

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 shows 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 "Accounts Payable" with a breadcrumb trail: JMU Home / AVP Finance / Accounting Operations and Disbursements / Accounts Payable / Chrome River System. On the left is a vertical navigation menu with categories like "Division of Administration and Finance" and "Accounting Operations and Disbursements". Under "Accounting Operations and Disbursements", the "Accounts Payable" sub-menu is expanded, and "Chrome River System" is highlighted with a red box. Two red arrows point from this box to the "Chrome River" logo and the "Click here" link in the main content area. The main content area features the "CHROME RIVER" logo, a "Share" button, and text explaining the transition to the electronic travel management system. Below the text is a "Links to Resources" section with links for Contact Information, FAQs, Forms, and Training and Help.

Future Students | Current Students | Parents | Alumni | Faculty & Staff | Community | A-Z Index | Campus Directory | Maps

JAMES MADISON UNIVERSITY | About | Academics | Admissions | News | Connect | Give

Accounts Payable

JMU Home / AVP Finance / Accounting Operations and Disbursements / Accounts Payable / Chrome River System

- Division of Administration and Finance
 - Finance Home
 - About Finance
 - Code of Ethics
 - Financial Procedures Manual
 - News & Announcements
 - Organization Chart
 - Signature Authority
- Accounting Operations and Disbursements
 - Announcements
 - FAQ
 - Accounts Payable
 - Chrome River System**
 - Mission and Vision Statement
 - Staff
 - Local Funds
 - Travel Program
 - Vendor Payments

CHROME RIVER Share

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.

The screenshot shows the CHROMERIVER home screen. At the top left is the CHROMERIVER logo. At the top right are a '+ New' button and a user profile for 'Tina Wells'. The main dashboard is divided into three rows of statistics:

Category	Count	Status	Count	Count
APPROVALS	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	

Below the dashboard is a 'TRAVEL PROGRAM' section with a disclaimer: '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.'

Below that is a 'TRAVEL TEAM' section with contact information for various teams: Gray Team, Purple Team, Gold Team, Blue Team, Pink Team, and Manager Tina Wells.

At the bottom is a 'USEFUL LINKS' section with links to enrollment forms and financial procedures.

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

This close-up shows the '+ New' button in the top right corner of the dashboard, which is highlighted with a red box. Below it, a dropdown menu is open, showing two options: 'New Expense Report' and 'New Pre-Approval Report'. The 'New Expense Report' option is also highlighted with a red box.

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.

Expenses For Tina Wells

Report Name

Pay Me In

Report Type

Report Purpose

Type of Traveler

Non Employee
Optional

Travel Start

Travel End

Business Days

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

Expenses For Tina Wells

Report Name

Pay Me In

Report Type
Athletics
Domestic
International
Non-Travel Individual Reimbursement
Student Teacher Evaluation ←

