How to Claim Mileage 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 second, Expenses, select the plus sign/Create.

Self Service



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.

		Cancel	Save
Expenses For	Zoe Meuth		
Report name should be traveler's last name, destination (city_state or city	Meuth In-State Mileage Fall 2023		

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

Add Pre-Approval Types						
AIR TRAVEL	GROUND TRANSPORTATION		MEALS	REGISTRATION FEE	MISCELLANEOUS	
CAR RENTAL	FUEL	MILEAGE	Parking	I Carl	SUBWAY/TRAIN	
CAN TAXI / RIDE SHARE	роц					

6. Enter the date your travel to USI took place. If you want, in Description, you can explain exactly why you were on campus. For example, "Attended yearly professional development workshop."

Mileage	
Date	05/18/2023
Spent	0.00 USD
Business Purpose	Attending CAP related meetings and events
Description Optional	

7. Click Calculate Mileage.



8. In the screen that pops up, enter your permanent home address in the top box. In the second box, enter USI's address, 8600 University Blvd, Evansville, IN, USA. After both addresses are entered, click the Return to Start button for a roundtrip visit.

					Cancel	Save Trip
	ENTER YOUR PERMANE	ENT HOME ADDR	ESS HERE			
≡	8600 University Blvd, Evansville, IN, US/	A				
Add [Destination				Return to S	Start
		0.00	Miles			
Ma Lincoln iattano	p Satellite nes p Kansas City Columbia Olathe MISSOURI	Avenport Naperville Peoria ILLINOIS Springfield Champaign St. Louis EV. Paducah	For I INDIANA Indianapolis Bioomington Louisvill Ville	Ann Arbor Clev Wayne OH10 Dayton Columbus Cincinnati e Lexington TUCKY	veland Akron Pittsburgh WEST VIRGINIA	PENN
HOMA a City an ASAW ION	Branson Jos NATION Conway CHOCTAW NATION ARKANSAS	Memphis	Nashville TENNESSEE Chattar Huntsville	Knozville Pigeon Forge: Asheville nooga Greenville Atlanta	Greensborc NO Charlotte CARC SOUTH SOUTH ADDIE INA MYRT	RTH DLINA + iir e Beach is of Use

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

	Cance	Save Trip
0 ≡	Choose a recently used address or enter a search term	
≡	8600 University Blvd, Evansville, IN, USA	

- 10. Upload documentation that shows you traveled to USI. You can upload and attach a copy of the professional growth point documentation we provide.
 - a. Tip: Dragging and dropping the documentation is a very easy method to upload the attachment.

Attachments (0)				
	Drag image here to upload	Add Attachments 👻		
11. Click Save in the upper r	ight corner.			
			Cance	Save
Mileage				

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

Expenses For			=	Ð
In-State Mileage Spring 2023				i
DATE EXPENSE	SPI	ENT	PAY ME 🧷 🔲	
Thu 05/18/2023 Mileage	e	3.45 USD	6.45 🖉	~
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kpense Report	6 45 LIOD			