

HOW TO ENTER STUDENT TEACHER EXPENSE REPORTS

Log into the Chrome River application on any web browser by going to the JMU webpage (www.jmu.edu). Choose Faculty/Staff and the IS Applications. Choose Chrome River.

JAMES MADISON UNIVERSITY

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ABOUT INFORMATION TECHNOLOGY

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Information Technology Help Desk Hours:

Phone: 540-568-3555
Mon-Thu: 8:00am - 9:00pm
Friday: 8:00am - 5:00pm
Saturday: **Closed**
Sunday: 3:00pm - 9:00pm

[See exceptions and details](#)

INFORMATION SYSTEMS APPLICATIONS

The JMU Information Systems Applications page serves as a single access point for the various JMU information systems. Clicking on a link takes you to the login page for the corresponding system.

Human Resources	Student Administration	Finance	University Advancement	Other
<ul style="list-style-type: none">Human Resource Management SystemMyMadisonJMU JobLink / PositionLink ManagerJMU JobLink - ApplicantHuman Resources/Payroll Data & Definition documentInstructions and FAQ's for HR Queries	<ul style="list-style-type: none">Student AdministrationSA Job AidsMyMadison	<ul style="list-style-type: none">Finance SystemChrome River	<ul style="list-style-type: none">AdvanceAdvance Web HelpAdvancement ResourcesiModules Email (JMU Sub-community)	<ul style="list-style-type: none">e-VA LoginEffort Reporting System (ERS)AiM Facilities ManagementNoliwebJMU-STAR ToolParkingJMU Sharepoint Services

IS Issue Submission
[Submit Application Issues](#) and they will get routed to the appropriate Application Manager. Use detailed [instructions](#) to learn more about how to submit an issue.

Browser
[Test the compatibility of your browser](#) with JMU's Information Systems Applications or get more information from the [Browser Configuration Tutorial](#). If you use the Core system of Student Administration, HR/Payroll, or Finance, use these [instructions](#) to install Firefox.

Information Systems Applications Tutorials
Use detailed [tutorials](#) to learn more about how to use MyMadison.

JMU IS Applications Security
To gain access to any of the JMU Information Systems Applications, you must take the required training and complete the necessary [Access Forms](#).

Project Initiation
Have an idea for an enhancement to an application or are you considering purchasing new software for your department? First, complete the [Project Initiation Questionnaire](#) so that Information Technology can evaluate the idea or request.

[Help/ FAQ](#) | [JMU E-mail](#)

Enter your EMPLID and password then Click Log in.

JAMES MADISON UNIVERSITY

JMU e-ID

Password

Log in

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

You can also access the Chrome River application by the Accounts Payable webpage.

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Accounts Payable

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Division of Administration and Finance

Finance Home

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Chrome River System


Mission and Vision Statement

Staff

Local Funds

Travel Program

Vendor Payments

 Share

CHROME RIVER

The Finance Office has partnered with Chrome River to provide campus with an electronic travel management solution which replaces the paper Travel Expense Reimbursement Voucher (TERV) and the paper International Travel Authorization Form (TA).

Travel incurred after July 1, 2017 is required to be processed through the Chrome River system, and paper TERVs and TAs will no longer be accepted.

Click [here](#) to login to Chrome River using your JMU credentials.

Links to Resources

[Chrome River Contact Information](#)

[Chrome River FAQs](#)

[Chrome River Forms](#)

[Chrome River Training and Help](#)

This is the Welcome or Home Screen.

