

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

Search: | [A-to-Z Index](#)

[JMU Home](#) [Computing Home](#) [AVP Information Technology](#) [Students](#) [Faculty/Staff](#) [Visitors](#)

Computing

Search Computing

SERVICES

- [Get Help](#)
- [Accounts](#)
- [Computer Labs](#)
- [Software](#)
- [Training](#)
- [Network](#)
- [Hardware Purchases & Repair](#)
- [Information Systems Applications](#)

INFORMATION

- [Alerts & News](#)
- [Security](#)
- [Policies & Standards](#)
- [Forms](#)

ABOUT INFORMATION TECHNOLOGY

- [IT Planning](#)
- [Staff](#)
- [Organizational Chart](#)

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

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

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

The screenshot displays the James Madison University website's Accounts Payable section. At the top, there is a navigation bar with links for Future Students, Current Students, Parents, Alumni, Faculty & Staff, and Community, along with a search box. Below this is the JMU logo and a secondary navigation bar with links for About, Academics, Admissions, News, Connect, and Give. The main header is a purple bar with the text "Accounts Payable" and a breadcrumb trail: "JMU Home / AVP Finance / Accounting Operations and Disbursements / Accounts Payable / Chrome River System".

On the left side, there is a vertical navigation menu. The "Accounts Payable" section is expanded, and the "Chrome River System" link is highlighted with a red box. Two red arrows originate from this box: one points to the "CHROME RIVER" logo in the main content area, and the other points to the word "here" in the text "Click here to login to Chrome River using your JMU credentials."

The main content area features the "CHROME RIVER" logo at the top. Below it, a paragraph states: "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."

At the bottom of the main content area, there is a section titled "Links to Resources" with the following links: [Chrome River Contact Information](#), [Chrome River FAQs](#), [Chrome River Forms](#), and [Chrome River Training and Help](#).

This is the Welcome or Home Screen.

CHROMERIVER + New Tina Wells

APPROVALS	Approvals Needed 4 Expense Reports	2 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 – sorelij@jmu.edu
Blue Team – Janet Marston (Grants) - X87060 – marstoj@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".

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: [Calendar Icon]

Travel End: [Calendar Icon]

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: [Red Arrow points to Student Teacher Evaluation]

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: -- Select --

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: -- Select --

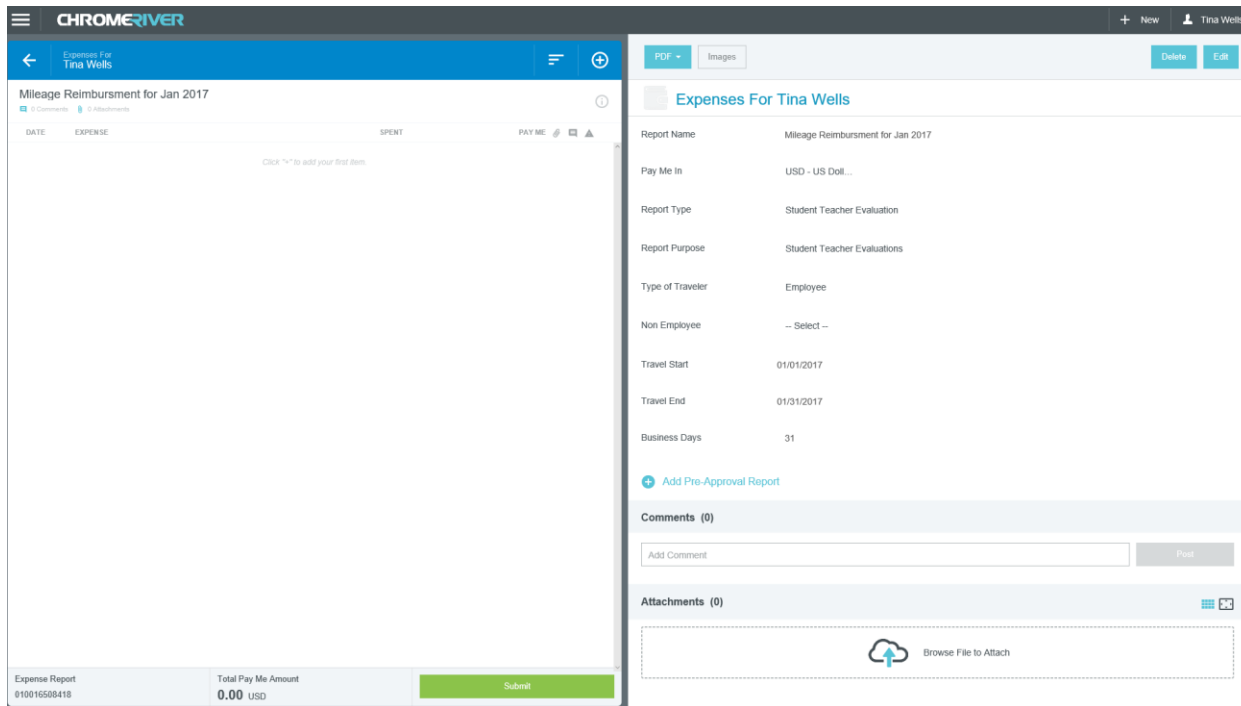
Enter your Travel Start Date and Travel End Date. If paying on a monthly basis the Travel Start date would be the beginning of the month and the Travel End date would be the end of the month.

