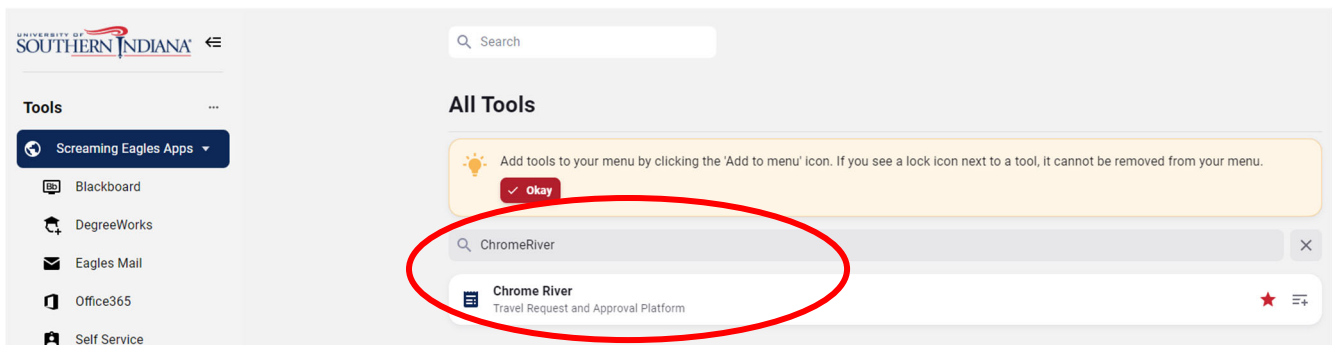
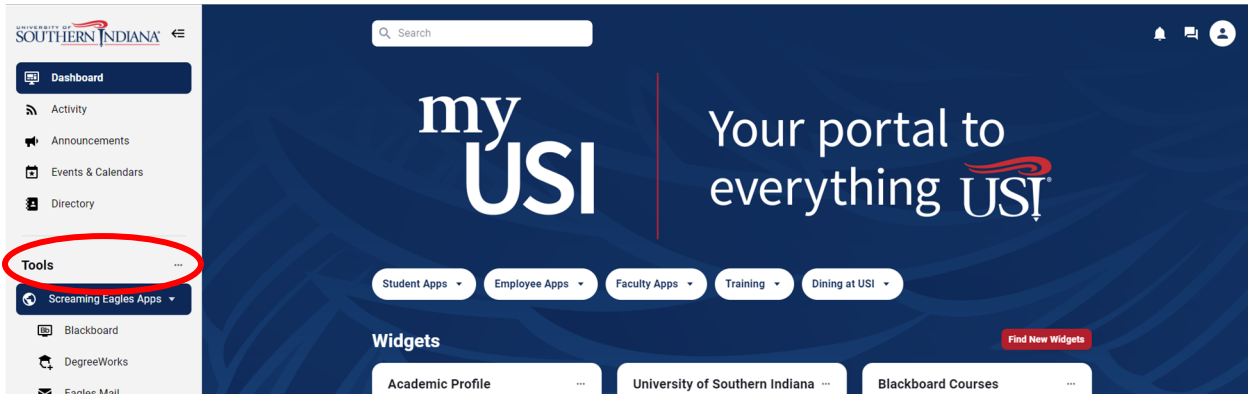
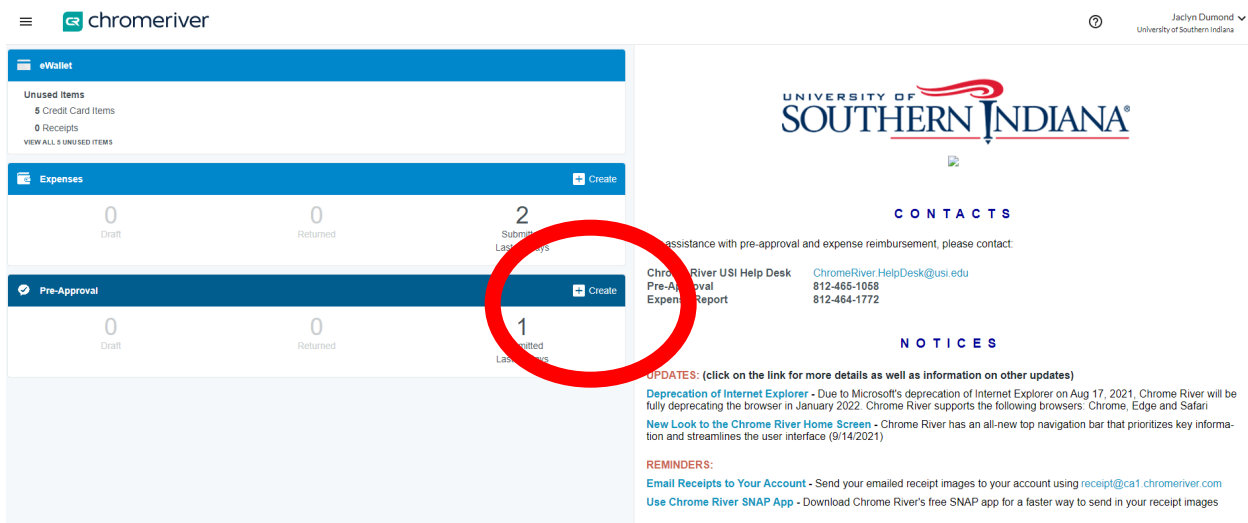


