How to Claim Mileage in Chrome-River – Use of Personal Vehicle for In-State Day Trips
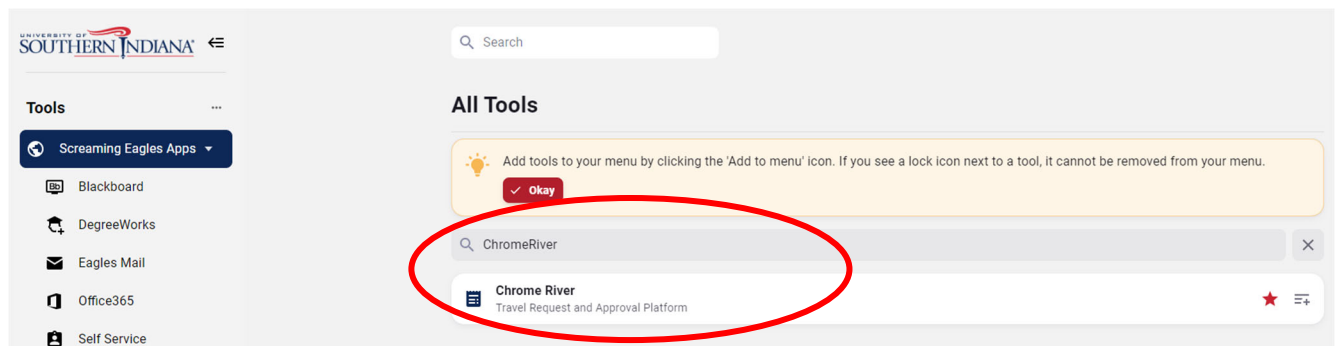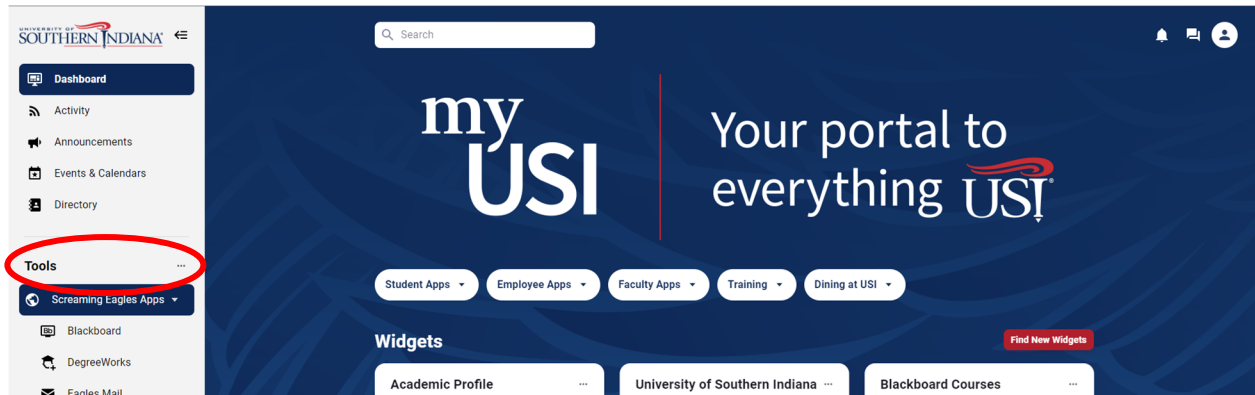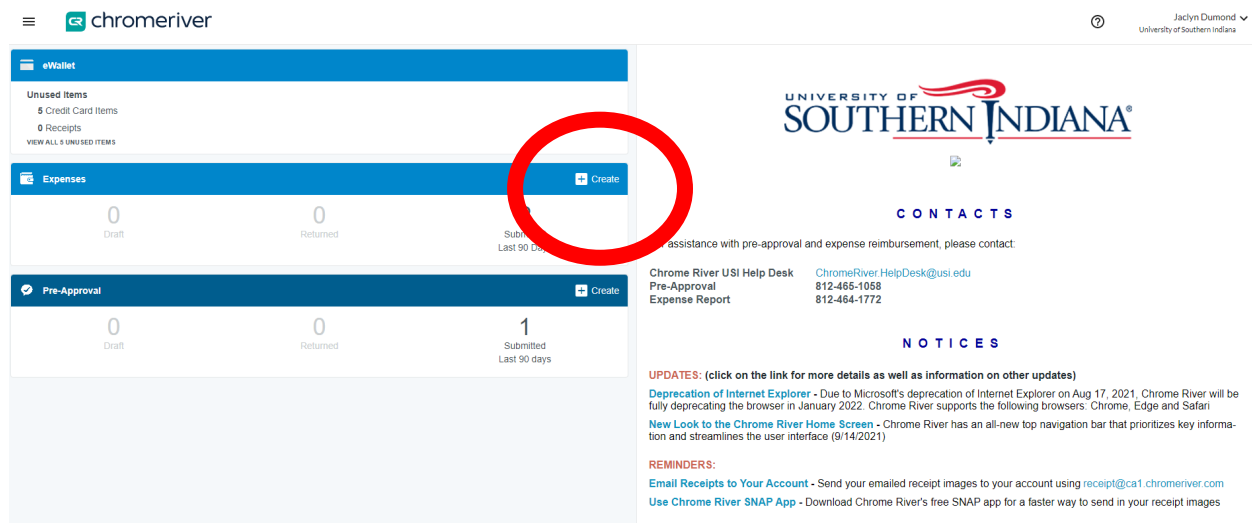
1. Log into myUSI and select ChromeRiver on the left side bar. If it's not under your shortcuts, click on Tools and then search for ChromeRiver.

