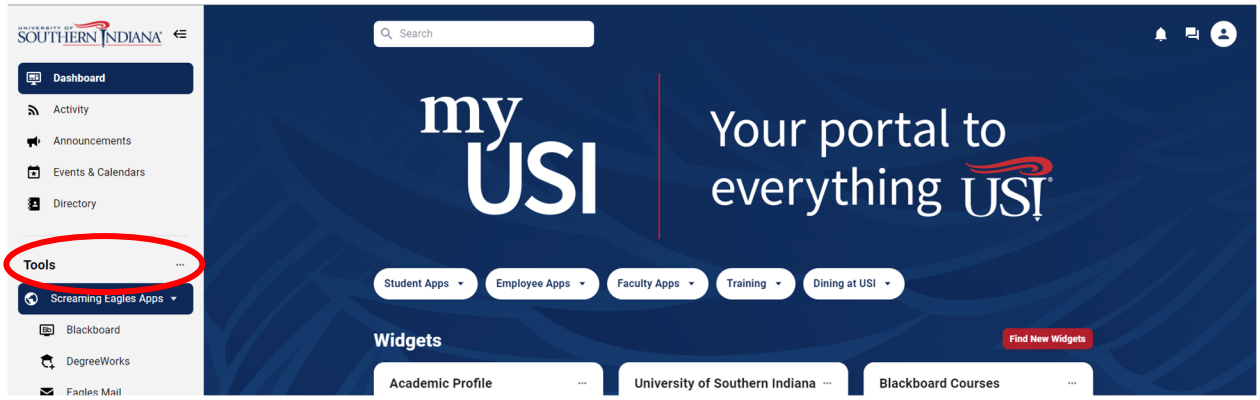
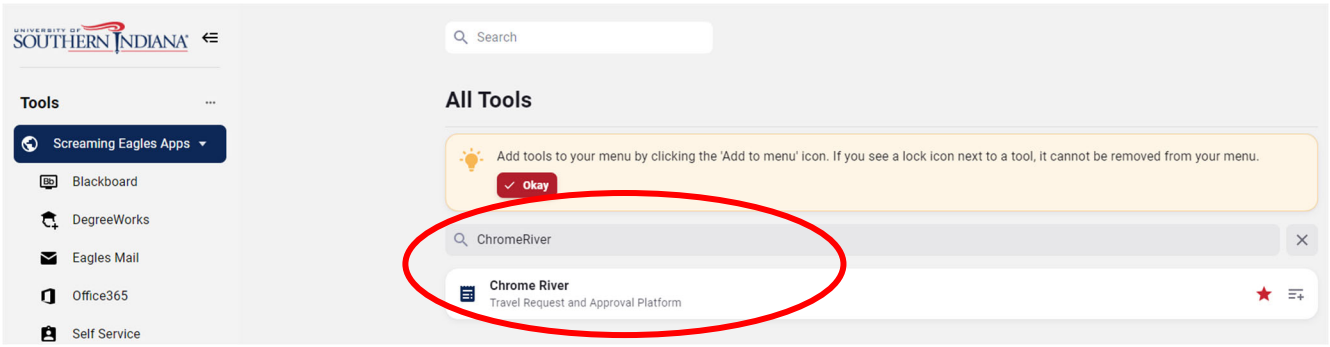
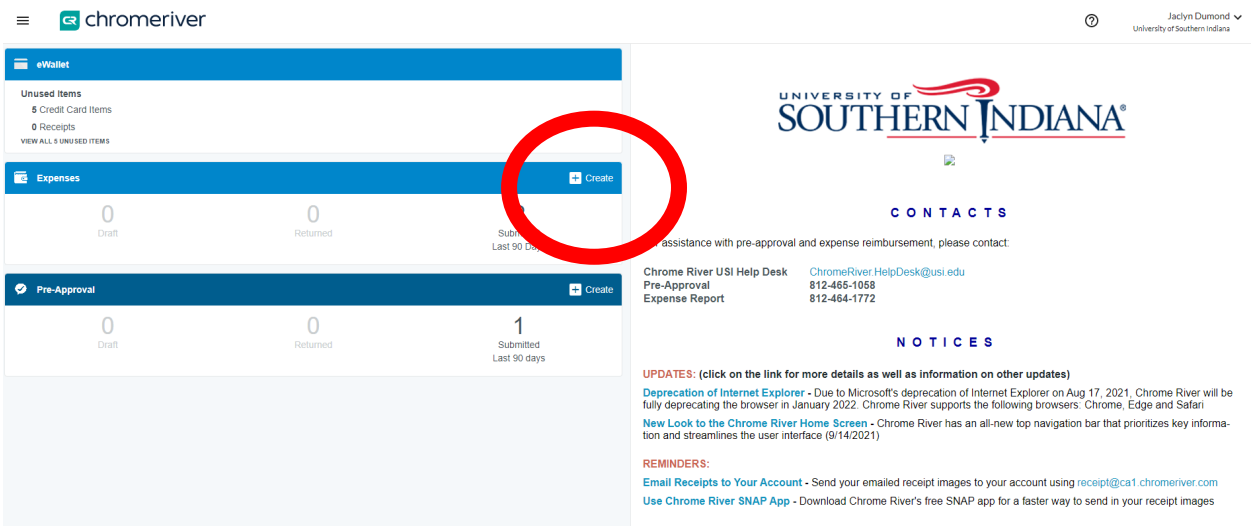
How to Create an Expense Report in ChromeRiver – CAP Travel