Report Purpose

Type of Traveler

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 --

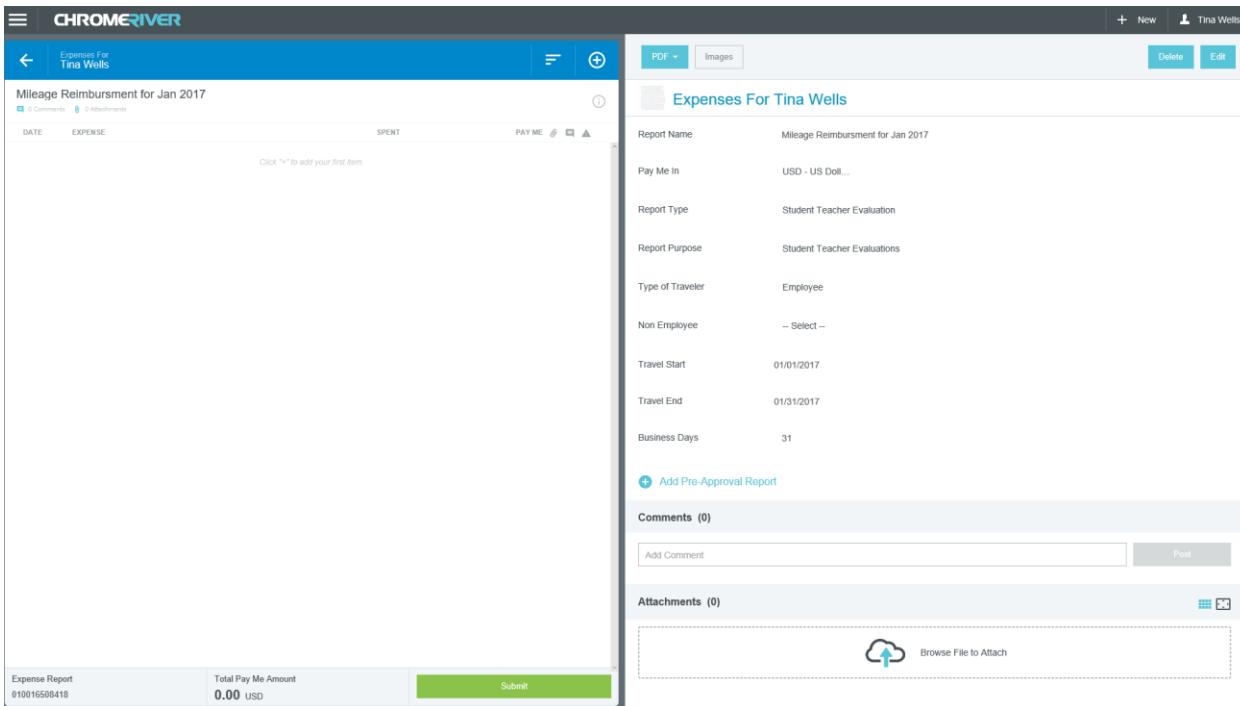
Enter your Travel Start Date and Travel End Date. If paying on a monthly basis the Travel Start date would be the beginning of the month and the Travel End date would be the end of the month.

Expenses For Tina Wells

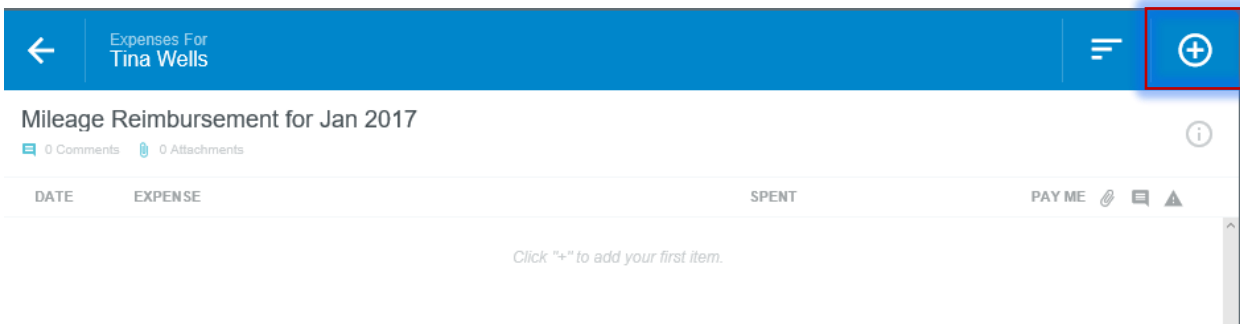
Report Name	<input type="text" value="Mileage Reimbursement for Jan 2017"/>
Pay Me In	<input type="text" value="USD - US Doll..."/>
Report Type	<input type="text" value="Student Teacher Evaluation"/>
Report Purpose	<input type="text" value="Student Teacher Evaluations"/>
Type of Traveler	<input type="text" 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.

