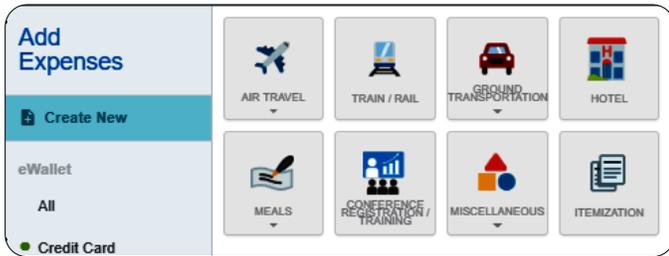


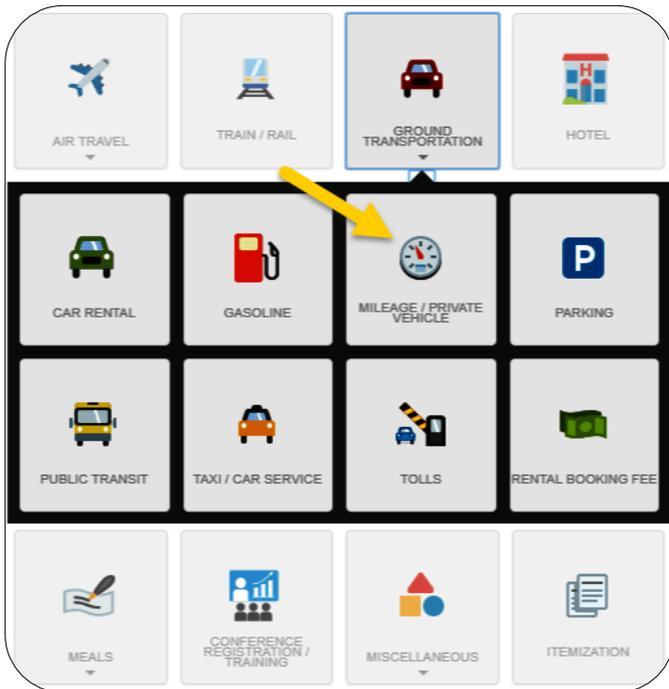
Create Mileage Expense (Travel)

Create Mileage Expense

1. Select the Ground Transportation tile



2. Select the Mileage tile



3. Complete the expense tile form

The screenshot shows the '740113-Mileage' form. The 'Date' field is set to 10/08/2024. The 'Spent' field is 0.00 USD. The 'Description' field is empty. The 'Activity Code (Optional)' and 'Location (Optional)' fields are set to '-- Select --'. The 'Rate' field is 0.67. The 'Miles' field is 0.00, with a 'Calculate Mileage' button next to it. The 'Deduction' field is set to 'None'. The 'Funding Source - Fund/Org/Program' field is set to '100100-50400-77 Educational & General Funds Office-Controller'.

- **Date:** Click the calendar icon to select the date for the expense.
- **Spent:** This field will calculate based on information entered on the calculate mileage page.
- **Description:** Leave blank as this field will be populated with the actual destination information entered on the calculate mileage page.
- **Activity (Optional):** Click the drop-down box and select the appropriate value from the list.
- **Location (Optional):** Click the drop-down box and select the appropriate value from the list.
- **Rate:** This field displays the mileage rate.
- **Miles:** This field will populate based on information entered on the calculate mileage page.
- **Deduction:** Clicking on the "None" button will open up an option to select either distance or

amount. If you need to reduce the calculated mileage, select the appropriate option and enter either the amount of miles or the amount you need to deduct.

- **Funding:** Select the proper funding for the expense type. Tap anywhere in the field labeled and chose the appropriate Fund/Org/ Program combination. Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.

4. Click on the Calculate Mileage link next to the Miles field.

Miles [Calculate Mileage](#)

5. Enter the address of the location you are leaving from. When you begin typing, the system will provide selections.

Cancel Save Trip

730 Sullivan Road, Easton, PA, USA

99 Park Avenue, New York, NY, USA

Add Destination Return to Start

73.95 Miles

Map Satellite

Map data © Google

6. Enter the address of the location you are going to. When you begin typing, the system will provide selections.

- **Return to Start:** Click this button to automatically add an entry returning to your beginning location.
- **Add Destination:** Click this button to add additional destinations.

7. Click the Save Trip button in the upper right corner of the form.

8. Notice the field that are now populated.

Cancel Save

740113-Mileage

Date SINGLE DAY MULTI-DAY
10/08/2024

Spent 49.55 USD

Description From: 730 Sullivan Road, Easton, PA, USA
To: 99 Park Avenue, New York, NY, USA

Activity Code (Optional) - Select -

Location (Optional) - Select -

Rate 0.67

Miles 73.95 Calculate Mileage

Deduction None

Please type the Funding Source - Fund/Org/Program you would like to search for in the funding source box below. As you type, a drop down list of matching items will be displayed for selection

9. Click Save at the top right-hand side of the screen to continue. The expense will be added to the Expense Report and will be visible on the left side of the screen.

Expense Fee

Mileage Quick Reference

DATE	EXPENSE	SPENT	PAY MIC
Mon 10/07/2024	740113-Mileage	49.55 USD	49.55 ✓