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

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.

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

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

LODGING

MEALS

REGISTRATION FEE

MISCELLANEOUS

CAR RENTAL

FUEL

MILEAGE

PARKING

BUS/SHUTTLE

SUBWAY/TRAIN

TAXI / RIDE SHARE

TOLL

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.

|	
Miles	0.00 🚗 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.

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

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 ▼
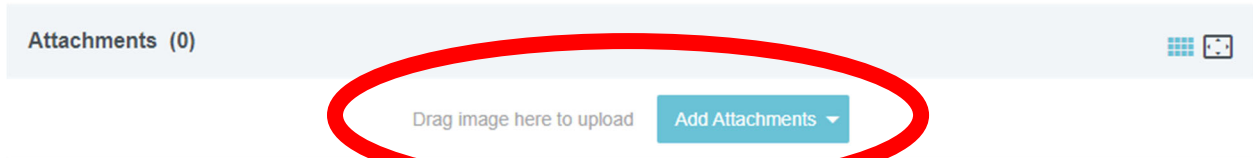
11. Click Save in the upper right corner.

Cancel   Save

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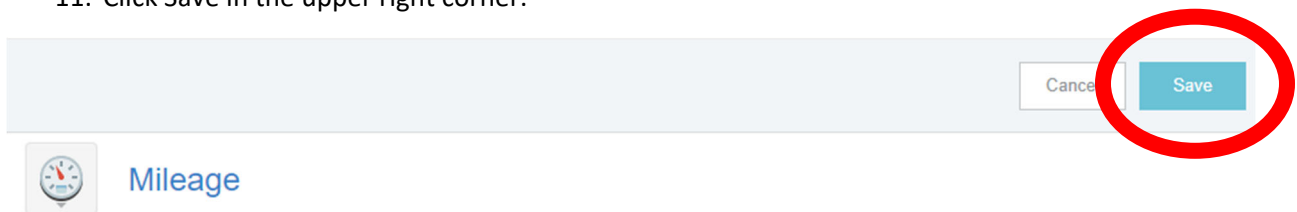
12. Click the green Submit button. Another screen will pop up. Click submit on that screen as well.

	Expenses For			
	In-State Mileage Spring 2023			ⓘ
	0 Comments 0 Attachments			
DATE	EXPENSE	SPENT	PAY ME	
Thu 05/18/2023	Mileage	6.45 USD	6.45	✓

Expense Report	Total Pay Me Amount	
	6.45 USD	Submit