

Submit Travel Reimbursement in Chrome River

STEP 1

Begin by logging into Chrome River and starting a new expense report. Go to the JMU Faculty & Staff Gateway (<https://www.jmu.edu/gateway/faculty-staff.shtml>), and click on IS Applications.

The screenshot shows the JMU Faculty/Staff Gateway homepage. The navigation menu is as follows:

- Login**
 - Campus Directory
 - CRM (MyMadisonConnect)
 - MyMadison
 - JMU E-mail
 - PageUp
 - IS Applications** (highlighted with an orange arrow)
 - Canvas
 - Sharepoint
 - LinkedIn Learning
 - SSL VPN
- Services**
 - Card Services
 - Computing
 - IT Service Portal
 - Dining Services
 - Give to JMU
 - Human Resources
 - Center for Faculty Innovation
 - Recreation
 - Libraries
 - Transportation
 - Talent Development
 - Payroll
- Organizations**
 - Faculty Senate
 - Advising Resource & Collaboration (ARC) Network
 - Commissions and Committees
 - Employee Advisory Committee
 - LGBTQ Employee Group
 - Madison Caucus for Gender Equality
- Share your research and accomplishments**
 - Have a story you want to share with the Madison community? Whether it's science, technology, art or humanities, it matters beyond your classroom and office. We want to share it with the world.
 - Email us! madisonmag@jmu.edu

STEP 2

Click on Chrome River.

The screenshot shows the JMU Quick Login Access page. The navigation menu is as follows:

- ADMISSIONS**
- ACADEMICS**
- STUDENT LIFE**
- VISIT**
- TUITION & FINANCIAL AID**
- ATHLETICS**

The 'Quick Login Access' section includes a search bar and a grid of service tiles:

- HR Management**
 - JobLink - Manager
 - PageUp - Manager
 - PageUp - Applicant
- Finance**
 - Chrome River** (highlighted with an orange arrow)
- Student Administration**
 - Madison Scholarships Hub
 - MyMadison
 - Graduate School Admit
 - MyMadison Connect (CRM)
- Advance iModules**
 - Cognos
 - Fundriver

Below the grid is an [Annual Maintenance Schedule](#) link.

The bottom navigation bar includes:

- JMU E-mail** (Dukos Email)
- e-VA** (AIM Facilities)
- Canvas** (Cascade)
- Effort Reporting (ERS)**

STEP 3

Enter your e-ID and password, and click Log In.

JAMES MADISON UNIVERSITY

ATTENTION:

- Duo two-factor authentication is now required for this and many other JMU systems. See [here](#) for a complete list.
- If you have not yet enrolled with Duo, find instructions [here](#). For assistance, contact the IT Help Desk at 540-568-3555, or email helpdesk@jmu.edu

Protect Your Privacy!

Be sure to log out of this system by completely closing your web browser when finished. If you do not, someone else could use your web browser to login as you.

- Windows users: Close all web browser windows.
- Mac users: Quit your web browser

JMU eID
foste2nd

Password

Log In

For help, contact the JMU IT Help Desk. 540-568-3555

STEP 4

Once you are logged in, you will see the Home Screen. Click on +Create in the Expenses box.

emburse chromeriver

Nicole Foster
James Madison University

Approvals

Approvals Needed
1 Expense Reports 0 Pre-Approvals

Expenses + Create

0 Draft 0 Returned View All Submitted

Pre-Approval + Create

0 Draft 0 Returned View All Submitted

JMU JAMES MADISON UNIVERSITY

TRAVEL PROGRAM

James Madison University will reimburse individuals traveling on official business of the University. The University expects individuals to exercise prudent judgment when arranging travel and making travel payments. Travel expense accounts are open to the public and must sustain the test of public review. The University relies on the honesty and integrity of those traveling to prevent excessive travel payments. Any falsification of payments is fraud and the University must treat it as such. Please contact the Accounts Payable Office with questions concerning travel request procedures.

TRAVEL TEAM

For assistance, please contact:

Gray Team – Andrea Burkholder (Academic Affairs - excluding College of Visual & Performing Arts, College of Education) -X83713 -vaccas@jmu.edu

Gold Team – Sonia Harbaugh (Athletics) and (College of Visual & Performing Arts and College of Education) -X82365 -harbausb@jmu.edu

Pink Team – Pam Cahill (Locals and Reimbursements to Individuals) and (Administration and Finance, University Advancement, Student Affairs, President's Office, Board of Visitors) -X83714-cahillpv@jmu.edu

Manager – Tina Wells -X86231 -wells2m@jmu.edu

USEFUL LINKS

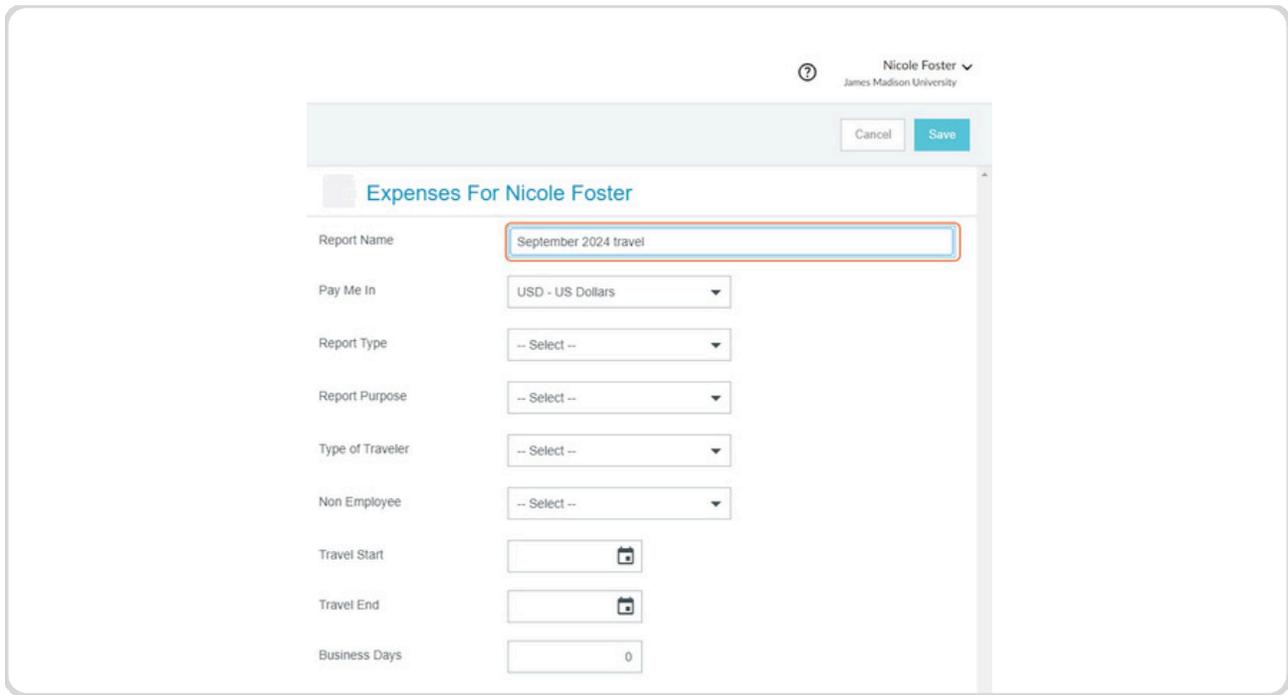
All non-employees must be enrolled in Chrome River to receive reimbursements. The Enrollment Form can be found here: <http://www.jmu.edu/financeoffice/accounting/operations-disbursements/accounts-payable/chrome-river-forms.shtml>