Expenses For Tina Wells

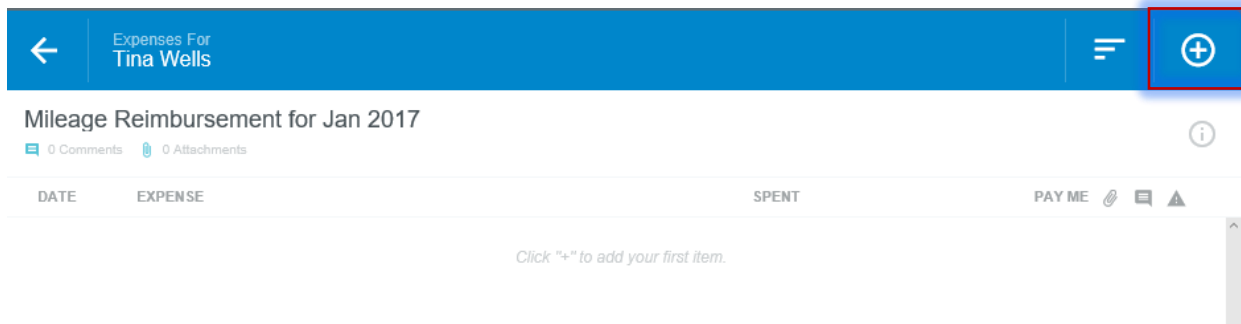
Report Name	<input type="text" value="Mileage Reimbursement for Jan 2017"/>
Pay Me In	<input type="text" value="USD - US Doll..."/>
Report Type	<input type="text" value="Student Teacher Evaluation"/>
Report Purpose	<input type="text" value="Student Teacher Evaluations"/>
Type of Traveler	<input type="text" value="Employee"/>
Non Employee <small>Optional</small>	<input type="text" value="-- Select --"/>
Travel Start	<input type="text" value="01/01/2017"/>  
Travel End	<input type="text" value="01/31/2017"/>  
Business Days	<input type="text" value=""/>  