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.

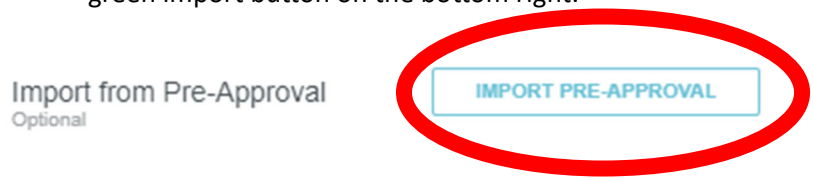




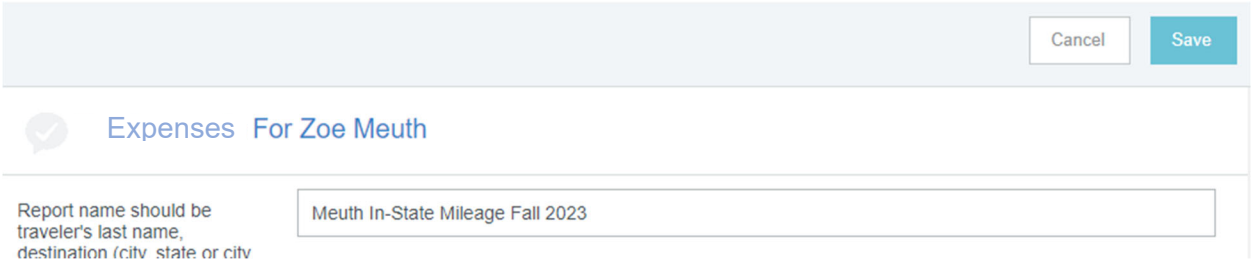
2. The opening view, or Dashboard, should show three horizontal bars on the left. Under the second, Expenses, select the plus sign/Create.



