

QUICK GUIDE FOR PERSONAL MILEAGE

To enter Personal Mileage on a Chrome River Expense Report:

- Once you are in the report, click the + with the circle around it on the blue bar on the left side of the screen. Click the “Ground Transportation” tile, and then the “Mileage/Personal Vehicle” tile.
 - If there is already a Personal Mileage line that imported from the Pre-Approval, you will have to click on it and then Edit. Skip the above step.
- Click the blue “Calculate Mileage” link.
- Add the beginning and ending addresses.
- Click “Return to Start”.
- You should see the map of your trip.
- Click the “Save Trip” button at the top.

If the trip is more than 99 miles:

- Go to the “Deduction” block and click on “None” and select the “Distance” option.
- Since only 99 miles is allowed per round-trip, subtract 99 miles from the total trip mileage and enter that amount in the block.
 - This should give you a total trip dollar amount of \$57.42 at the top (99 miles x \$0.58/mile)
- Enter Business Purpose, Fiscal Year and Allocation, and then click Save.
 - This information will populate automatically if the line imported from the Pre-Approval.
- Your map will be added as an attachment to the Personal Mileage line.