The Financial Procedures for travel can be found here: <http://www.jmu.edu/financeoffice/accounts-payable/finance-procedures.shtml>

Last Login on 09/26/2024 at 9:34 AM

STEP 5

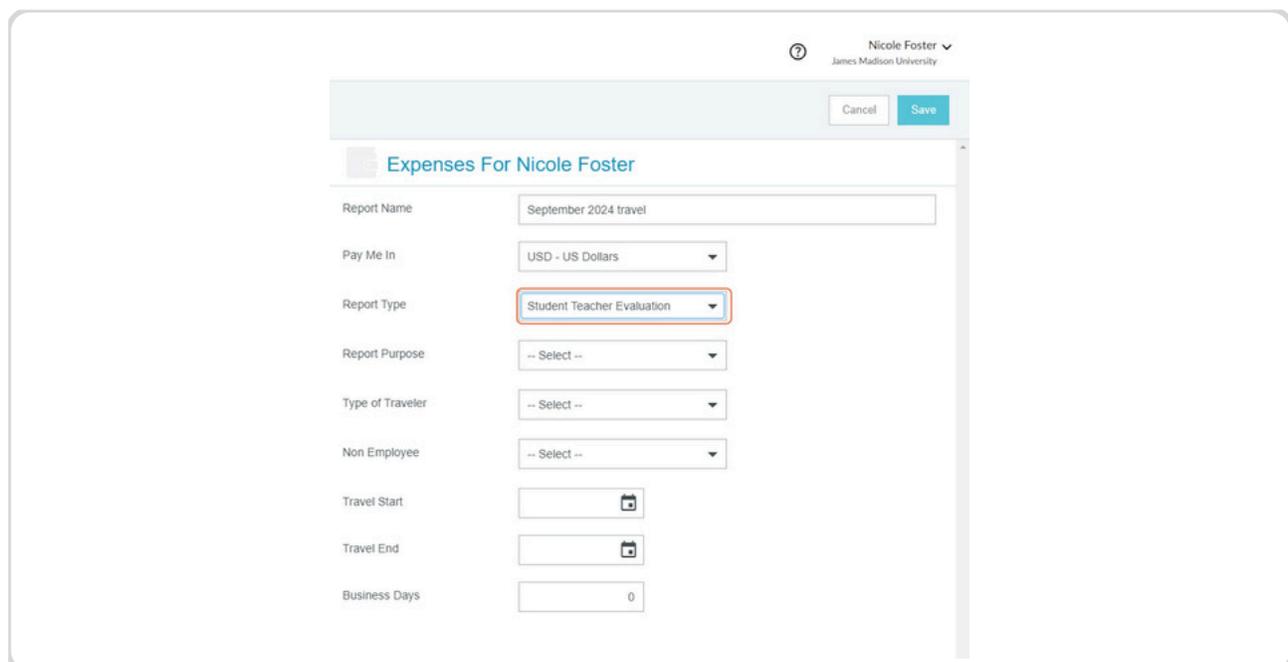
Title the report with the month and year that you are submitting reimbursement for (for example, "September 2024 Travel"). If you are a Practicum Supervisor, please also write the course title.



The screenshot shows a web form titled "Expenses For Nicole Foster" for user Nicole Foster at James Madison University. The form includes a "Report Name" field with the text "September 2024 travel" entered and highlighted by a red box. Other fields include "Pay Me In" (USD - US Dollars), "Report Type" (-- Select --), "Report Purpose" (-- Select --), "Type of Traveler" (-- Select --), "Non Employee" (-- Select --), "Travel Start", "Travel End", and "Business Days" (0). Buttons for "Cancel" and "Save" are visible at the top right.

STEP 6

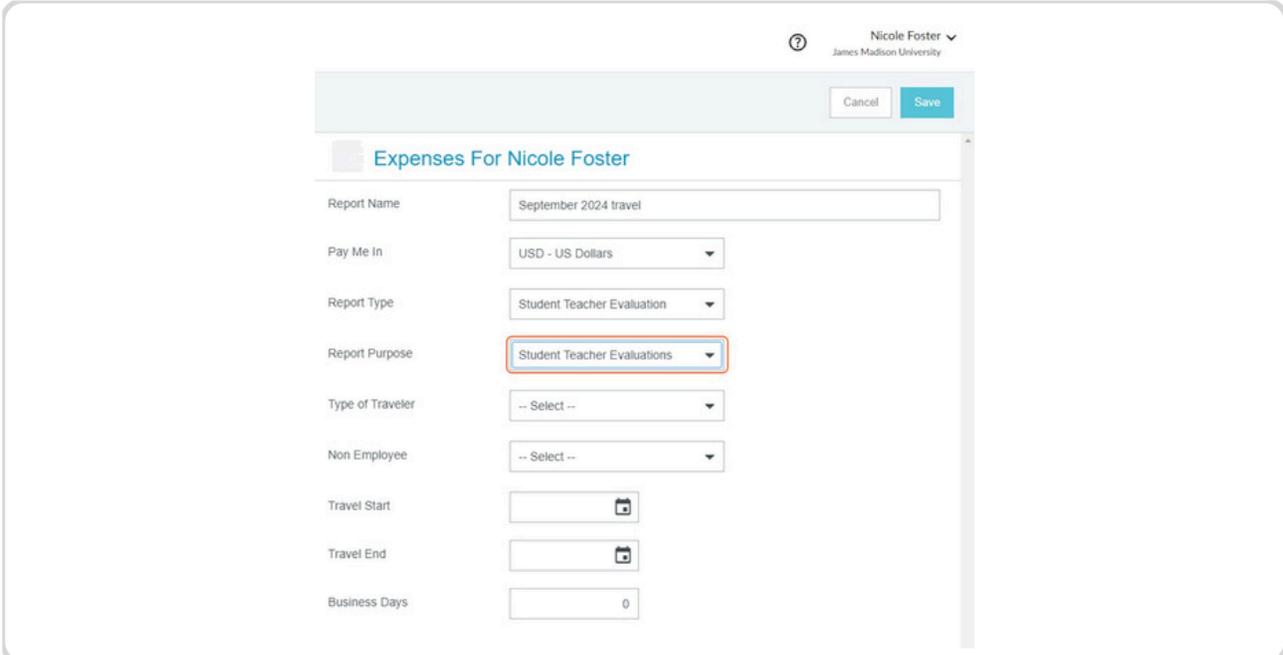
Select Student Teacher Evaluation from Report Type.



The screenshot shows the same "Expenses For Nicole Foster" form. In this step, the "Report Type" dropdown menu is highlighted with a red box and displays "Student Teacher Evaluation" as the selected option. The "Report Name" field still contains "September 2024 travel". All other fields and buttons remain the same as in Step 5.

STEP 7

Select Student Teacher Evaluations from Report Purpose.