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

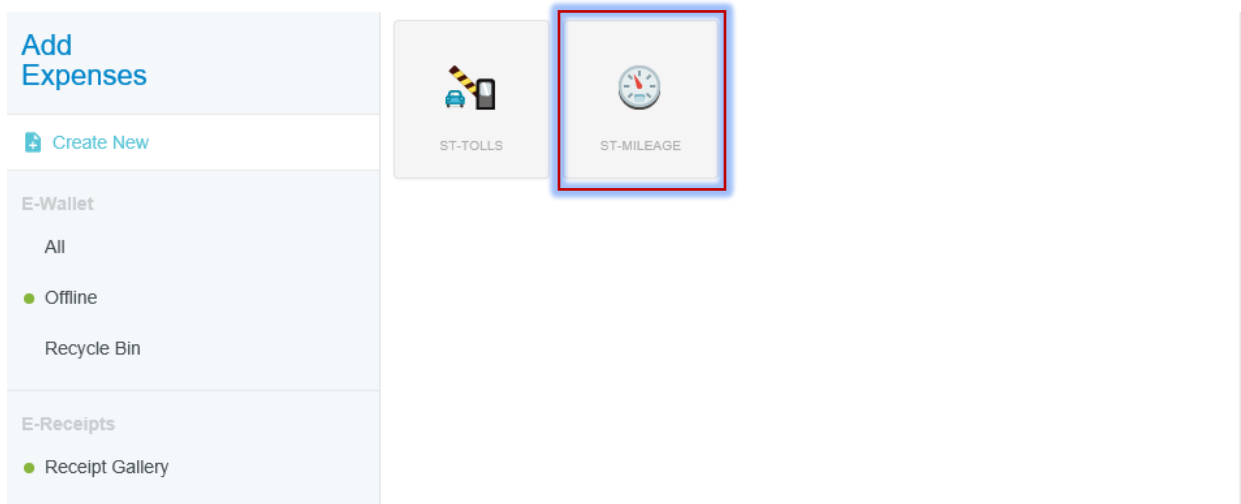
After Clicking the Save button from the page above, the following screens appears.




Click on the + Button to bring up your expenses.



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




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

 **ST-Mileage**

Date	<input type="text" value=""/>	<input type="button" value="Calendar"/>	<input type="button" value="Step One"/>
Spent	<input type="text" value="0.00"/>	<input type="button" value="USD"/>	
Student Teacher Program	<input type="text" value="-- Select --"/>	<input type="button" value="Step Two"/>	
Description	<input type="text" value="Step Four (ignore if using Google Maps)"/>		
Rate	<input type="text" value="-- Select --"/>	<input type="button" value="Step Three"/>	
Rate <small>Optional</small>	<input type="text" value="0"/>		
Miles	<input type="text" value="0.00"/>	<input type="button" value="Map"/>	<input type="button" value="Step Five (ignore if using Google Maps)"/>
Deduction	<input type="text" value="None"/>		

Allocation

Attachments (0)



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



ST-Mileage

Date

01/04/2017



Spent

0.00

USD

Student Teacher Program

Description

Rate

Rate
Optional

-- Select --

Art

Dance

Early Childhood Education

Early Childhood Special Education

Elementary Education

Foreign Language

IECE

Middle Education

Music

Physical Education

Secondary Education

Special Education

TESOL

Theatre

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: You will have to enter a description if you are **not** going to use Google Maps. See an example in the Description Box below. If you use Google Maps a description will automatically appear so you will not need to enter in this box.



ST-Mileage


Date	<input type="text" value="01/04/2017"/>
Spent	<input type="text" value="0.00"/> <input type="text" value="USD"/>
Student Teacher Program	<input type="text" value="Elementary Education"/>
Description	<div style="border: 1px solid red; padding: 5px;">James Madison University (your home address) To: 230 Monkevista Ave, Orange, VA (your destinations) then back to your home address</div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Entered the trip manually if Google Maps was not used.</div>

Step Five: If you chose not to use Google Maps you must enter the miles for your trip in the Miles Box. If you are using Google Maps Click Map. The Description Box and the Miles will automatically fill in when your Google Map is saved.



