

# Quick Reference

## Create Mileage Expense (Travel)

### Create Mileage Expense

1. Select the Ground Transportation tile

The screenshot shows the 'Add Expenses' menu. On the left, there are options for 'Create New', 'eWallet', 'All', and 'Credit Card'. On the right, there are eight expense category tiles: AIR TRAVEL, TRAIN / RAIL, GROUND TRANSPORTATION (highlighted with a blue border), HOTEL, MEALS, CONFERENCE REGISTRATION / TRAINING, MISCELLANEOUS, and ITEMIZATION.

2. Select the Mileage / Private Vehicle tile

The screenshot shows the 'GROUND TRANSPORTATION' sub-menu. The 'GROUND TRANSPORTATION' tile from the previous step is highlighted with a blue border. Below it, a grid of eight tiles is shown: CAR RENTAL, GASOLINE, MILEAGE / PRIVATE VEHICLE (highlighted with a blue border and a yellow arrow), PARKING, PUBLIC TRANSIT, TAXI / CAR SERVICE, TOLLS, and RENTAL BOOKING FEE. Below this grid are four more tiles: MEALS, CONFERENCE REGISTRATION / TRAINING, MISCELLANEOUS, and ITEMIZATION.

3. Complete the expense tile form

The screenshot shows the 'Mileage / Private Vehicle' expense form. At the top right are 'Cancel' and 'Save' buttons. The form fields are: Date (07/29/2019), Spent (0.00 USD), Description (Optional), Rate (0.58), Miles (0.00 with a 'Calculate Mileage' link), Deduction (None), Add Banner Activity and/or Location? (checkbox), Funding (A2000-101510-01620 A2000: GU General Fees Fund 101510: Financial Operations), Attachments (0), and a 'Drag image here to upload' area with an 'Add Attachments' button.

- **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.
- **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.

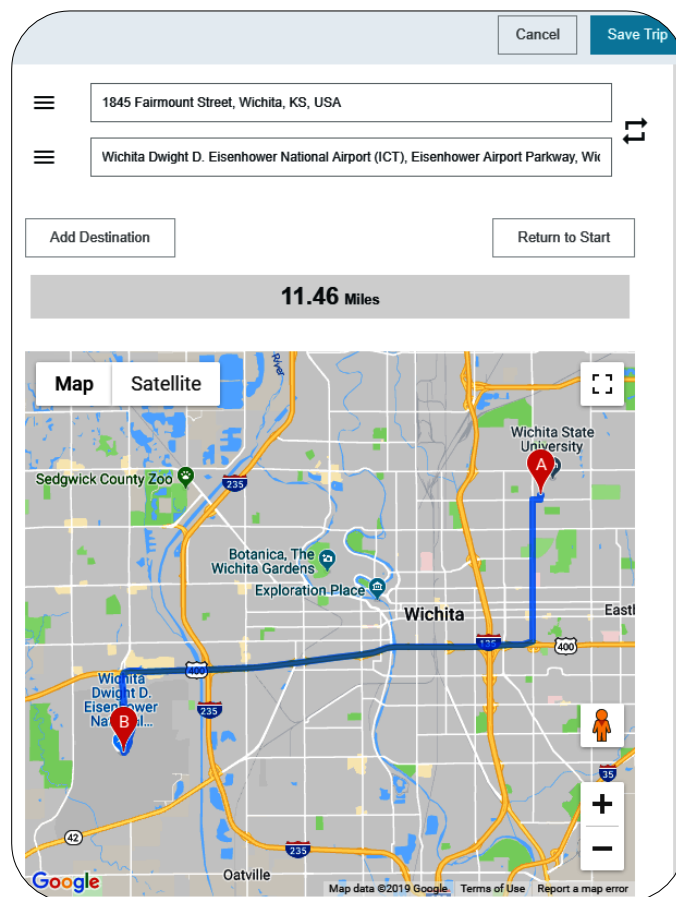
- **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
  - **Activity:** Click the drop-down box and select the appropriate value from the list.
  - **Location:** Click the drop-down box and select the appropriate value from the list.
- **Funding:** Select the proper funding for the expense type.
- **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

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



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 fields that are now populated.

**Mileage / Private Vehicle**

Date: 07/29/2019

Spent: 13.84 USD

Description: From: 1845 Fairmount Street, Wichita, KS, USA  
To: Wichita Dwight D. Eisenhower National Airport (ICT), Eisenhower Airport Parkway, Wichita, KS, USA  
To: 1845 Fairmount Street, Wichita, KS, USA

Rate: 0.58

Miles: 23.87 [Calculate Mileage](#)

Deduction: None

Add Banner Activity and/or Location?

Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection. Step 2: In the --Select-- box, choose the value that best describes the expense. The --Select-- box will not appear until Step 1 has been completed.

**Funding**

A2000-101510-01620 A2000: GU General Fees Fund 101510: Financial Operations

2511-Employee In-State Mileage

+ Add Funding

**Attachments (0)**

Drag image here to upload [Add Attachments](#)

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.

**Expenses For Wu Shocker**

**Masocot Conference 7/21/19-7/22/19**

0 Comments 3 Attachments

DATE	EXPENSE	SPENT	PAY ME
Sun 07/21/2019	Conference Registration / Train...	555.00 USD	555.00
Mon 07/22/2019	Hotel	100.36 USD	100.36
Mon 07/22/2019	Mileage / Private Vehicle	13.84 USD	13.84

Expense Report QA0019355340

Total Pay Me Amount **669.20** USD

[Submit](#)