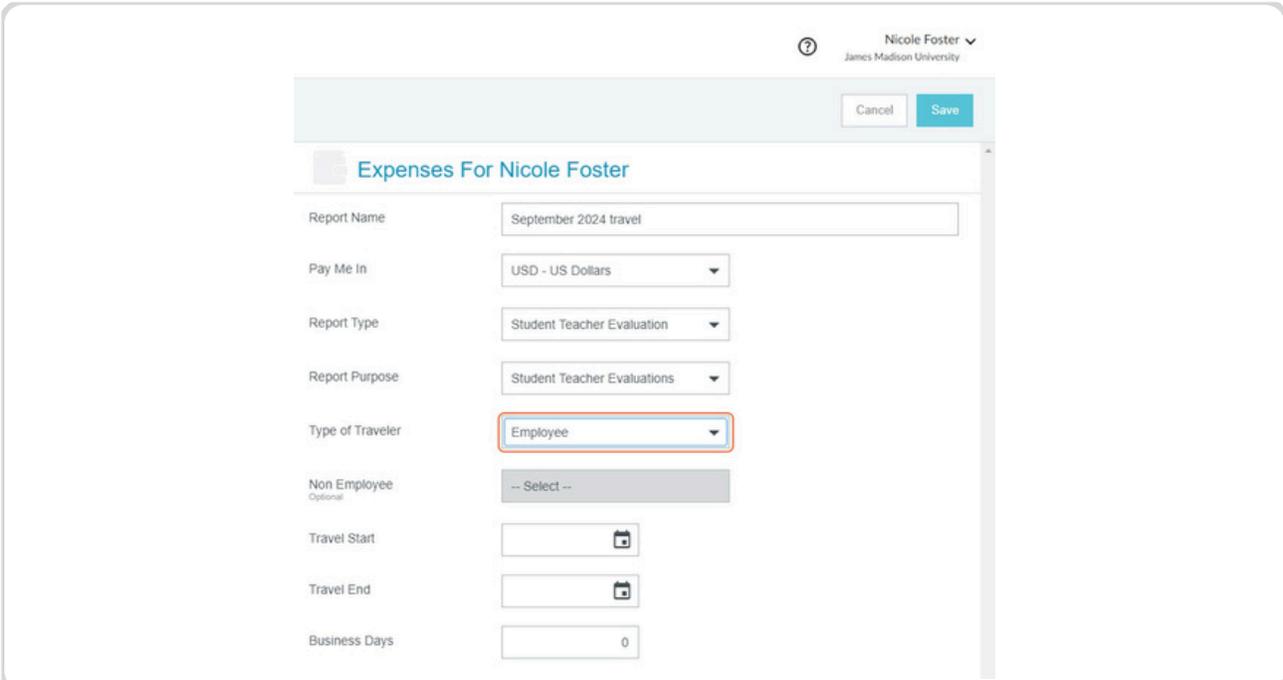


The screenshot shows a web form titled "Expenses For Nicole Foster" for user Nicole Foster at James Madison University. The form includes fields for Report Name, Pay Me In, Report Type, Report Purpose, Type of Traveler, Non Employee, Travel Start, Travel End, and Business Days. The "Report Purpose" dropdown menu is highlighted with a red box, showing "Student Teacher Evaluations" selected.

Field	Value
Report Name	September 2024 travel
Pay Me In	USD - US Dollars
Report Type	Student Teacher Evaluation
Report Purpose	Student Teacher Evaluations
Type of Traveler	-- Select --
Non Employee	-- Select --
Travel Start	
Travel End	
Business Days	0

STEP 8

Select Employee from Type of Traveler.



The screenshot shows the same web form as in Step 7. In this step, the "Type of Traveler" dropdown menu is highlighted with a red box, showing "Employee" selected.

Field	Value
Report Name	September 2024 travel
Pay Me In	USD - US Dollars
Report Type	Student Teacher Evaluation
Report Purpose	Student Teacher Evaluations
Type of Traveler	Employee
Non Employee	-- Select --
Travel Start	
Travel End	
Business Days	0

STEP 9

Enter the travel start date, travel end date, and the number of business days (see picture for details).

The screenshot shows the 'Expenses For Nicole Foster' form for Nicole Foster at James Madison University. The form includes the following fields and values:

- Report Name: September 2024 travel
- Pay Me In: USD - US Dollars
- Report Type: Student Teacher Evaluation
- Report Purpose: Student Teacher Evaluations
- Type of Traveler: Employee
- Non Employee (Optional): -- Select --
- Travel Start: 09/01/2024
- Travel End: 09/30/2024
- Business Days: 1

Red boxes highlight the 'Travel Start', 'Travel End', and 'Business Days' fields. Red text annotations provide instructions:

- For 'Travel Start' and 'Travel End': Enter the first and last date of the month as the travel start and travel end dates.
- For 'Business Days': Enter the actual number of days that you traveled for supervision this month.

STEP 10

Click Save.

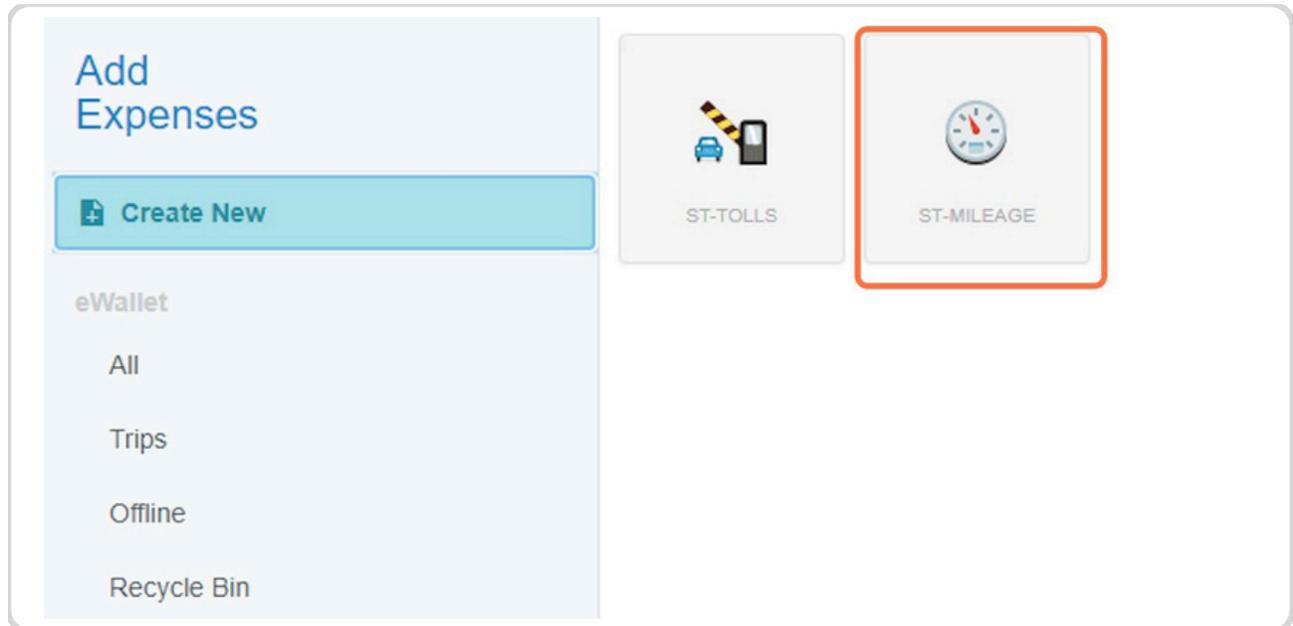
This screenshot is identical to the one in Step 9, but with a red arrow pointing to the 'Save' button in the top right corner of the form.

STEP 11

Enter individual trips for each day of travel within the monthly report by following steps #12-21.