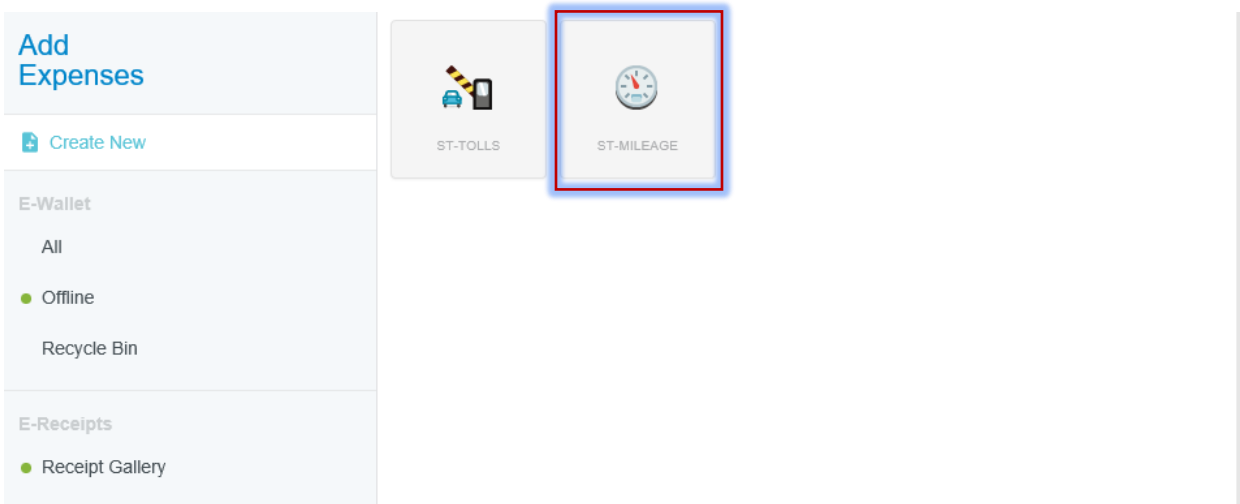
After Clicking the Save button from the page above, the following screens appears.




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 Monhevista 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 menu icon (three horizontal lines). Below the input fields is an "Add Destination" button on the left and a "Return to Start" button on the right. A grey bar below the buttons displays the distance "105.87 Miles". The main part of the image is a map showing a blue route starting at a red pin labeled 'C' in Harrisonburg, VA, and ending at a green pin labeled 'B' in Orange, VA. The route passes through Massanutten, Elkton, Wolfstown, St Georgesville, and Ruckersville. The Shenandoah National Park is visible in the center of the map. The map includes various road markers, place names, and a Google logo in the bottom left corner.

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 <u>Montevista</u> Avenue, Orange, VA, United States To: James Madison University, Harrisonburg, VA, United States
Rate	IRS Rate ▼
Rate <small>Optional</small>	0.535
Miles	105.87 Map
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  

