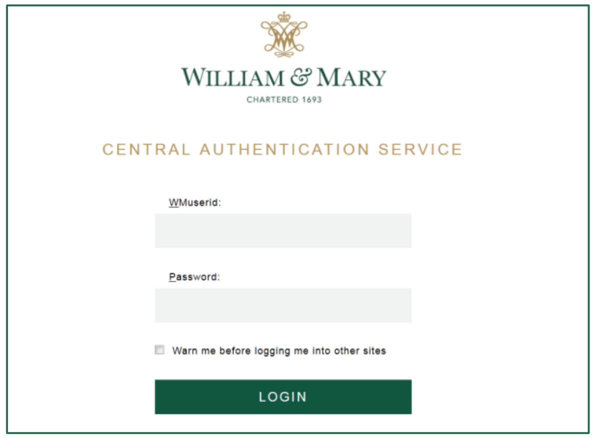
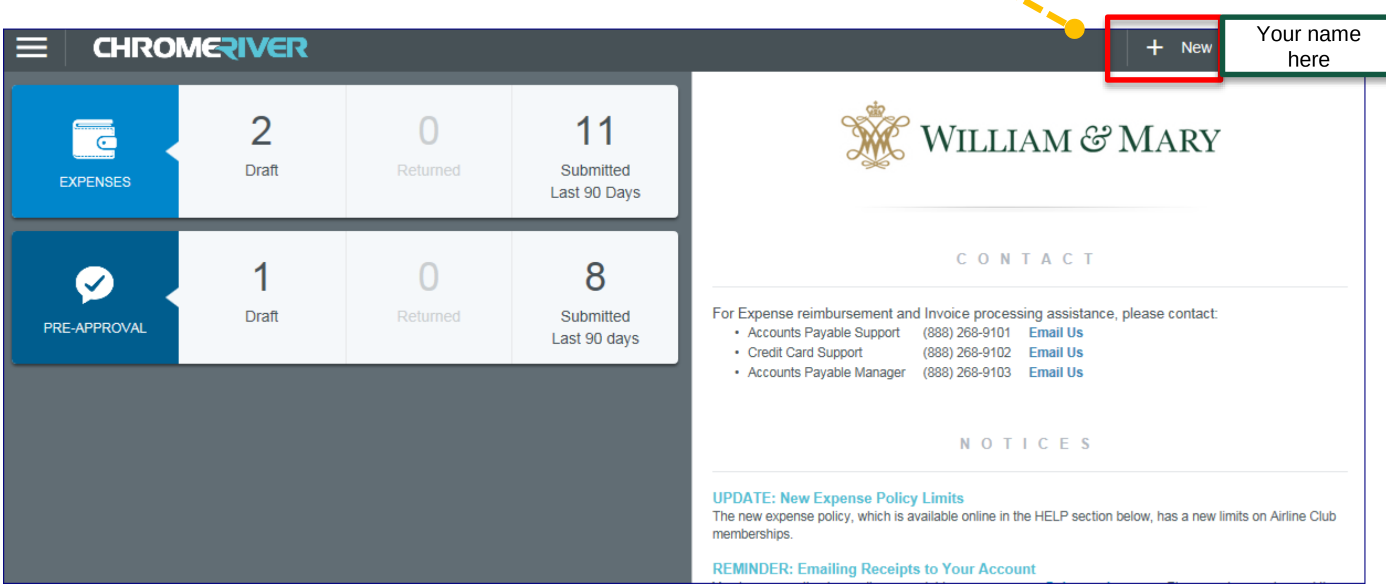
# Create a New Expense Report