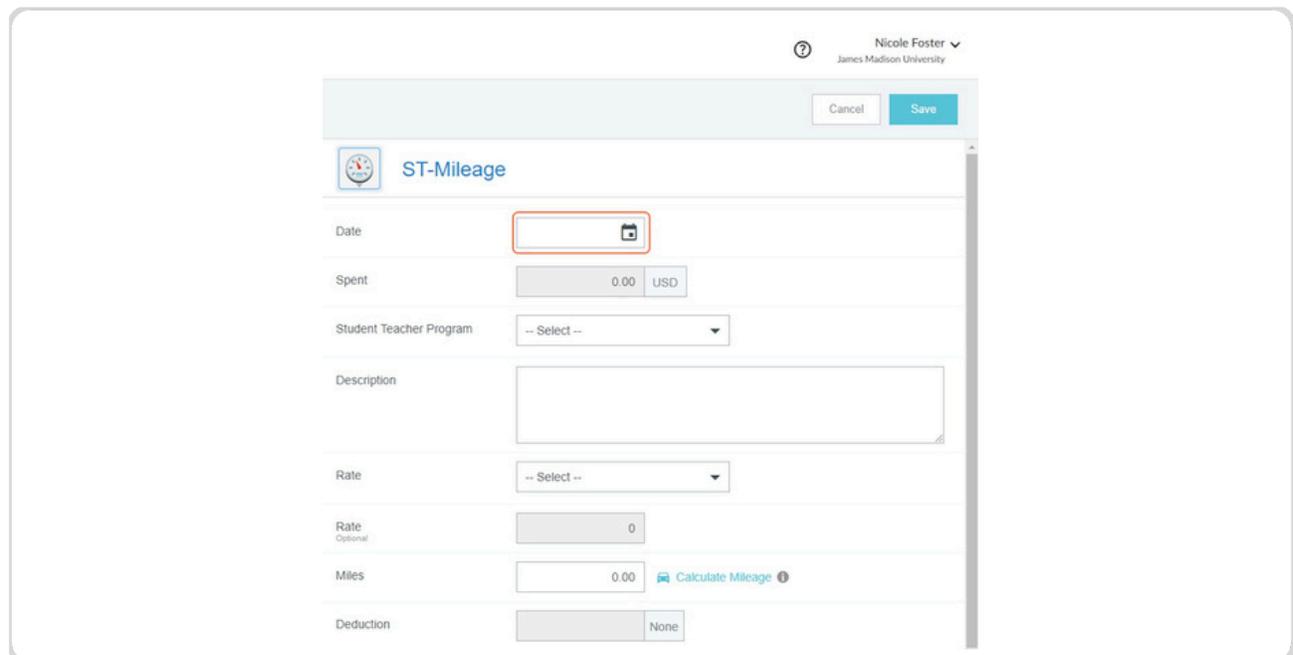
STEP 12

You will see two expenses associated with your Report. Click on the ST-Mileage button.



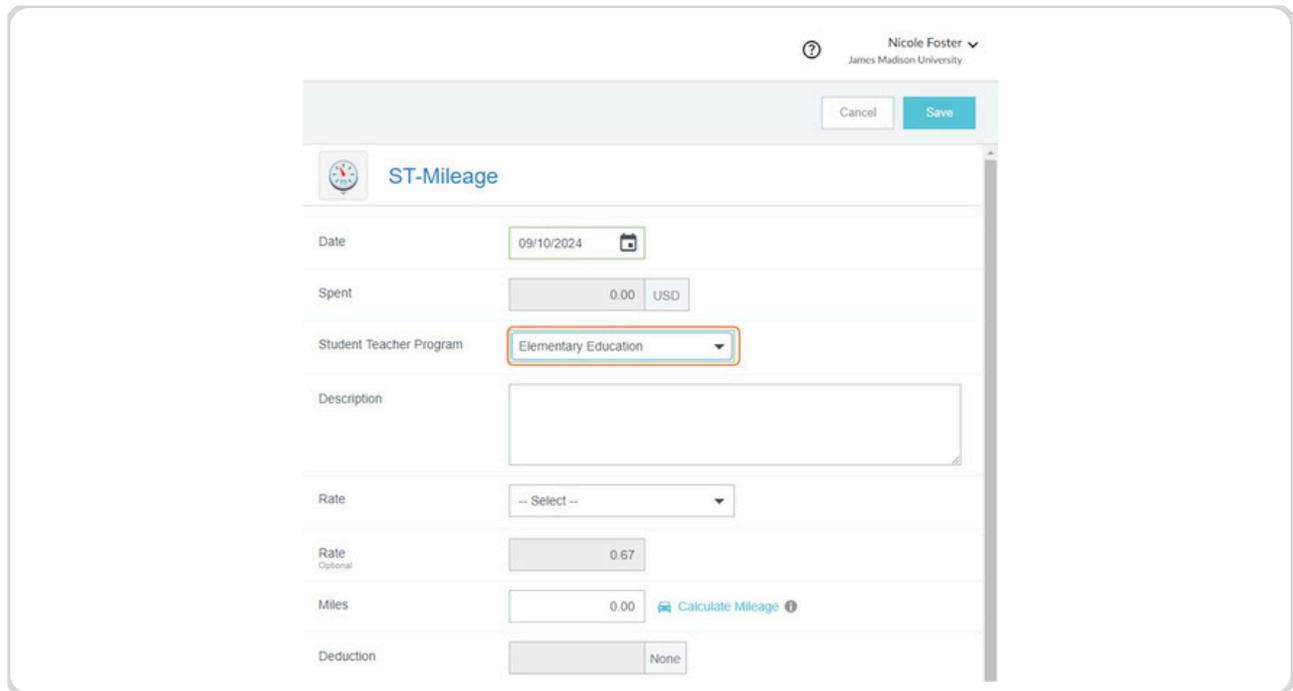
STEP 13

Enter the date of travel.



STEP 14

Choose the appropriate program from the Student Teacher Program list (pick one program if multiple apply).

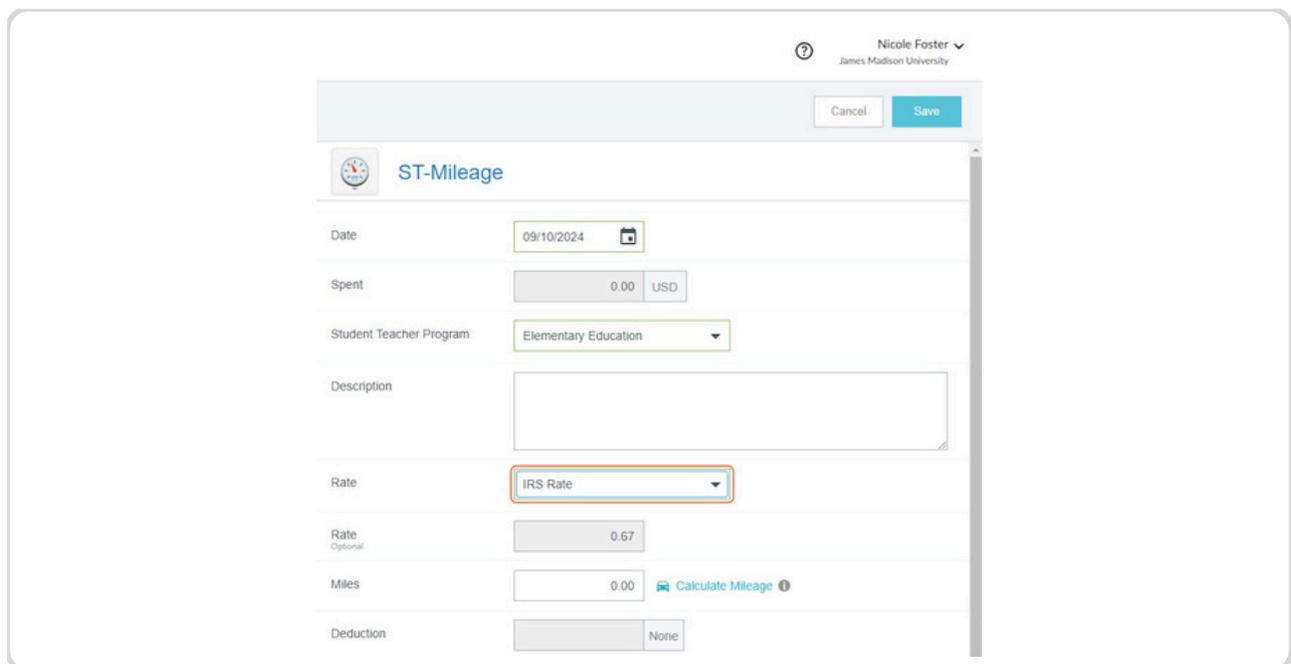


The screenshot shows the 'ST-Mileage' form in a web application. At the top right, the user is identified as 'Nicole Foster' from 'James Madison University'. The form has a 'Cancel' button and a 'Save' button. The form fields are as follows:

Date	09/10/2024
Spent	0.00 USD
Student Teacher Program	Elementary Education
Description	
Rate	-- Select --
Rate Optional	0.67
Miles	0.00 Calculate Mileage
Deduction	None

STEP 15

Select IRS Rate from Rate.