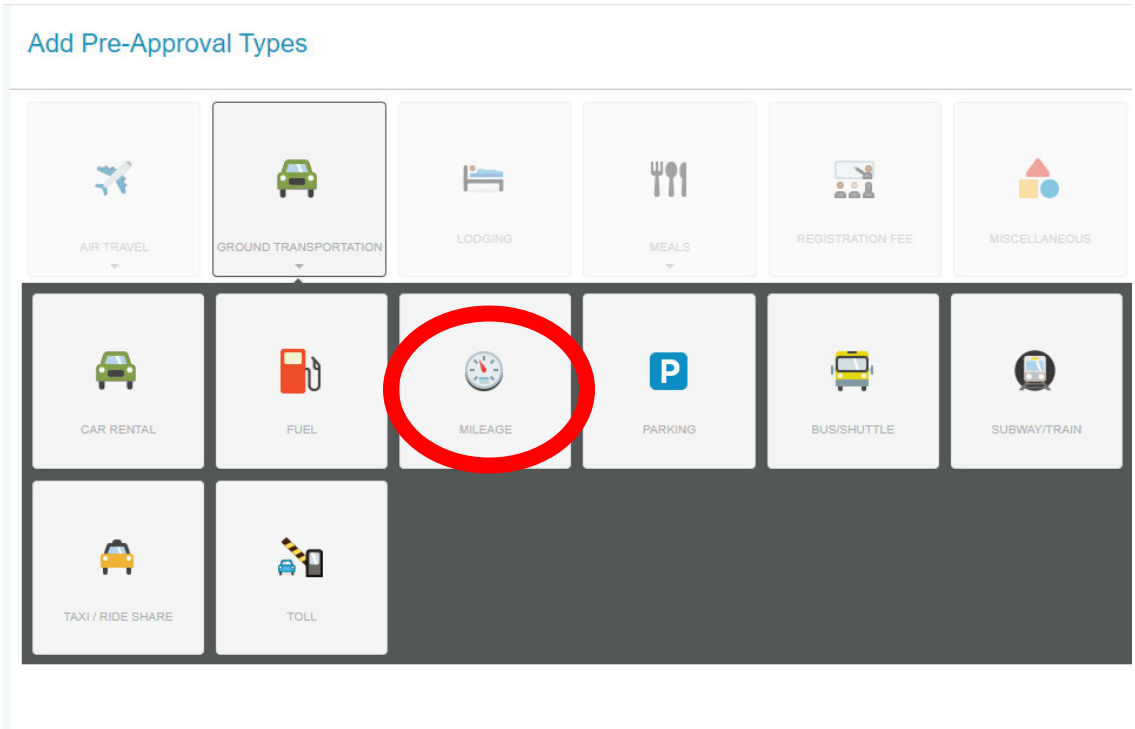
3. Click the Import Pre-Approval button and select the pre-approval that you made for CAP. It should be named something like “Last Name In-State Mileage Semester Year.” Then click the green import button on the bottom right.



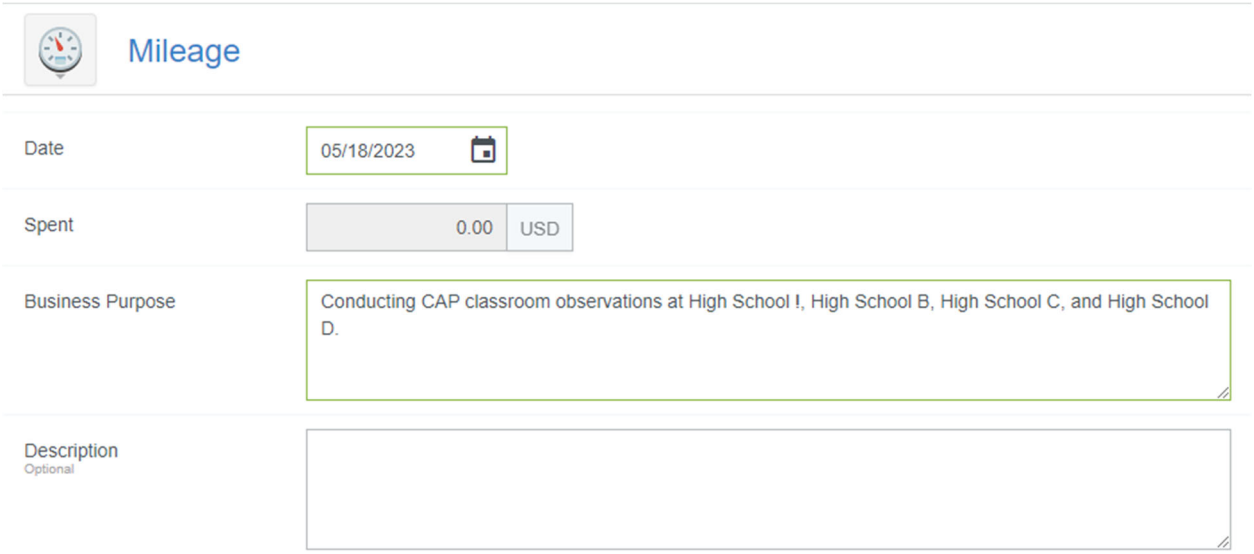
4. Click Save in the upper right corner.