1. Go to [W&M] Chrome River website: **chromeriver.wm.edu**
2. Log in using your W&M network credentials

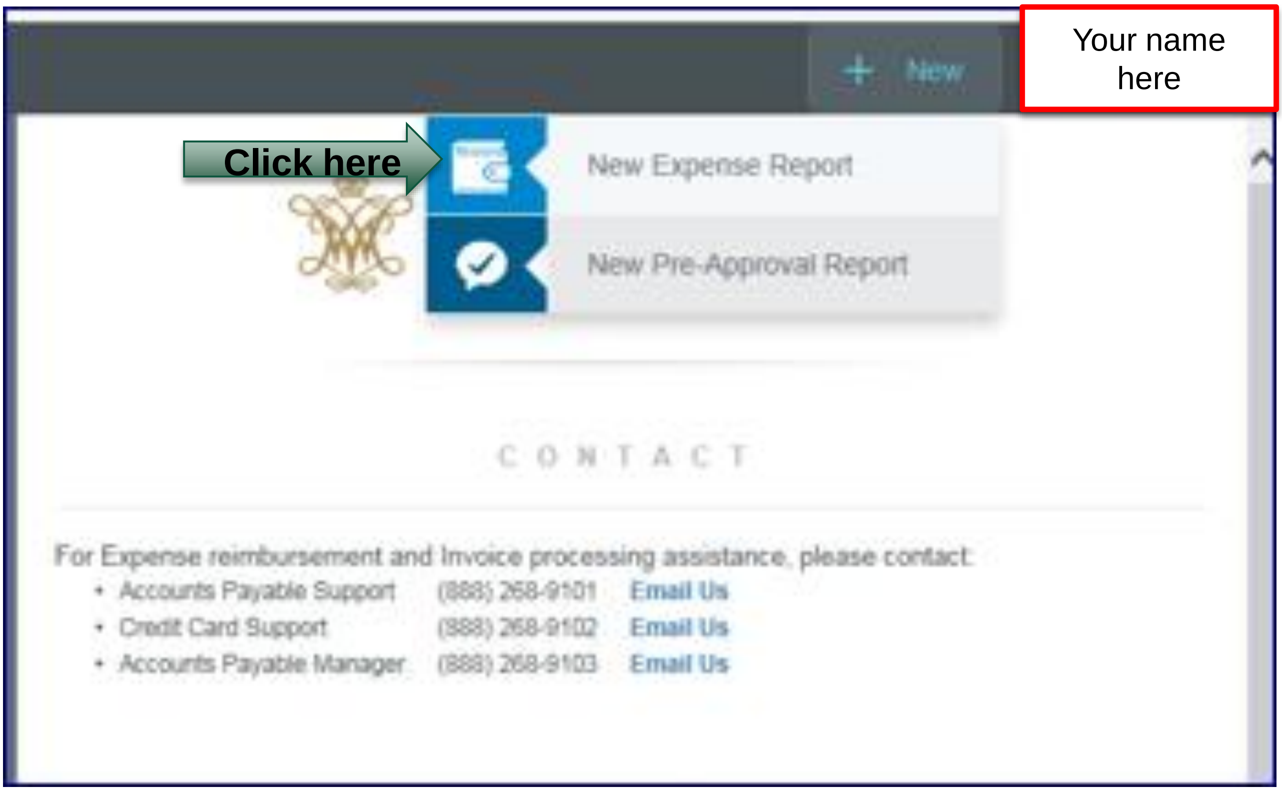



3. On the Dashboard page, click on the +New Icon



# Completing the Expense Report Header

4. Click on the New Expense Report link.



# Expense Report Header

5. Complete all fields.  The Report Name field is assigned by the expense creator.  If a name is not entered, the default name will be “Expenses on [Date] [Time].

Report Name

Pay Me In
USD - US Doll...

Report Type
-- Select --
Please select the report type.

Student/Non-WM Affiliate
Optional
-- Select --

Travel Purpose
-- Select --
Please select the reason for travel.

Please attached the conference agenda, which is required.

Reason
Optional

Travel Type
-- Select --
Please select a travel type.

Departure Date
Please enter the departure date.

Return Date
Please enter the return date.

Business Purpose
Please enter the business purpose of the trip of at least 15 characters.

Travel to more than one location?
-- Select --
Please denote if you traveled to more than one location.

Country 1
-- Select --
Please select the country.

State 1
-- Select --
Please select the state.

# Header Drop Down Menus

6. Some fields in the Expense Report Header are free form others you have to choose from a drop down menu. Choose the choice that best matches your travel situation. Let's review the choices for each field.

