



Mileage Expense Type

This expense type is the Ground Transportation mosaic tile.

To add the mileage to this trip, click the **Ground Transportation** mosaic. Then click the **Mileage** sub-mosaic tile.

- x Tip: If this was estimated on the **Pre-Approval**, then click that expense line in the Expense Report, and proceed with the steps below.

The Mileage detailed window will open.

The



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A new window will open showing a map.

- x Tip: If this window does not open, then make sure the browser's pop blocker is disabled, and then retry.

Enter the **Starting Location** in the first row.

Enter the **Destination** in the second row.

The screenshot displays a travel application interface. At the top, there are 'Cancel' and 'Save Trip' buttons. Below them are two input fields for starting and ending locations, each with a menu icon on the left and a refresh icon on the right. The first input field is empty, and the second is empty. Below the input fields are 'Add Destination' and 'Return to Start' buttons. A progress bar shows '0.00 Miles'. The map below shows a region around Chicago and Cleveland. The second screenshot shows the same interface but with the first input field containing '5000 University Blvd, Evansville, IN, USA' and the second containing 'Nashville International Airport (BNA), Terminal Bldg, Nashville, TN, USA'. Red arrows point to these fields. The progress bar now shows '168.37 Miles'. The map shows a route from Evansville to Nashville, with a red 'A' marker at the starting point and a red 'B' marker at the destination. The route is highlighted in yellow.



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After the Starting Location and Destination have been entered, click **Return to Start**. This will give the roundtrip mileage.

Click **Save Trip** to save the data entered or click **Cancel** to be taken back to the Mileage detailed window.

- x Tip: If a wrong location is selected, then click the red circle, with the white line, to delete.
- x Tip: If an additional destination needs to be added, then needs to be USI business related. Click **Add Destination**.

The screenshot displays the Chrome River application interface. At the top right, there are buttons for "Cancel" and "Save Trip". Below these are two input fields: the first contains "8600 University Blvd, Evansville, TN, USA" and the second contains "Nash". Below the input fields are buttons for "Add Destination" (with a red arrow pointing left) and "Return to Start" (with a red arrow pointing right). A grey bar below the buttons displays the distance "334.57 Miles". At the bottom is a map view showing a route from Evansville, TN (marked with a red 'C') to Nashville, TN (marked with a red 'B'). The map includes labels for various cities and landmarks like St. Louis, Lexington, and Bowling Green.



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After clicking Save Trip, the Mileage detailed window will open. Notice the Spertfeld is populated and the Description field has entered the trip locations as was entered in the previous screen.

Click **Save** to add to the Expense Report or