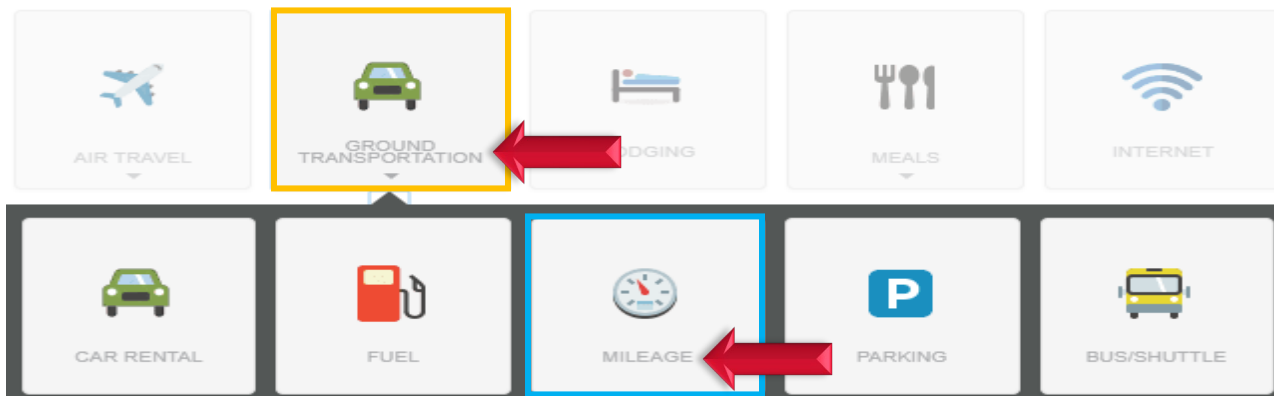


Mileage Expense Type

This expense type is in the Ground Transportation mosaic tile.



To add the mileage to this trip, click the **Ground Transportation** mosaic. Then click the **Mileage** sub-mosaic tile.

- *Tip:* If this was estimated on the Pre-Approval, then click that expense line in the Expense Report, and proceed with the steps below.

The Mileage detailed window will open.

The **Date** should be the start date of the trip.

Click **Calculate Mileage** to the right of the Miles field.

Mileage

Date	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="02/07/2019"/>
Spent	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="0.00"/> <input style="width: 20%; border: 1px solid #ccc;" type="text" value="USD"/>
Business Purpose	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Attending ABC Conference to learn about XYZ Software for my department"/>
Description <small>Optional</small>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>
Rate	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="0.44"/>
Miles	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="0.00"/> <input style="margin-left: 10px; border: none; background-color: #0070c0; color: white; padding: 2px 10px; font-size: 0.9em; font-weight: bold; cursor: pointer;" type="button" value="Calculate Mileage"/>

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A new window will open showing a map.

- *Tip:* If this window does not open, then make sure the browser's pop-up blocker is disabled, and then retry.

Enter the **Starting Location** in the first row.

Enter the **Destination** in the second row.

The screenshot shows the top navigation bar with "Cancel" and "Save Trip" buttons. Below are two empty input fields, each with a hamburger menu icon on the left and a placeholder text: "-- Choose a recently used address or enter a search term --". To the right of the second field is a vertical double-headed arrow icon. Below the input fields are two buttons: "Add Destination" and "Return to Start". A grey bar displays "0.00 Miles". The map below shows a region including Chicago, Cleveland, and Toledo, with "Map" and "Satellite" tabs and a full-screen icon.

The screenshot shows the same interface as above, but with the input fields filled. The first field contains "8600 University Blvd, Evansville, IN, USA" and the second contains "Nashville International Airport (BNA), Terminal Drive, Nashville, TN, USA". Two red arrows point from the right towards each input field. The "Return to Start" button is now disabled. The grey bar displays "168.37 Miles". The map below shows a route from Evansville, IN (marked 'A') to Nashville, TN (marked 'B') through Kentucky, with "Map" and "Satellite" tabs and a full-screen icon.

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After the Starting Location and Destination have been entered, click **Return to Start**. This will give the roundtrip mileage.

Click **Save Trip** to save the data entered or click **Cancel** to be taken back to the Mileage detailed window.

- *Tip:* If a wrong location is selected, then click the red circle, with the white line, to delete.
- *Tip:* If an additional destination needs to be added, then it needs to be USI business related. Click Add Destination.


The screenshot displays the Chrome River application interface. At the top right, there are 'Cancel' and 'Save Trip' buttons, with a red arrow pointing to 'Save Trip'. Below this is a list of three location entries: '8600 University Blvd, Evansville, IN, USA', 'Nashville International Airport (BNA), Terminal Drive, Nashville, TN, USA', and '8600 University Blvd, Evansville, IN, USA'. Each entry has a red arrow pointing to its right and a red circle with a white line (delete icon) to its right. Below the list are 'Add Destination' and 'Return to Start' buttons, with red arrows pointing to 'Return to Start'. A grey bar below the buttons displays '334.57 Miles'. At the bottom is a map showing a blue route connecting the three locations in a loop. The map includes labels for cities like St. Louis, Louisville, Lexington, and Nashville, and states like Kentucky. Map controls like 'Map', 'Satellite', and a zoom icon are visible in the top left of the map area.


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After clicking Save Trip, the Mileage detailed window will re-open. Notice the **Spent** field is populated, and the **Description** field has entered the trip locations as was entered in the previous screen.





Click **Save** to add to the Expense Report or **Cancel** to delete.

- *Tip:* If a deduction needs to be made, then click **None** to the right of the Deduction line. From here, select either **Distance** or **Amount**. Enter either the distance or the amount to be deducted. The Spent line will reflect this deduction.





Mileage

Date	02/07/2019 
Spent	147.21 USD 
Business Purpose	Attending ABC Conference to learn about XYZ Software for my department
Description <small>Optional</small>	 From:: 8600 University Boulevard, Evansville, IN, USA To:: Nashville International Airport-Bna (BNA), Terminal Drive, Nashville, TN, USA To:: 8600 University Boulevard, Evansville, IN, USA
Rate	0.44
Miles	334.57  Calculate Mileage
Deduction	None 