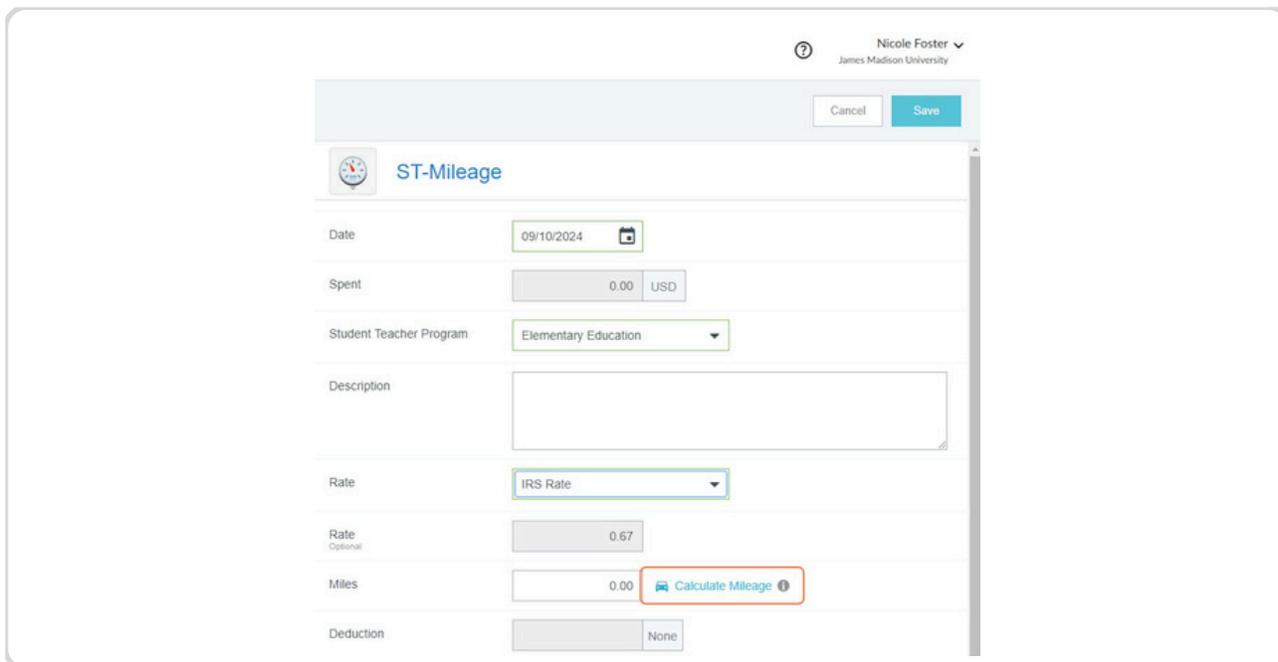


The screenshot shows the 'ST-Mileage' form in a web application, identical to the previous one, but with the 'Rate' dropdown menu highlighted. The selected option is 'IRS Rate'.

Date	09/10/2024
Spent	0.00 USD
Student Teacher Program	Elementary Education
Description	
Rate	IRS Rate
Rate Optional	0.67
Miles	0.00 Calculate Mileage
Deduction	None

STEP 16

Select Calculate Mileage next to Miles.



The screenshot shows the 'ST-Mileage' form in the JMU system. The user is Nicole Foster at James Madison University. The form includes the following fields:

- Date: 09/10/2024
- Spent: 0.00 USD
- Student Teacher Program: Elementary Education
- Description: (empty text area)
- Rate: IRS Rate
- Rate (Optional): 0.67
- Miles: 0.00 (with a 'Calculate Mileage' button highlighted in a red box)
- Deduction: None

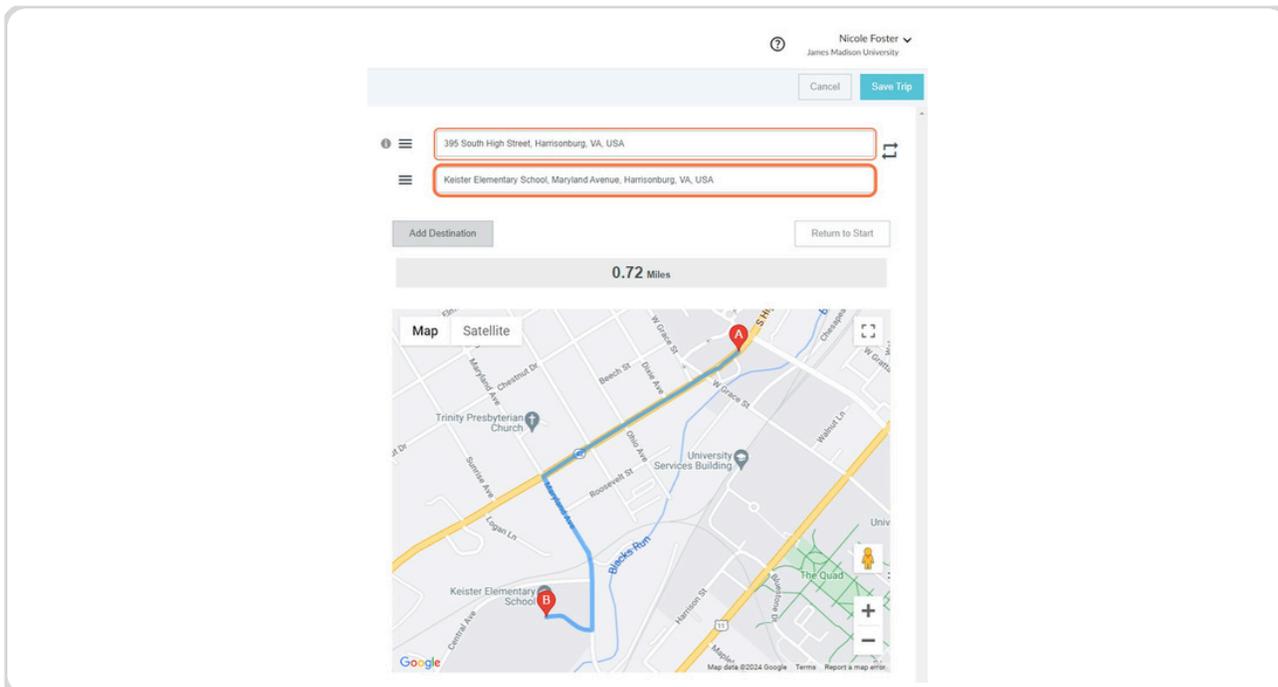
STEP 17

Click the first box to enter your starting address:

- If you are hired as a supervisor, enter your home address
- If you are hired as a JMU Faculty member, enter your office address

Click the second box and type the name of the school.