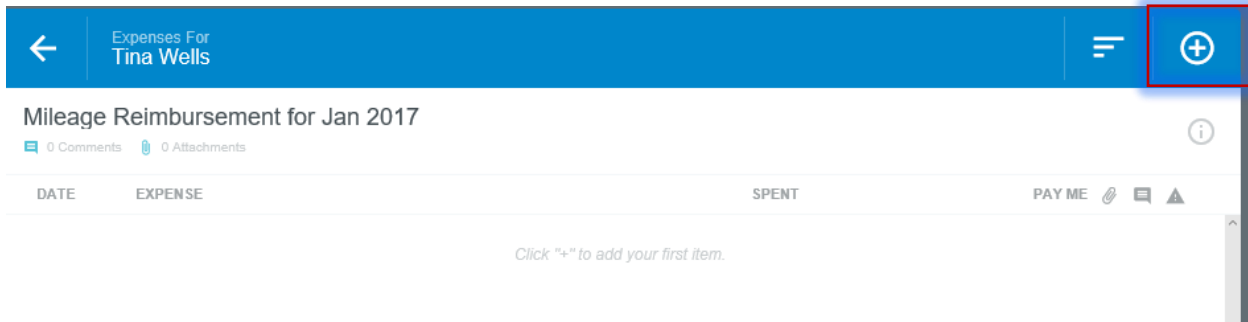
Mileage Reimbursement for Jan 2017 

0 Comments 1 Attachments

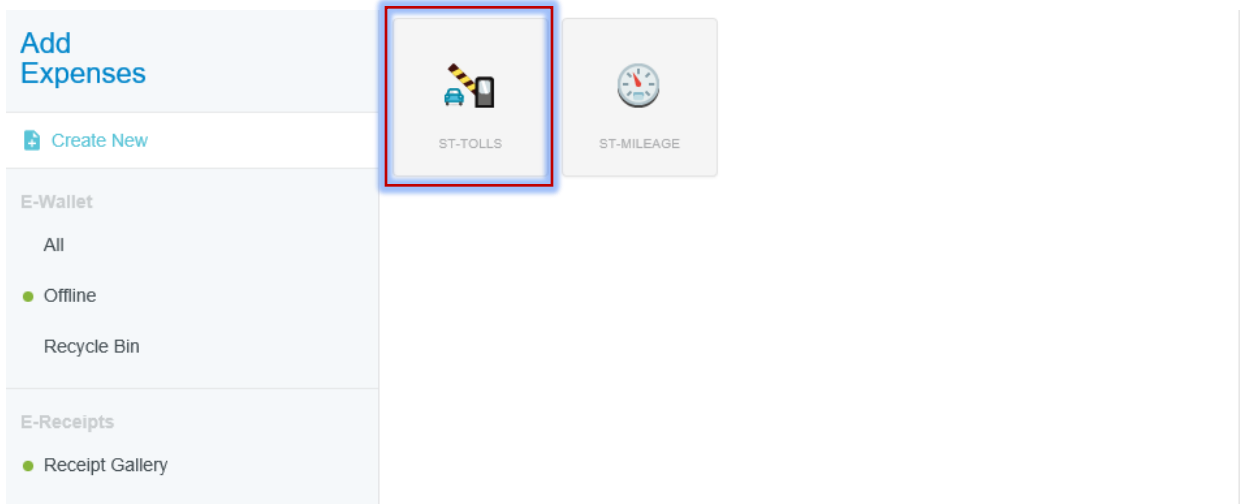
DATE	EXPENSE	SPENT	PAY ME
Wed 01/04/2017	 ST-Mileage	56.64 USD	56.64 

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"/>

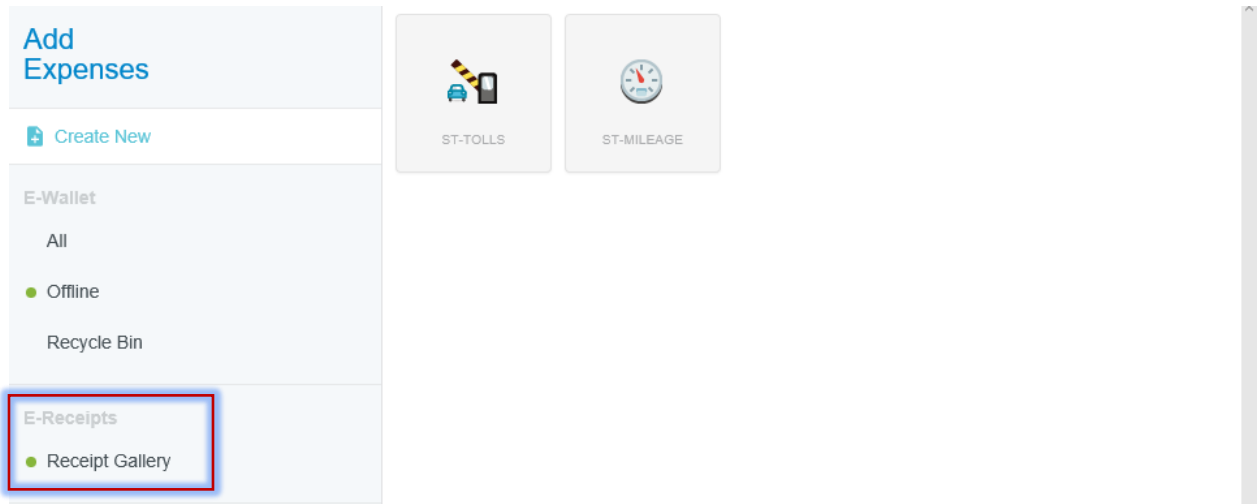
Allocation

[+ 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.