**Report Type**

- -- Select --
- Employee
- Student
- Non-WM Affiliate

**Travel Purpose**

- -- Select --
- Athletics
- Conference/Training
- Conference/Training - IT
- Fieldwork
- Meeting (not conference or training)
- Outreach Activity
- Presentation
- Recruitment
- Research
- Student Programs
- Other - Require explanation
- Business Meal

**Travel Type**

- -- Select --
- Domestic
- International

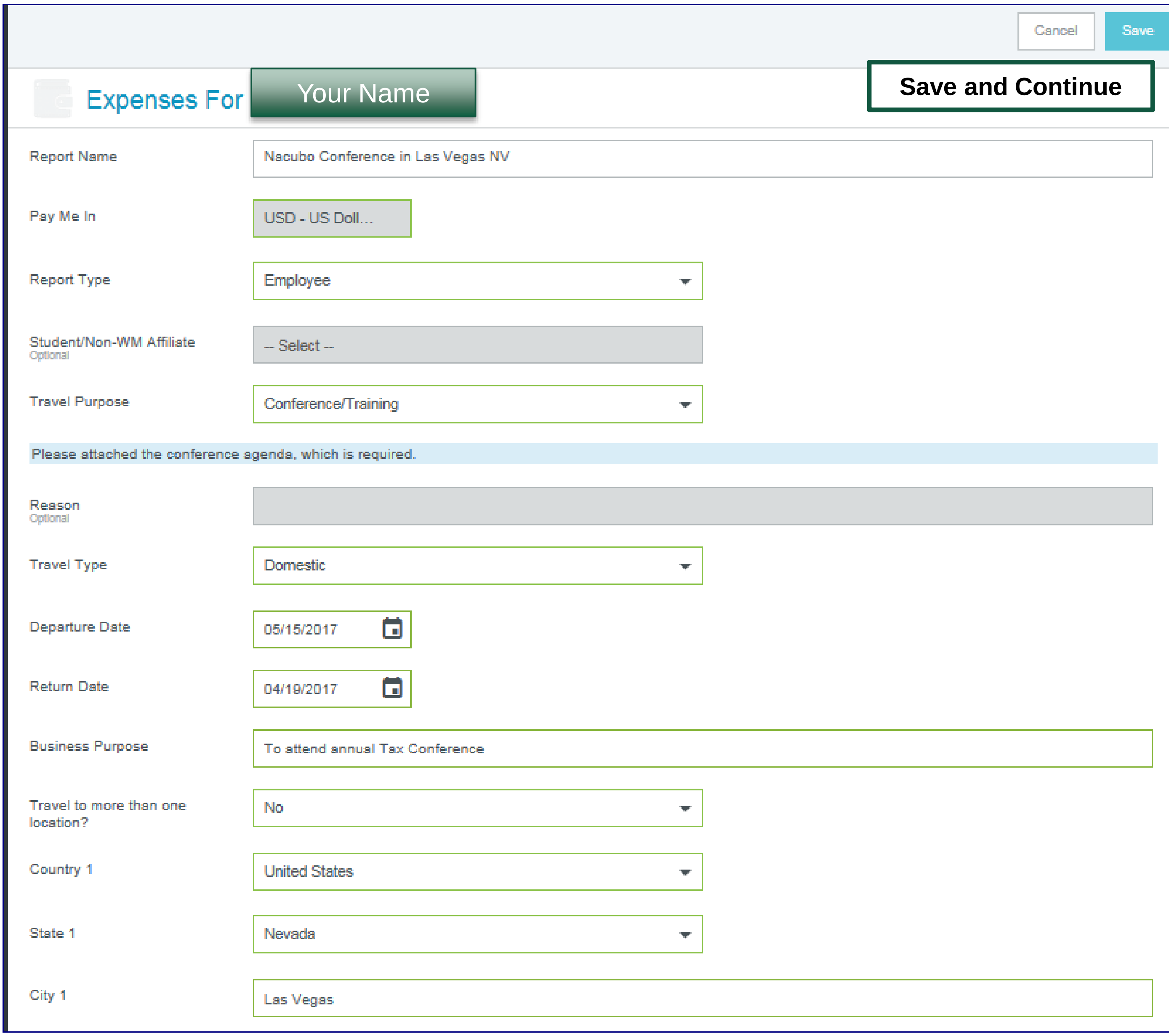
**Travel to more than one location**

- -- Select --