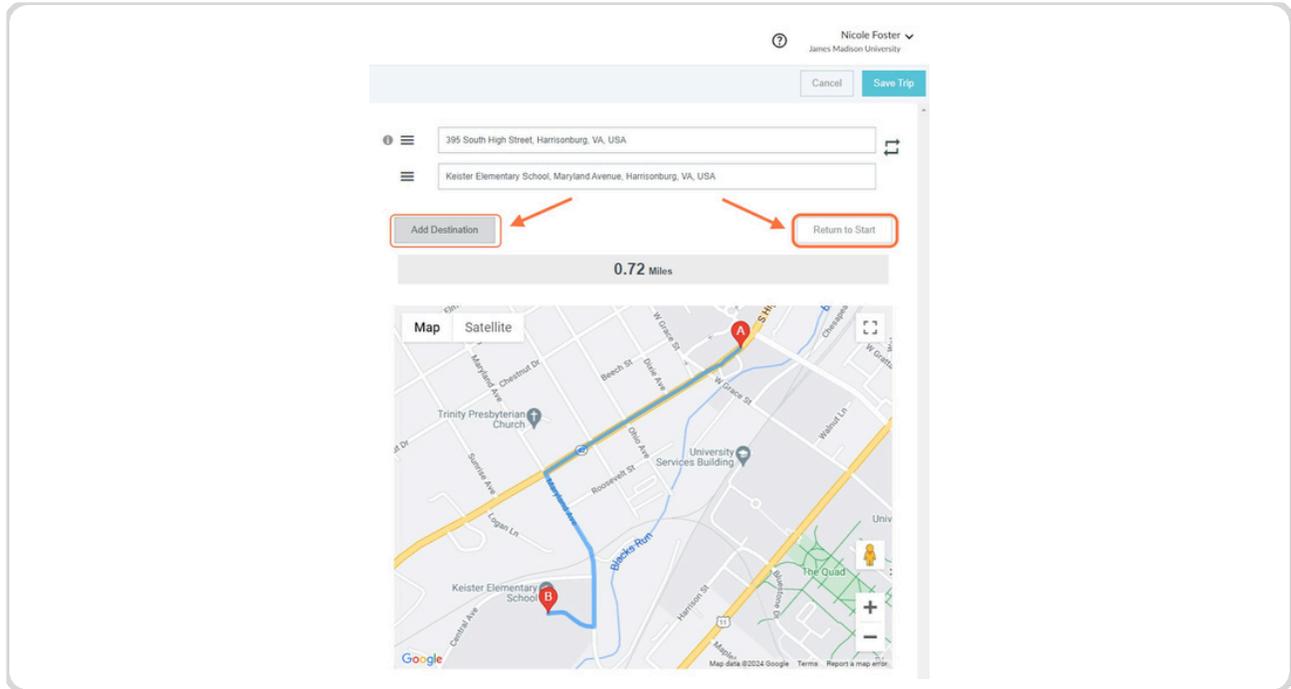
- The school name and address will pop up. Click on the correct option.
- **The school name must be listed in this step for your report to be approved.**



The screenshot shows the map interface in the JMU system. The user is Nicole Foster at James Madison University. The map shows a route from the starting address to the destination. The starting address is 395 South High Street, Harrisonburg, VA, USA. The destination is Keister Elementary School, Maryland Avenue, Harrisonburg, VA, USA. The distance is 0.72 Miles. The map shows the route in blue and the starting and ending points marked with red 'A' and 'B' respectively.

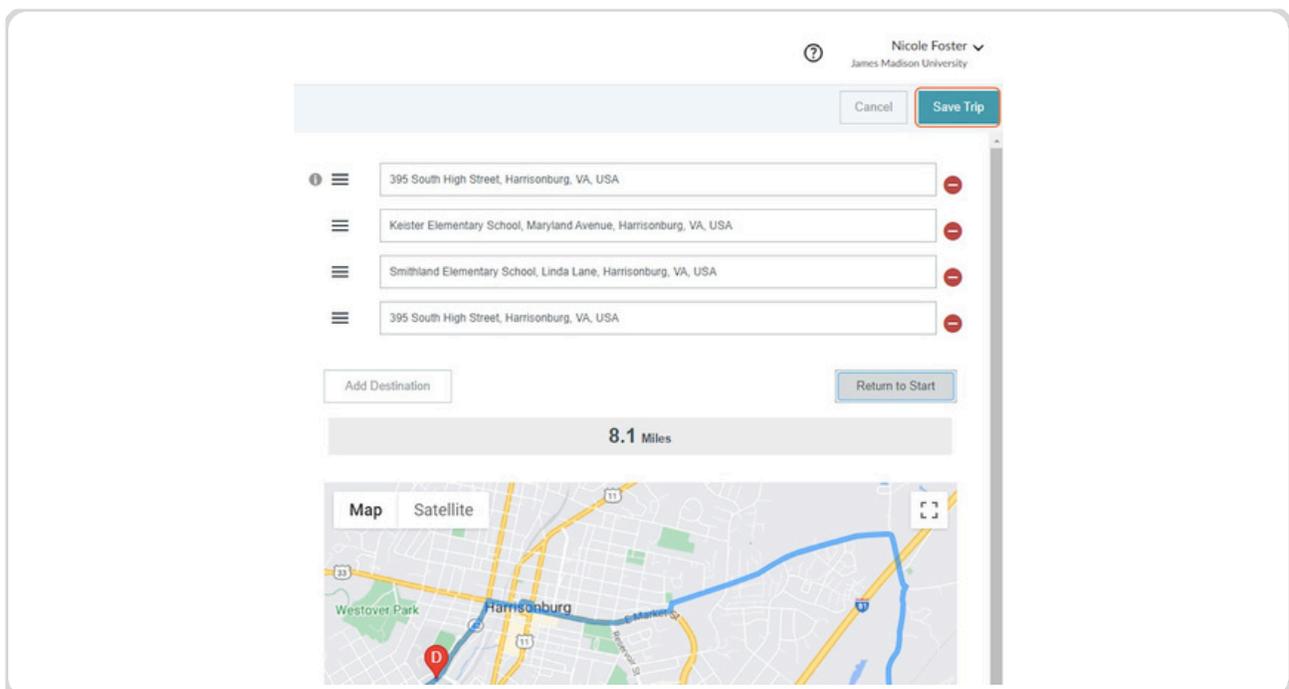
STEP 18

To add more than one school to a single trip/day, click "Add Destination." When you are finished adding schools, click "Return to Start" to make the travel roundtrip.



STEP 19

Click Save Trip when you have finished adding the schools that you visited on this day, AND you have clicked Return to Start.



STEP 20

Notice that the description has automatically filled in after completing the mileage information.

The screenshot shows the 'ST-Mileage' form in a web application. At the top right, the user is identified as 'Nicole Foster' from 'James Madison University'. The form has a 'Cancel' button and a 'Save' button. The form fields are as follows:

Date	09/10/2024
Spent	5.43 USD
Student Teacher Program	Elementary Education
Description	From: 395 South High Street, Harrisonburg, VA, USA To: Keister Elementary School, Maryland Avenue, Harrisonburg, VA, USA To: Smithland Elementary School, Linda Lane, Harrisonburg, VA, USA To: 395 South High Street, Harrisonburg, VA, USA
Rate	IRS Rate
Rate Optional	0.67
Miles	8.10 Calculate Mileage
Deduction	None

STEP 21

Click Save.

