.

5. If you stopped at multiple destinations, you can click **Add Destination**.

## CHROME RIVER QUICK GUIDE- CREATING A MILEAGE EXPENSE

6. If this is roundtrip, you can click **Return to Start** to add an entry returning to the original location.



Cancel Save Trip

6509 Revere Street, Williamsburg, VA, USA

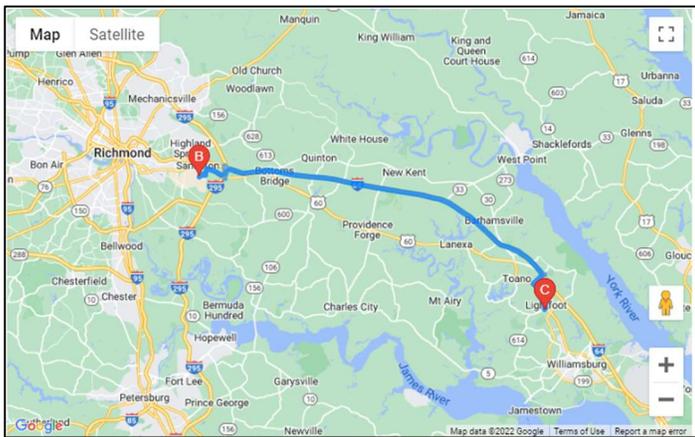
Richmond International Airport (RIC), Richard E Byrd Terminal Dr, Richmond, VA, USA

6509 Revere Street, Williamsburg, VA, USA

Add Destination

Return to Start

7. Your trip will be reflected on the map displayed below. This feature uses Google Maps and has similar functionality, allowing you to drag and drop the path to adjust for alternate routes.



8. Once you have accurately captured your route, click the **Save Trip** button in the top right corner.



Cancel Save Trip

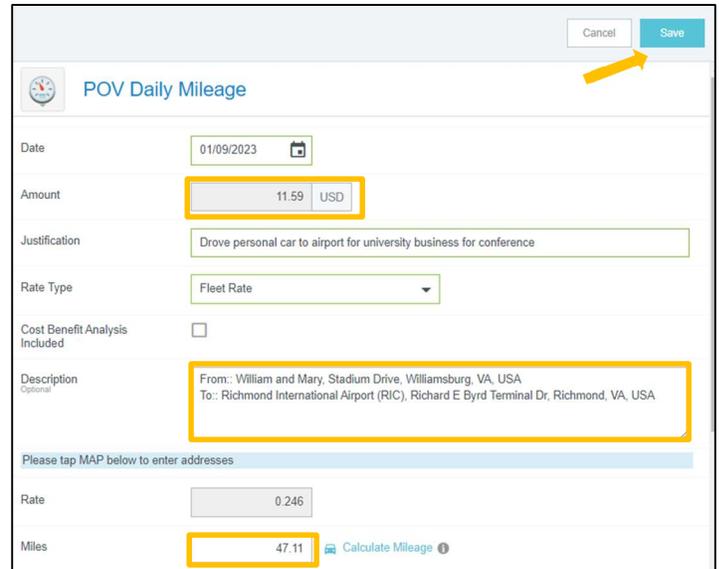
William and Mary, Stadium Drive, Williamsburg, VA, USA

Richmond International Airport (RIC), Richard E Byrd Terminal Dr, Richmond, VA, USA

Add Destination

Return to Start

9. The Amount, Destination, and Miles fields will now be populated on the expense form. Click **Save** in the top right corner to continue.



Cancel Save

POV Daily Mileage

Date 01/09/2023

Amount 11.59 USD

Justification Drove personal car to airport for university business for conference

Rate Type Fleet Rate

Cost Benefit Analysis Included

Description Optional From: William and Mary, Stadium Drive, Williamsburg, VA, USA To: Richmond International Airport (RIC), Richard E Byrd Terminal Dr, Richmond, VA, USA

Please tap MAP below to enter addresses

Rate 0.246

Miles 47.11 Calculate Mileage

10. The expense will be added to your expense report and listed on the summary on the left. A map of your route will automatically be added as an attachment to the expense.



National World Conference 2022- San Diego, CA			
DATE	EXPENSE	AMOUNT	PAY ME
Mon 01/09/2023	POV Daily Mileage	11.59 USD	11.59 ✓