## Creating a Pre-Approval in Chrome River - Use of Personal Vehicle for In-State Day Trips

1. Log into myUSI and select ChromeRiver on the left side bar. If it's not under your shortcuts, click on Tools and then search for ChromeRiver.





2. The opening view, or Dashboard, should show three horizontal bars on the left. Under the third, Pre-Approval, select the plus sign/Create.



3. Complete the Pre-Approval as shown, below, titling the report with your last name, In-State Mileage, Semester (Fall or Spring) and Year.
- a. Fall dates are 7/1 through 12/31.
  - b. Spring dates are 1/1/ through 6/17.
  - c. Travel from June 17-30 ultimately is submitted on a Fall pre-approval.

 Pre-Approvals For Jaclyn Dumond

Report name should be traveler's last name, destination (city, state or city, country) and trip departure date	Dumond In-State Mileage Fall 2022
Start Date	07/01/2022 
End Date	12/31/2022 
Number of Days	184
Pay Me In	USD - US Dollars
Business Purpose	Conducting CAP classroom observations at High School A, High School B, High School C, and High School D.

Business Purpose needs to include name of conference or activity. Upload supporting documentation in Attachment section.

Request Type	Employee Travel ▼
Travel Type	Employee Travel In State ▼
Primary Reason for Travel	Other ▼
Please detail your primary reason for travel, not listed above:	CAP Liaison
This trip needs an activity code. Faculty need to click the button and add department	<input type="checkbox"/>
Is there personal time included in this trip?	No ▼
Are you being compensated/reimbursed for any part of this trip from outside of USI fund/orgn?	No ▼

**Allocations**

01040 U-10001-01040-1100 College Achievement Program

4. Click Save in the upper right corner.

Cancel Save

### Pre-Approvals For Jaclyn Dumond

Report name should be traveler's last name, destination (city, state or city)


Dumond In-State Mileage Spring 2023


5. Add an expense type, using the '+' sign, select the ground transportation mosaic, and the mileage icon.



### Add Pre-Approval Types

- AIR TRAVEL
- GROUND TRANSPORTATION
- LODGING
- MEALS
- REGISTRATION FEE
- MISCELLANEOUS
- CAR RENTAL
- FUEL
- MILEAGE**
- PARKING
- BUS/SHUTTLE
- SUBWAY/TRAIN
- TAXI / RIDE SHARE
- TOLL

- a. Enter a reasonable estimate based on the locations to which you need to travel and your departure/return locations. Add \$5 or \$10 to the total, just in case there are construction detours. (USI will reimburse from campus or your home address, whichever is closer to the destination.)
- b. Contact the CAP Office for help with your estimates or use the chart pasted in on the last page of this document.
- c. Please remember that whatever dollar amount you request is encumbered in the CAP budget until the end of the travel period (December 31 for fall travel or June 30 for spring).
- d. Once you've successfully added the expense to your PA, the left side of your screen will look like this:

← Pre-Approvals For Jaclyn Dumond 

Dumond In-State Mileage Spring 2023 

 0 Comments  0 Attachments

EXPENSE	ESTIMATED
 Mileage	300.00 USD

6. Save and click the green submit button on the lower edge of the screen.

Appendix A: Roundtrip Mileage from USI to Named High School and Back

Bedford North Lawrence High School	243
Benjamin Bosse High School	16
Bloomington High School South	250
Boonville High School	48
Castle High School	32
Central High School	18
Chesterton High School	583
Crown Point High School	518
Evansville Christian School	26
Evansville Day School	24
F.J. Reitz High School	8
Franklin Central High School	357
Gibson Southern High School	58
Harrison High School	21
Heritage Hills High School	103
Kokomo Area Career Center	461
Martinsville High School	288
Mater Dei High School	8
Mount Vernon Sr. High School	26
New Palestine High School	372
New Tech Institute	20
North High School	35
North Daviess Jr./Sr. High School	162
North Posey High School	33
Princeton Community High School	69
Reitz Memorial High School	15
Shoals High School	174
South Spencer High School	67
Southern Indiana Career & Technical Center	20
Southridge High School	117
Tecumseh High School	68