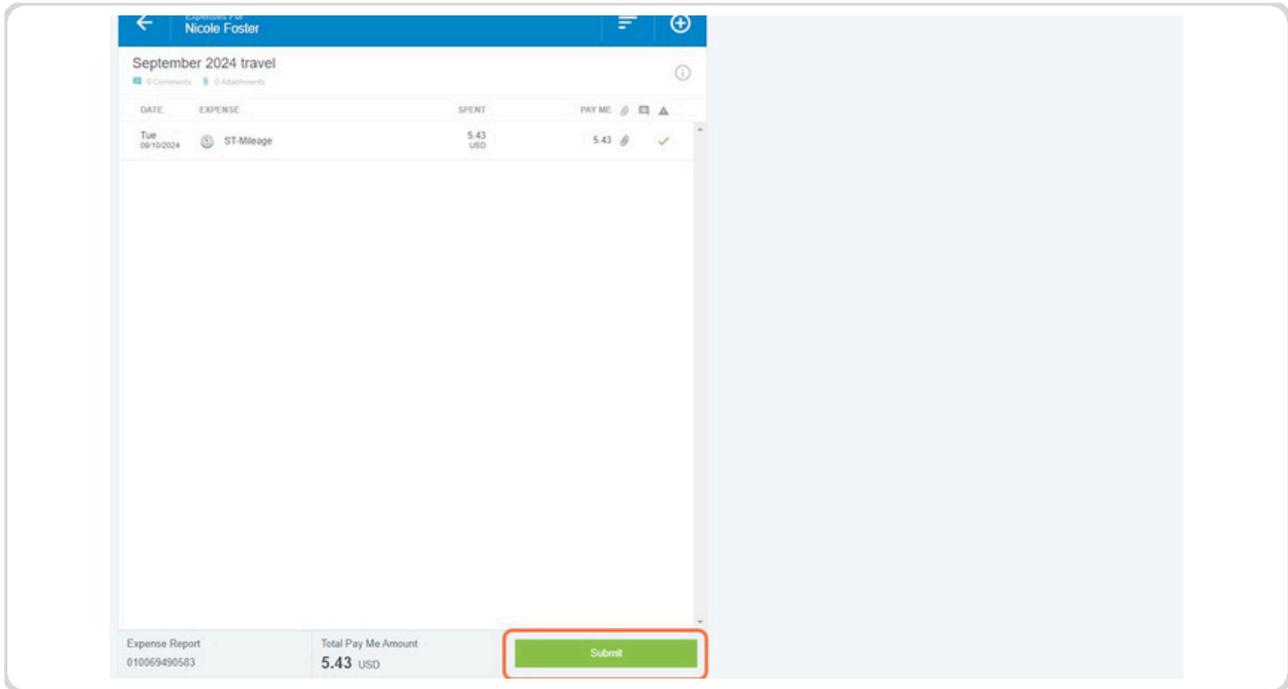
This screenshot is identical to the previous one, but the 'Save' button is highlighted with a red border, indicating the next step in the process.

STEP 22

If you traveled more than one day in the month, repeat steps #12-21 for each day of travel.

STEP 23

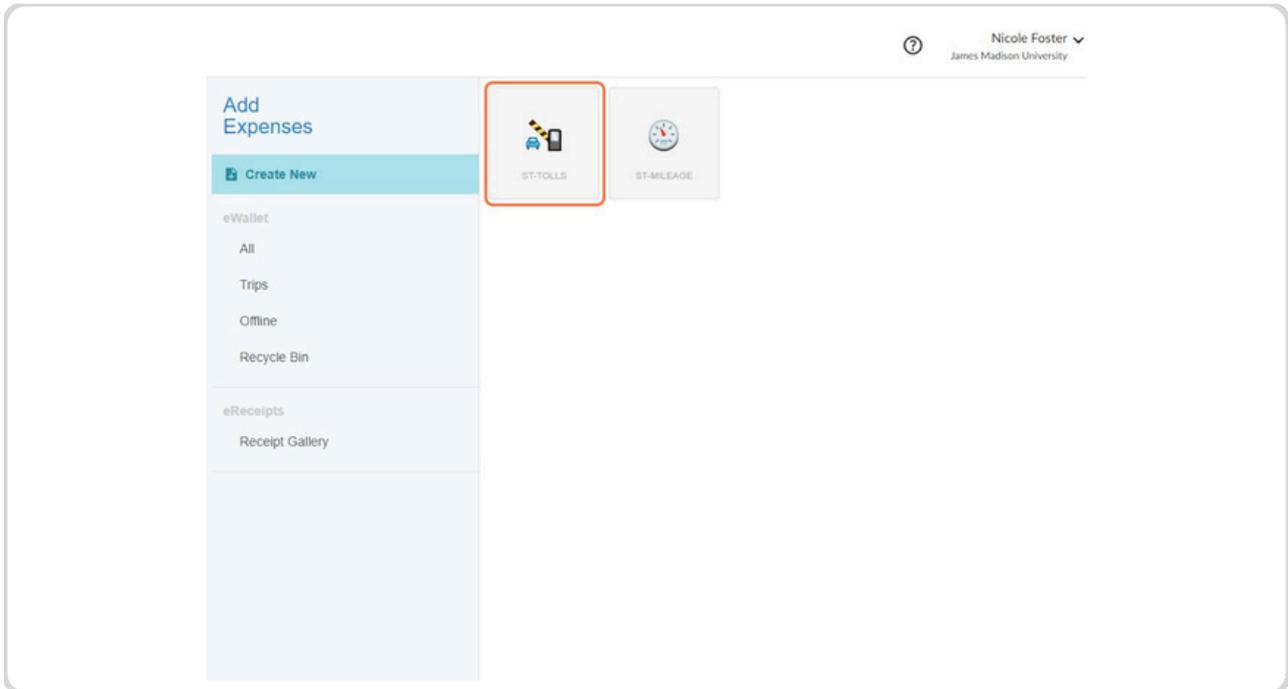
Once you have entered ALL travel for the month into one report, click Submit.



How to Enter Tolls

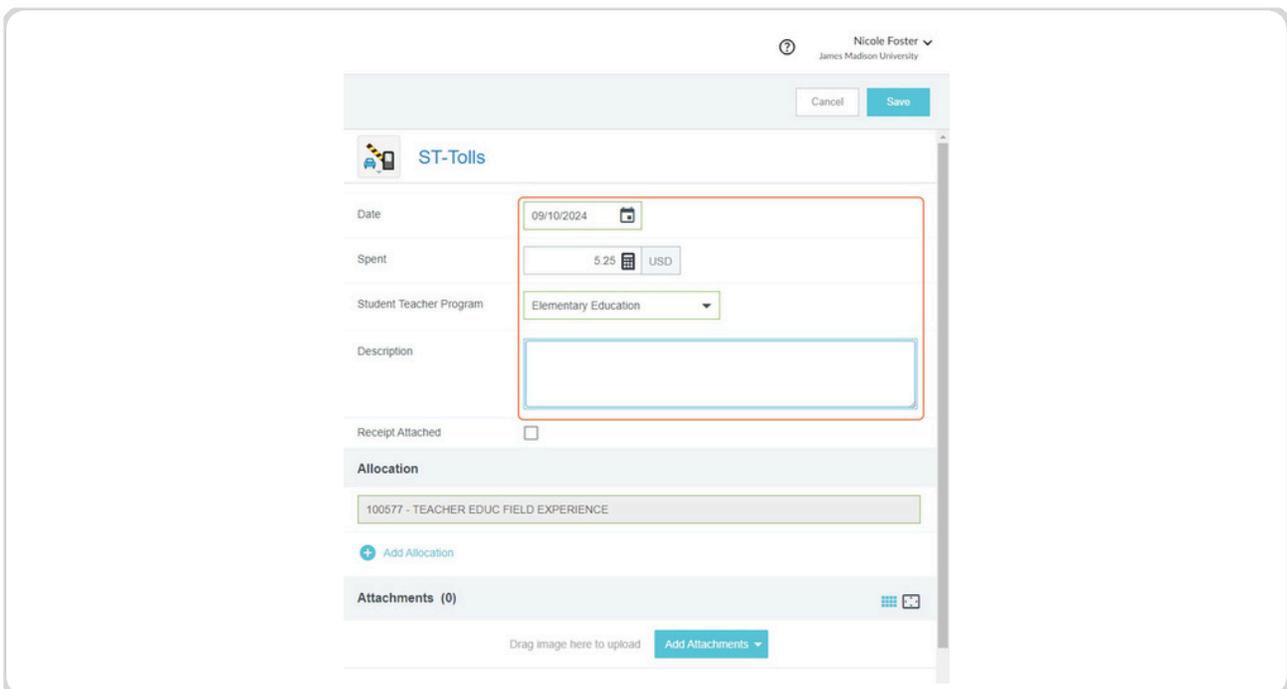
STEP 1

Click on ST-Tolls to add a toll to the report.