CHROMERIVER

+ New Tina Wells

APPROVALS	Approvals Needed 4 Expense Reports2 Pre-Approvals		
EXPENSES	13 Draft	1 Returned	10 Submitted Last 90 Days
PRE-APPROVAL	2 Draft	1 Returned	4 Submitted Last 90 Days

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 – Bonnie Knight (Academic Affairs - excluding College of Visual & Performing Arts and College of Education) - X83713 – knightsb@jmu.edu

Purple Team – Karen Hoover-Maddox (Administration and Finance, University Advancement, Student Affairs, President's Office, Board of Visitors, College of Visual & Performing Arts and College of Education) - X86694 – hooverka@jmu.edu

Gold Team – Jayne Sorel (Athletics) - X88019 – sorelj@jmu.edu

Blue Team – Janet Marston (Grants) - X87060 – marstojs@jmu.edu

Pink Team – Pam Cahill (Locals and Reimbursements to Individuals) – 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/financemanual/procedures/4215.shtml>

The Financial Procedures for expenditures can be found here: <http://www.jmu.edu/financemanual/procedures/4205.shtml>

Once logged in you will see the Home Screen. Click on +New and choose New Expense Report.

+ New Tina Wells


New Expense Report

New Pre-Approval Report

Enter a Report Name specific to your trip. This example below is for Mileage. If the report was for mileage and tolls, you could enter "Travel for Jan 2017". If you are a Practicum Supervisor, please also add the course title.

Cancel

Save

 Expenses For Tina Wells

Report Name

Mileage Reimbursement for Jan 2017

Pay Me In

USD - US Doll...

Report Type

-- Select --

Report Purpose

-- Select --

Type of Traveler

-- Select --

Non Employee
Optional

-- Select --

Travel Start

Travel End


Business Days

0

Choose your Report Type, Report Purpose, Type of Traveler, Start and End Dates and number of Business Days. Then click Save.

Cancel

Save

 Expenses For Tina Wells

Report Name

Mileage Reimbursement for Jan 2017

Pay Me In

USD - US Doll...

Report Type

-- Select --

Athletics

Domestic

International

Non-Travel Individual Reimbursement

Student Teacher Evaluation

Report Purpose

Type of Traveler

-- Select --

Cancel

Save



Expenses For Tina Wells

Report Name

Mileage Reimbursement for Jan 2017

Pay Me In

USD - US Doll...

Report Type

Student Teacher Evaluation

Report Purpose

-- Select --
Conference - Training
Non-Travel Individual Reimbursement
Other
Recruitment
Student Teacher Evaluations
Team Travel

Type of Traveler

Non Employee

Optional

-- Select --

Cancel

Save



Expenses For Tina Wells

Report Name

Mileage Reimbursement for Jan 2017

Pay Me In

USD - US Doll...

Report Type

Student Teacher Evaluation

Report Purpose

Student Teacher Evaluations

Type of Traveler

-- Select --
Employee
Outside Party
Student

Non Employee

Optional

Enter your Travel Start Date and Travel End Date. If paying on a monthly basis the Travel Start date would be the beginning of the month and the Travel End date would be the end of the month.

Cancel

Save

Expenses For Tina Wells

Report Name

Mileage Reimbursement for Jan 2017

Pay Me In

USD - US Doll...

Report Type

Student Teacher Evaluation

Report Purpose

Student Teacher Evaluations

Type of Traveler

Employee

Non Employee
Optional

-- Select --

Travel Start

01/01/2017

Enter first day of the month.

Travel End

01/31/2017

Enter last day of the month.

Business Days

Enter the number of days driven. Example: if only 15 days out of the month needs reimbursed for mileage put in 15.

CHROMERIVER

Expenses For Tina Wells

←

Expenses For Tina Wells

☰

+

Mileage Reimbursement for Jan 2017

0 Documents0 Attachments

DATE

EXPENSE

SPENT

PAY ME

📄

📱

⬆

Click "x" to add your first item.

Expense Report

010016508418

Total Pay Me Amount

0.00 USD

Submit

New

Tina Wells

Delete

Edit

PDF

Images

Expenses For Tina Wells

Report Name

Mileage Reimbursement for Jan 2017

Pay Me In

USD - US Doll...