ST-Mileage

Date

01/04/2017 

Spent

0.00 USD

Student Teacher Program

Elementary Education ▼

Description

Rate

IRS Rate ▼

Rate

Optional

0.535

Miles

Enter miles here if not using Google Maps

0.00

Map

Click on Map to use Google Maps

Deduction

None


If you Clicked on the Map Button the following Google Maps page opens up. Click in the first box and enter your starting location then Click in the second box and enter your ending location. If you want this to be a round trip then click Return to Start. Then Click Save Trip.


The screenshot displays the Google Maps interface for creating a trip. At the top right, there are two buttons: "Cancel" and "Save Trip". Below these are three input fields for destinations, each with a red minus sign to its right. The first field contains "James Madison University, Harrisonburg, VA, United States", the second contains "230 Montevista Avenue, Orange, VA, United States", and the third contains "James Madison University, Harrisonburg, VA, United States". To the left of these fields is a hamburger menu icon. Below the input fields is an "Add Destination" button. To the right of the "Add Destination" button is a "Return to Start" button. Below the buttons is a grey bar displaying "105.87 Miles". The main part of the screenshot is a map showing a blue route starting at Harrisonburg, VA (marked with a red 'C') and ending at Orange, VA (marked with a green 'B'). The route passes through Massanutten, Elkton, Wolfstown, St Georgesville, and Ruckersville. The map includes various geographical features like Shenandoah National Park and several roads. The Google logo and "Map data ©2017 Google" are visible at the bottom left of the map.

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: 01/04/2017 


Spent: 56.64 USD

Student Teacher Program: Elementary Education

Description: From: James Madison University, Harrisonburg, VA, United States
To: 230 Montevista Avenue, Orange, VA, United States
To: James Madison University, Harrisonburg, VA, United States

Rate: IRS Rate


Rate Optional: 0.535



Miles: 105.87 


Deduction: None

Allocation


100577 - TEACHER EDUC FIELD EXPERIENCE


 [Add Allocation](#)



Attachments (0)  



 [Browse File to Attach](#)