5. Click on Ground Transportation and then Mileage, circled in red below.

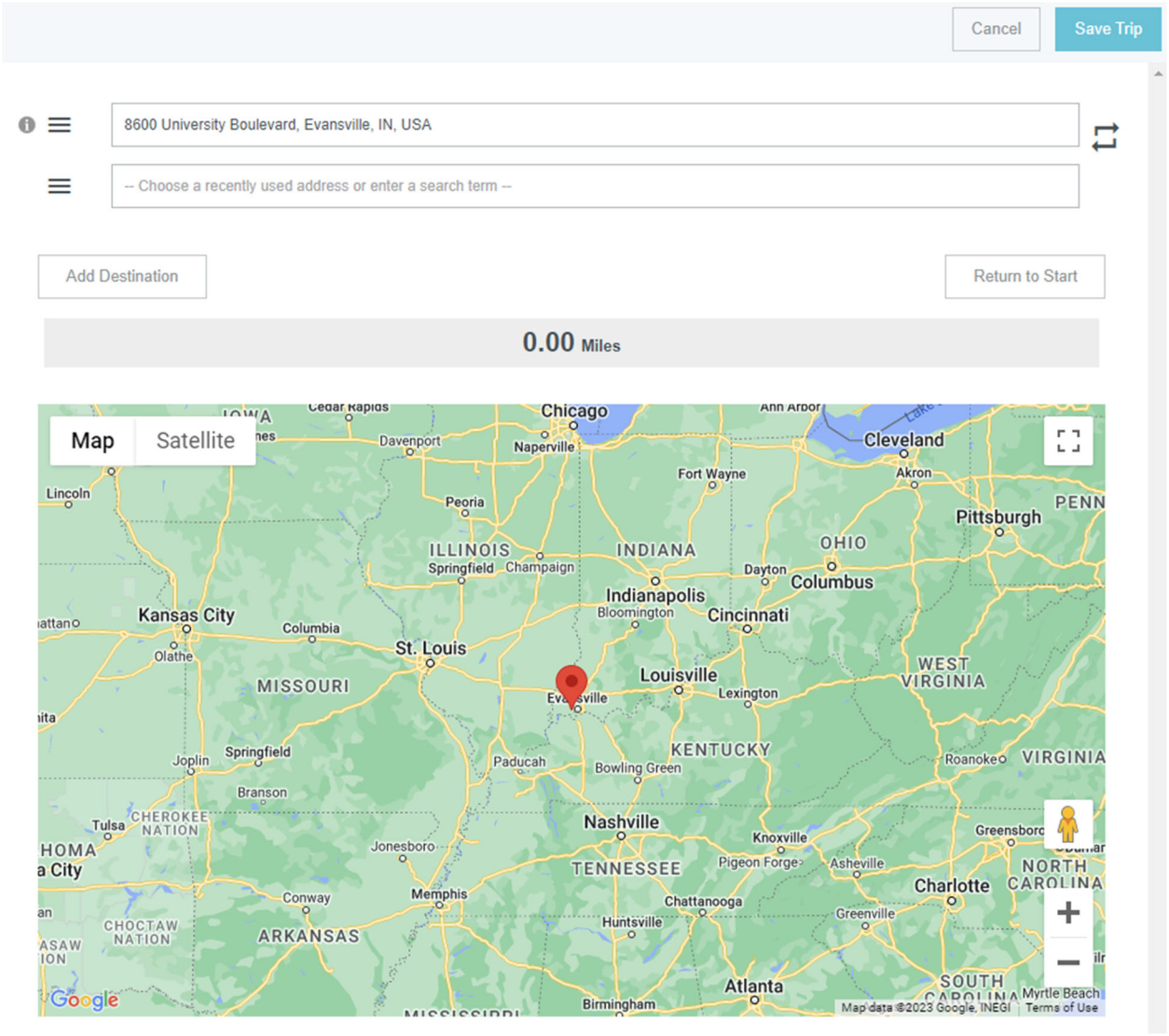


6. Enter the date your travel to USI took place. If you want, in Description, you can list the school(s) you visited for CAP.

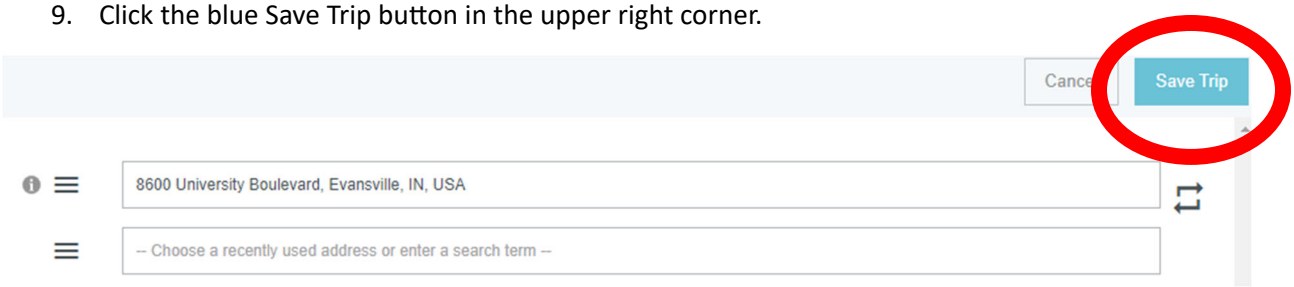


7. Click Calculate Mileage.

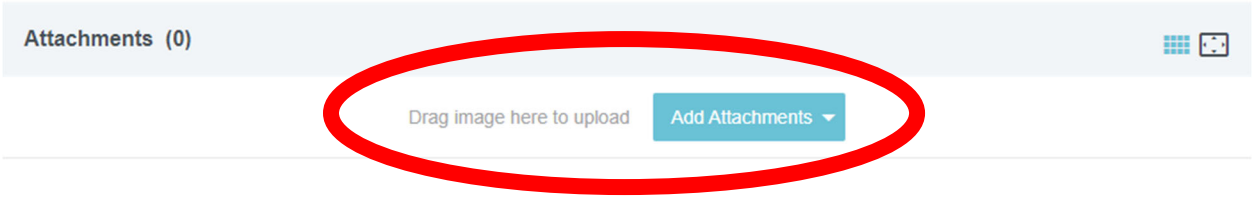
8. In the screen that pops up, enter the address of the location you left to go to the school in the top box. For example, if you left USI, enter USI's address, 8600 University Blvd, Evansville, IN, USA. In the second box, enter the address of the school you visited. After both addresses are entered, click the Return to Start button for a roundtrip visit.