Report Type

Student Teacher Evaluation

Report Purpose

Student Teacher Evaluations

Type of Traveler

Employee

Non Employee

-- Select --

Travel Start

01/01/2017

Travel End

01/31/2017

Business Days

31

Add Pre-Approval Report

Comments (0)

Add Comment

Post

Attachments (0)

Browse File to Attach

←

Expenses For
Tina Wells

☰

+

Mileage Reimbursement for Jan 2017

0 Comments

0 Attachments

DATE

EXPENSE

SPENT


PAY ME

Click "+" to add your first item.


The following entry screen opens up for mileage. The following are mapped out:

Cancel

Save

ST-Mileage

Date



Step One

Spent

USD

Student Teacher Program

-- Select --

▼

Step Two

Description

Rate

-- Select --


▼

Step Three

Rate
Optional

Miles


Map

 Calculate Mileage ⓘ Step Four - click calculate mileage



Deduction


Allocation

100577 - TEACHER EDUC FIELD EXPERIENCE



 Add Allocation

Attachments (0)



 Browse File to Attach

Step One: Enter the date for the first trip. **Step Two:** Select the Program associated with the trip.

	
Date	<div>01/04/2017 </div>
Spent	<div>0.00 USD</div>
Student Teacher Program	<div><div>-- Select --</div><div>Art</div><div>Dance</div><div>Early Childhood Education</div><div>Early Childhood Special Education</div><div>Elementary Education ←</div><div>Foreign Language</div><div>IECE</div><div>Middle Education</div><div>Music</div><div>Physical Education</div><div>Secondary Education</div><div>Special Education</div><div>TESOL</div><div>Theatre</div></div>
Description	
Rate	
Rate Optional	

Step Three: Click in the Rate Box and select your reimbursement rate.



ST-Mileage

Date

01/04/2017



Spent

0.00

USD

Student Teacher Program

Elementary Education



Description

Rate

-- Select --

Excessive Mileage .13

Fleet Rate .246

IRS Rate ←

Reduced Rate .17

Reduced Rate .19

Rate

Optional

Step Four: Do not write anything in description. Click Calculate Milage.



ST-Mileage

Date	<div>02/01/2023</div>
Spent	<div>0.00</div> <div>USD</div>
Student Teacher Program	<div>Elementary Education</div>
Description	<div></div>
Rate	<div>IRS Rate</div>
Rate <small>Optional</small>	<div>0.655</div>
Miles	<div>0.00</div> <div>Calculate Mileage</div>
Deduction	<div>None</div>

Click Calculate Mileage

Step Four Continued: Click the first box. If you are hired as a supervisor, enter your home address. If you are a JMU Faculty member, enter your office address. Then, click the second box and add the school address. If this is the end of your trip, click return to start. Then click Save

Cancel 4.

Save Trip

1. 395 South High Street, Harrisonburg, VA, USA

2. Smithland Elementary School, Linda Lane, Harrisonburg, VA, USA

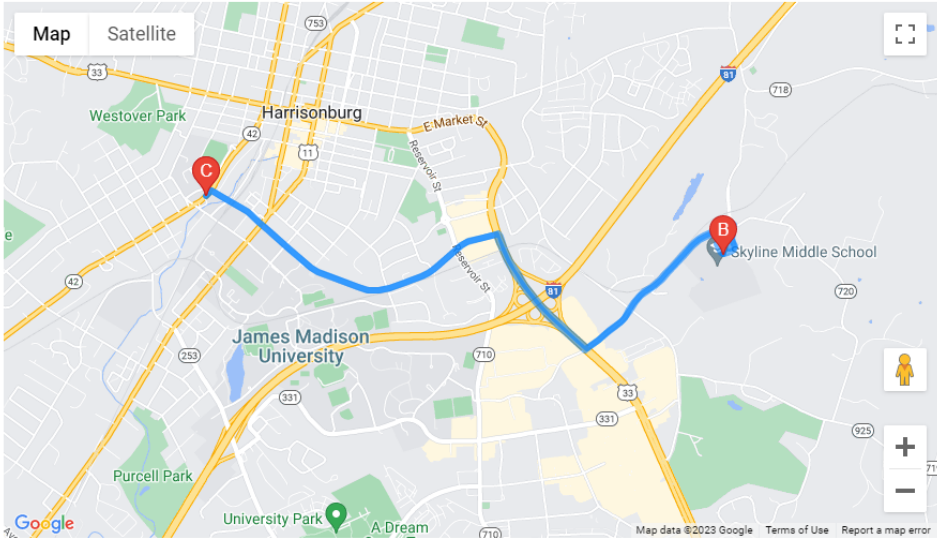
395 South High Street, Harrisonburg, VA, USA

