



### Entering Mileage on Chrome River – At a glance

1. Log into Chrome River from Faculty/Staff Gateway – IS Applications. Use MyMadison username and password.
2. Click + **New** (top right corner) – then **New Expense Report**
3. **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.
4. **Report Type** – Student Teacher Evaluation
5. **Report Purpose** – Student Teacher Evaluations
6. **Type of Traveler** – Employee
7. **Travel Start** and **Travel End** Dates – the beginning and end of the month in the title
8. **Business Days** – the actual number of days you traveled for supervision out of the month
9. Click Save 
10. Click the  Button to add expenses
11. Click the **ST Mileage** button
12. For each day you travel you need to complete an entry
  - a. Enter **Date**
  - b. Enter **Student Teacher Program** (pick one if multiple)
  - c. **Rate** – choose IRS Rate
  - d. Click **Map** (found at **Miles**) – enter start and end points – you can add intermediate stops by clicking “Add Destination” and/or click “Return to Start” for roundtrip – it will populate the *Description* box
  - e. Click Save
  - f. Repeat for all other travel days
13. At the end of the month, once all expenses are reported and making sure Business Days (step 8) is correct, click green **Submit** button.