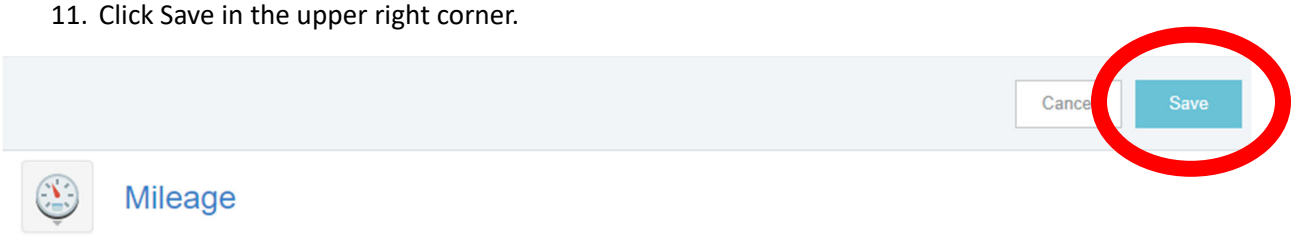
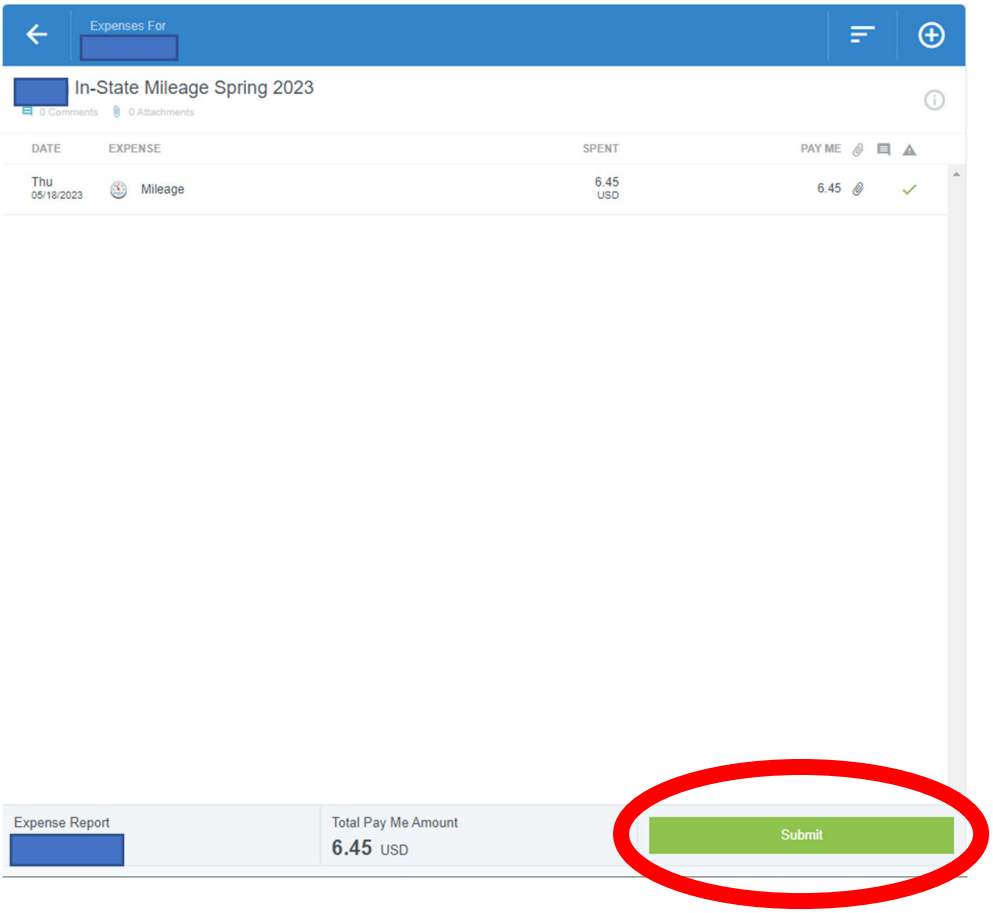
9. Click the blue Save Trip button in the upper right corner.



10. Upload documentation that shows you traveled to the school. You can upload and attach a copy of the instructor observation form you fill out and send to CAP staff.
    a. Tip: Dragging and dropping the documentation is a very easy method to upload the attachment.



11. Click Save in the upper right corner.



12. Click the green Submit button. Another screen will pop up. Click submit on that screen as well.