Add Destination

3. Return to Start

6.33 Miles

Map Satellite




Note: If you need to leave one location to go to another location on the same day you should Click Add Destination.

This is a screen shot of the mileage entered for one day using Google Maps. Click the Save Button.


Cancel

Save

ST-Mileage

Date

02/01/2023




Spent

4.15

USD

Student Teacher Program

Elementary Education




Description

From:: 395 South High Street, 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

0.655

Miles

6.33

 Calculate Mileage 

Deduction

None

Allocation

Once saved the Expenses Page shows the expense you entered. Repeat these steps for all days traveled in the month.

Expenses For
Lisa Kutcher

Mileage Reimbursement for Feb 2023

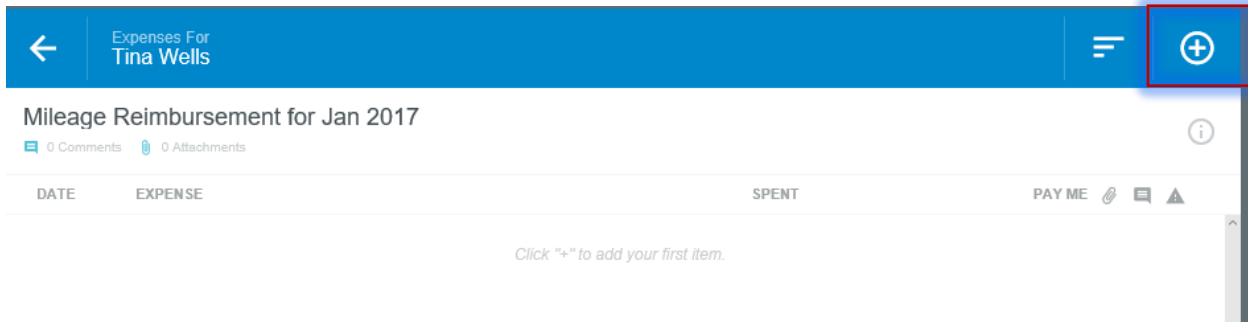
0 Comments

1 Attachments

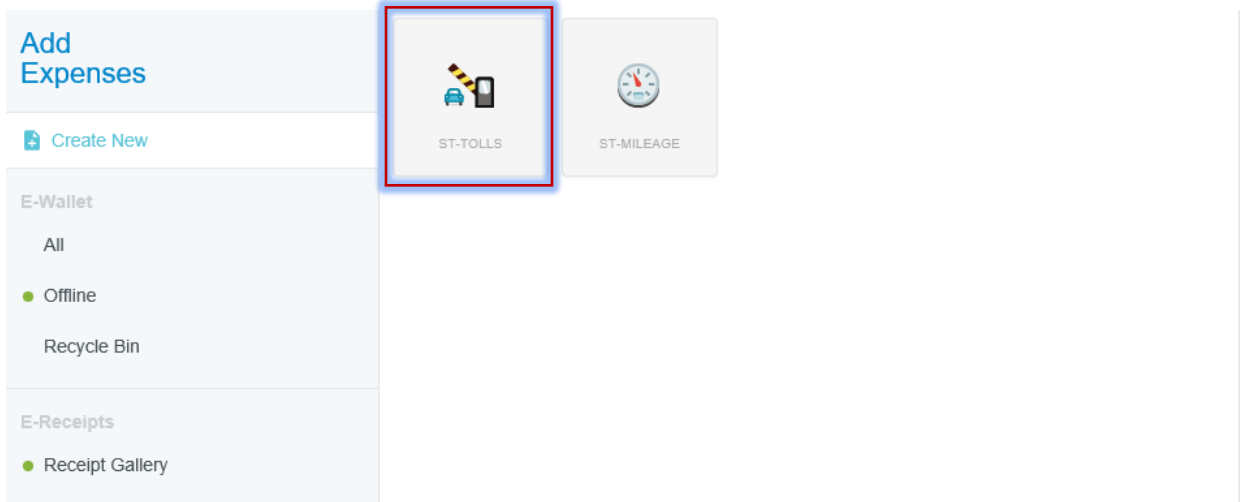
DATE	EXPENSE	SPENT	PAY ME		