- Yes
- No

**Select the correct choice for your travel**

# Review of Completed Expense Report Header Fields

7. Once all fields are completed you must click save


Cancel Save

Save and Continue

Expenses For Your Name

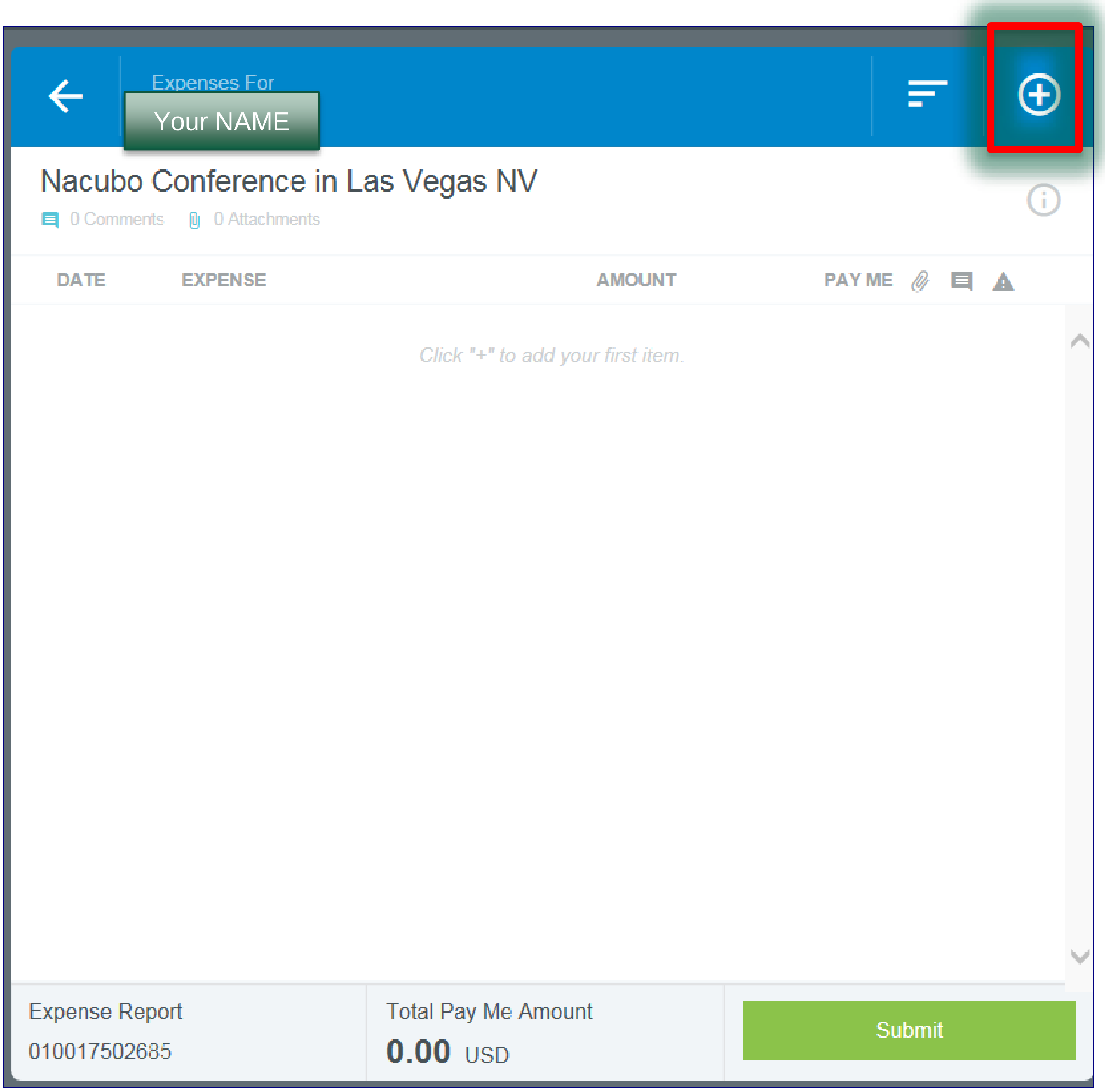
| | |
|---|---|
| Report Name | Nacubo Conference in Las Vegas NV |
| Pay Me In | USD - US Doll... |
| Report Type | Employee |
| Student/Non-WM Affiliate Optional | -- Select -- |
| Travel Purpose | Conference/Training |

