Entering Mileage on Chrome River – At a Glance

At the end of each month, when all travel for the month is complete, create one report in Chrome River for travel reimbursement for all travel completed that month.

Logging In

- 1. Log into Chrome River from Faculty/Staff Gateway \rightarrow IS Applications \rightarrow Chrome River.
- 2. Use your MyMadison username and password to login.

Creating a Report

- 3. Click + Create (top right corner of the Expenses box)
- 4. **Report Name** For each month, title the report for that month and year. If you are a Practicum Supervisor, please also write the course title.
- 5. **Report Type** Student Teacher Evaluation
- 6. Report Purpose Student Teacher Evaluations
- 7. Type of Traveler Employee
- 8. Travel Start and Travel End Dates the beginning and end of the month in the title
- 9. Business Days the actual number of days you traveled for supervision out of the month

10. Click Save

Enter Each Trip

For each day of travel, you need to complete separate entries in the report using these steps:

- 11. Click the ST Mileage button
- 12. Date enter the date of travel
- 13. **Student Teacher Program** choose the appropriate program (pick one program if multiple apply)
- 14. **Description** leave blank (this will populate automatically after you complete the Calculate Mileage step below)
- 15. Rate choose IRS Rate
- 16. Click Calculate Mileage (found next to Miles)
 - a. In the first box, enter your starting address if you are JMU faculty, use your JMU office. All other supervisors should use their home address.
 - b. In the second box, enter the school you visited type the school name into this box, and an option that includes both school name and address will pop up. *The school name must be listed in this step for your report to be approved.*
 - c. To add more than one school to a single trip/day, click "Add Destination" and repeat step b.
 - d. Click "Return to Start" to make the travel roundtrip
 - e. Click Save Trip

17. Click Save.

18. When finished, click the green **Submit** button to send in your report.