Wed 02/01/2023	<div><div></div><div>ST-Mileage</div></div>	4.15 USD	4.15	<div><div></div></div>	<div><div></div></div>

How to Enter Tolls

Click on the + Button to bring up your expenses.




You will see two expenses associated with your Report. Click on the ST-Tolls Button.



The following screen appears. Enter the date of the toll, amount spent and select the Program associated with the expense. Give an explanation in the Description Box of where and why the toll took place. Click the Receipt Attached Box and attach a receipt if the toll is over \$75.00. Then Click Save.

Cancel

Save

ST-Tolls

Date

Spent

0.00

USD

Student Teacher Program

-- Select --

Description

Receipt Attached



☐


Allocation

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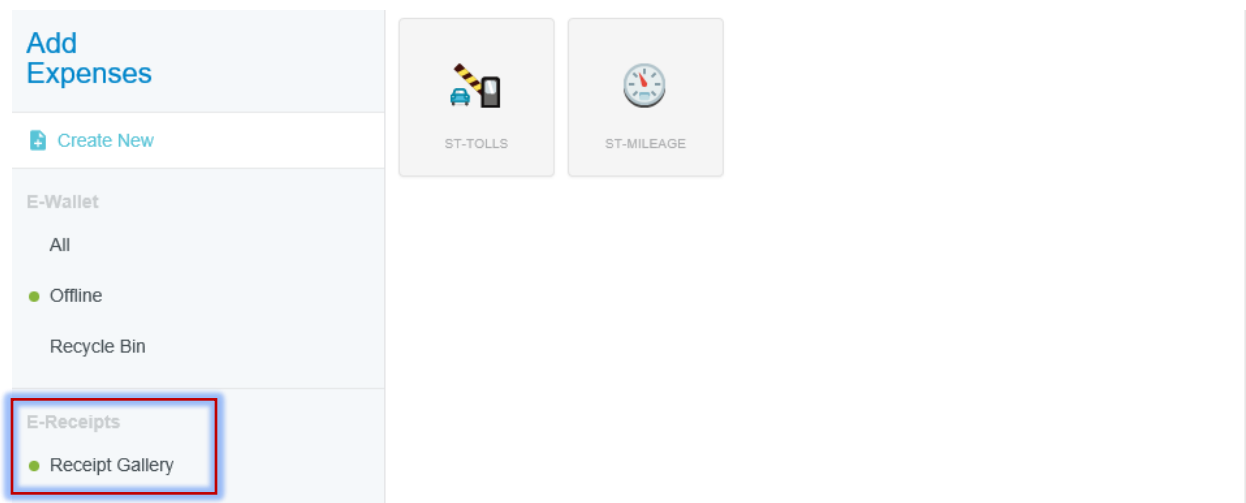
+ Add Allocation

Attachments (0)



Browse File to Attach

To attach a receipt after you Click the Save Button Click on Receipt Gallery.



See instructions for attaching receipts.