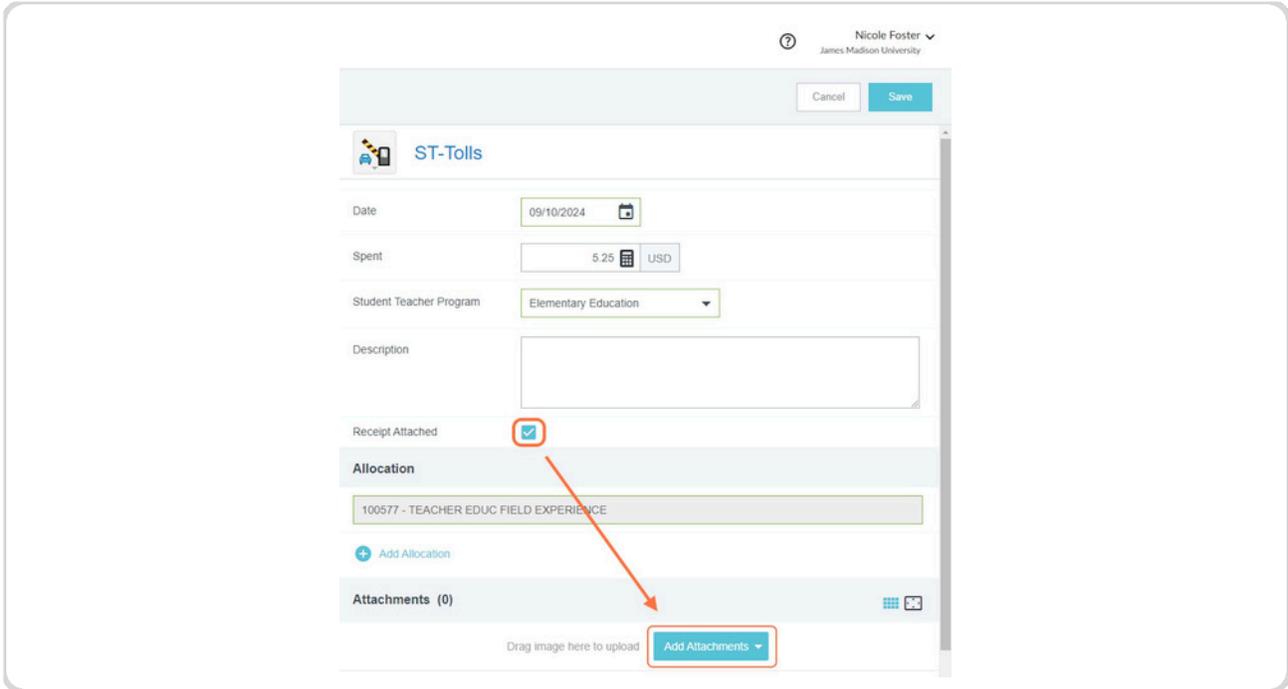
STEP 2

Enter the date of the toll, the amount spent, and select the Student Teacher Program associated with the expense. Give an explanation in the Description Box of where and why the toll took place.



STEP 3

If the toll is over \$75.00, check the box for Receipt Attached. Then click Add Attachments to upload a picture of the toll receipt.

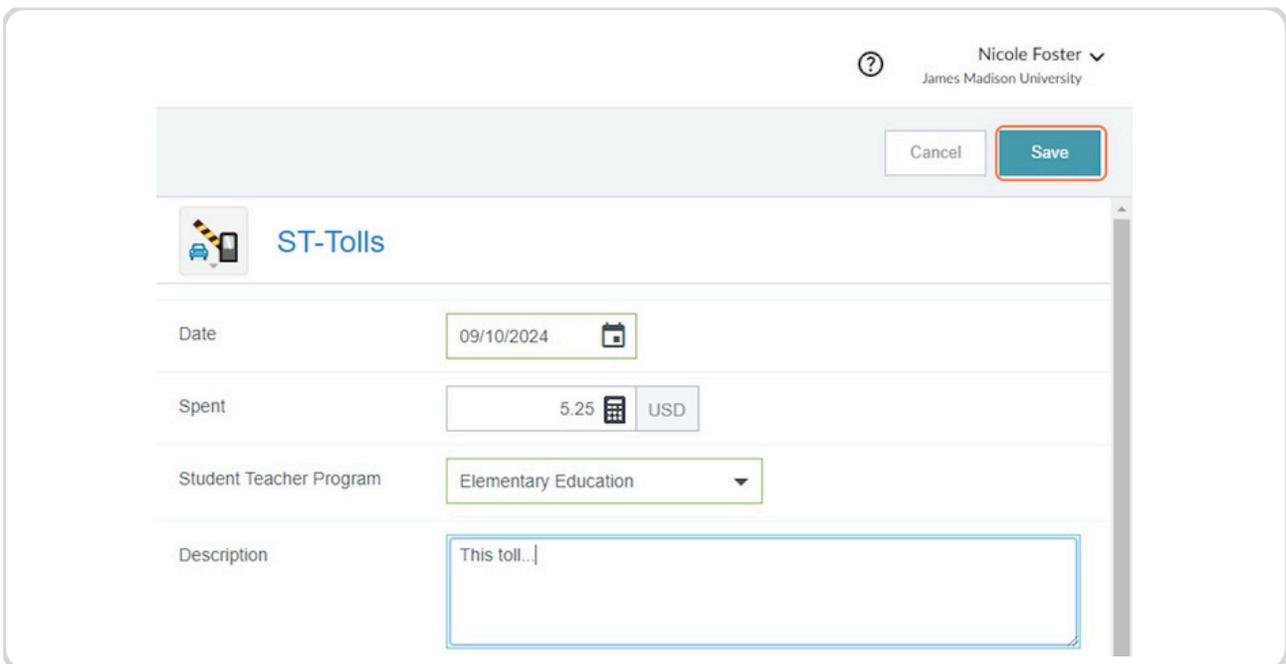


The screenshot shows the 'ST-Tolls' form with the following fields and actions:

- Date:** 09/10/2024
- Spent:** 5.25 USD
- Student Teacher Program:** Elementary Education
- Description:** (Empty text area)
- Receipt Attached:** (The checkbox is highlighted with a red circle, and a red arrow points from it to the 'Add Attachments' button below.)
- Allocation:** 100577 - TEACHER EDUC FIELD EXPERIENCE
- Add Allocation:** (Link)
- Attachments (0):** (Section header)
- Drag image here to upload:** (Text)
- Add Attachments:** (Button, highlighted with a red box)

STEP 4

Click Save.



The screenshot shows the 'ST-Tolls' form with the following fields and actions:

- Date:** 09/10/2024
- Spent:** 5.25 USD
- Student Teacher Program:** Elementary Education
- Description:** This toll...
- Cancel:** (Button)
- Save:** (Button, highlighted with a red box)

STEP 5

To attach a receipt after you have clicked Save, click on Receipt Gallery.