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

← Expenses For Tina Wells ☰ 

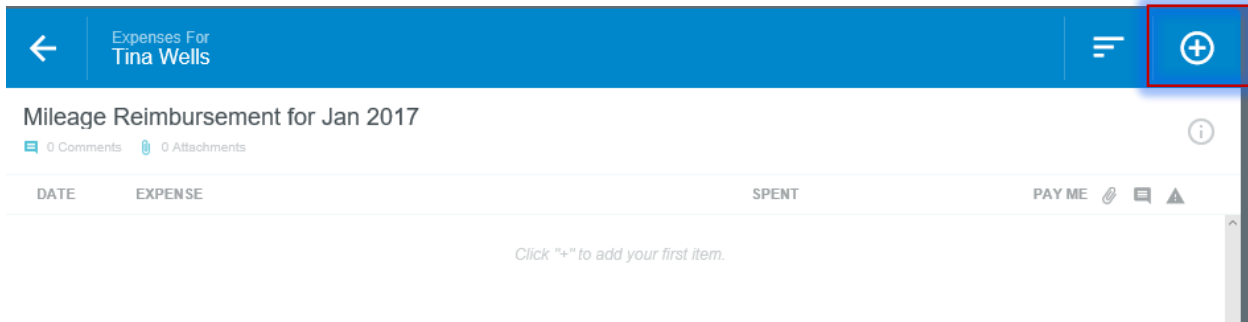
Mileage Reimbursement for Jan 2017 

 0 Comments  1 Attachments

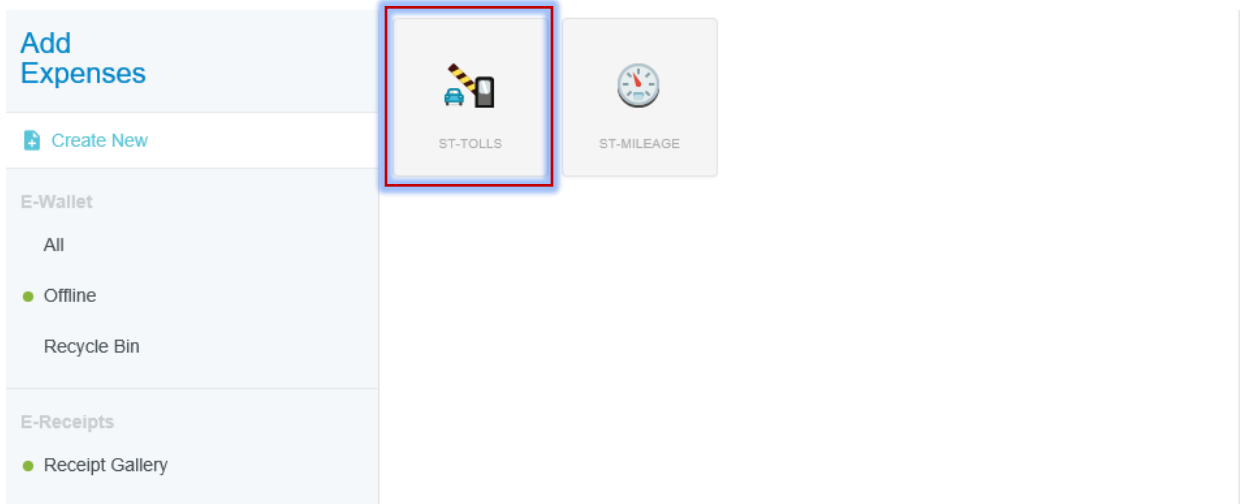
DATE	EXPENSE	SPENT	PAY ME
Wed 01/04/2017	 ST-Mileage	56.64 USD	56.64 

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.


 **ST-Tolls**

Date	<input type="text" value=""/>
Spent	<input type="text" value="0.00"/> <input type="text" value="USD"/>
Student Teacher Program	<input type="text" value="-- Select --"/>
Description	<input type="text" value=""/>
Receipt Attached	<input type="checkbox"/>

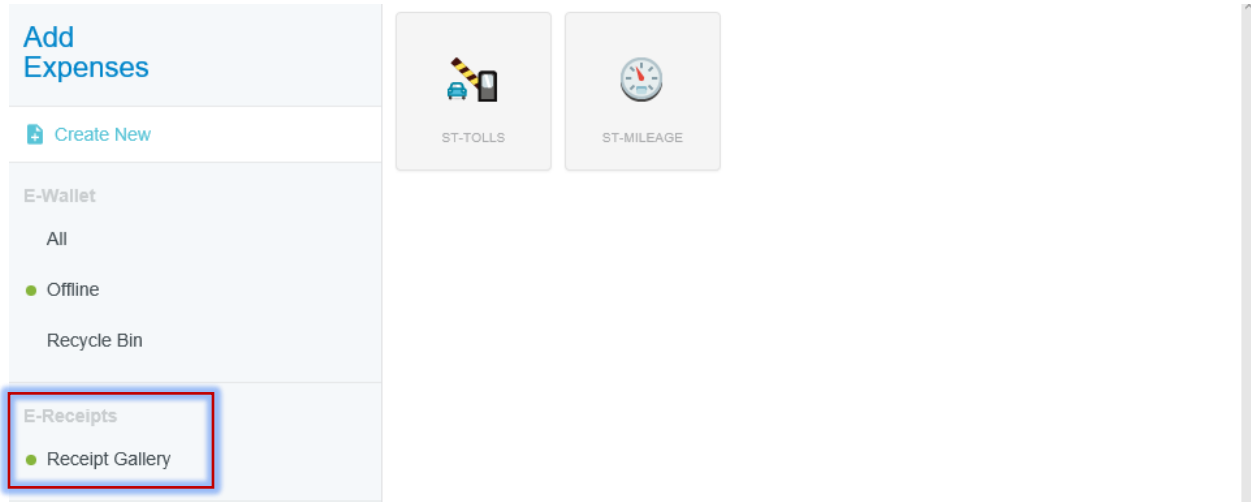
Allocation

[+ 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.