Please attached the conference agenda, which is required.

| | |
|---|---|
| Reason Optional | |
| Travel Type | Domestic |
| Departure Date | 05/15/2017 |
| Return Date | 04/19/2017 |
| Business Purpose | To attend annual Tax Conference |
| Travel to more than one location? | No |
| Country 1 | United States |
| State 1 | Nevada |
| City 1 | Las Vegas |

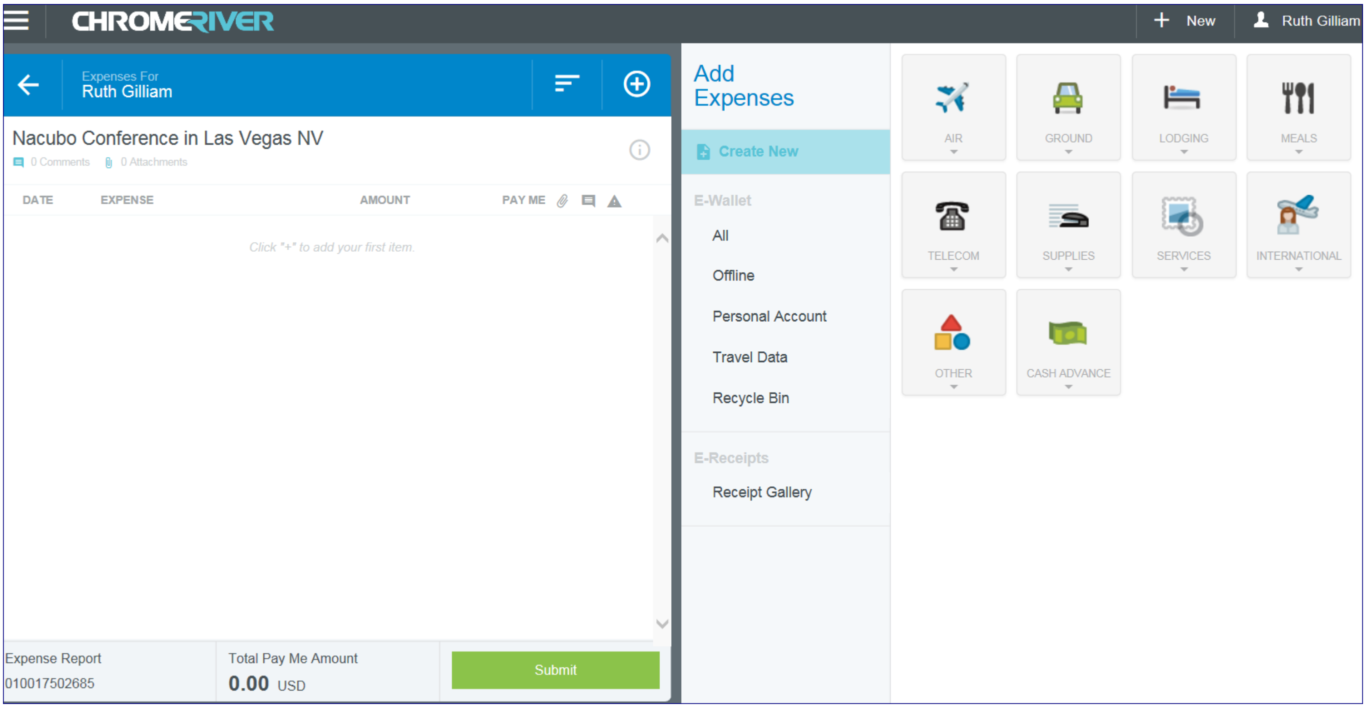
# Add Expenses

1. Tap the **+BUTTON** to add your first expense to report.



# Direct Expenses

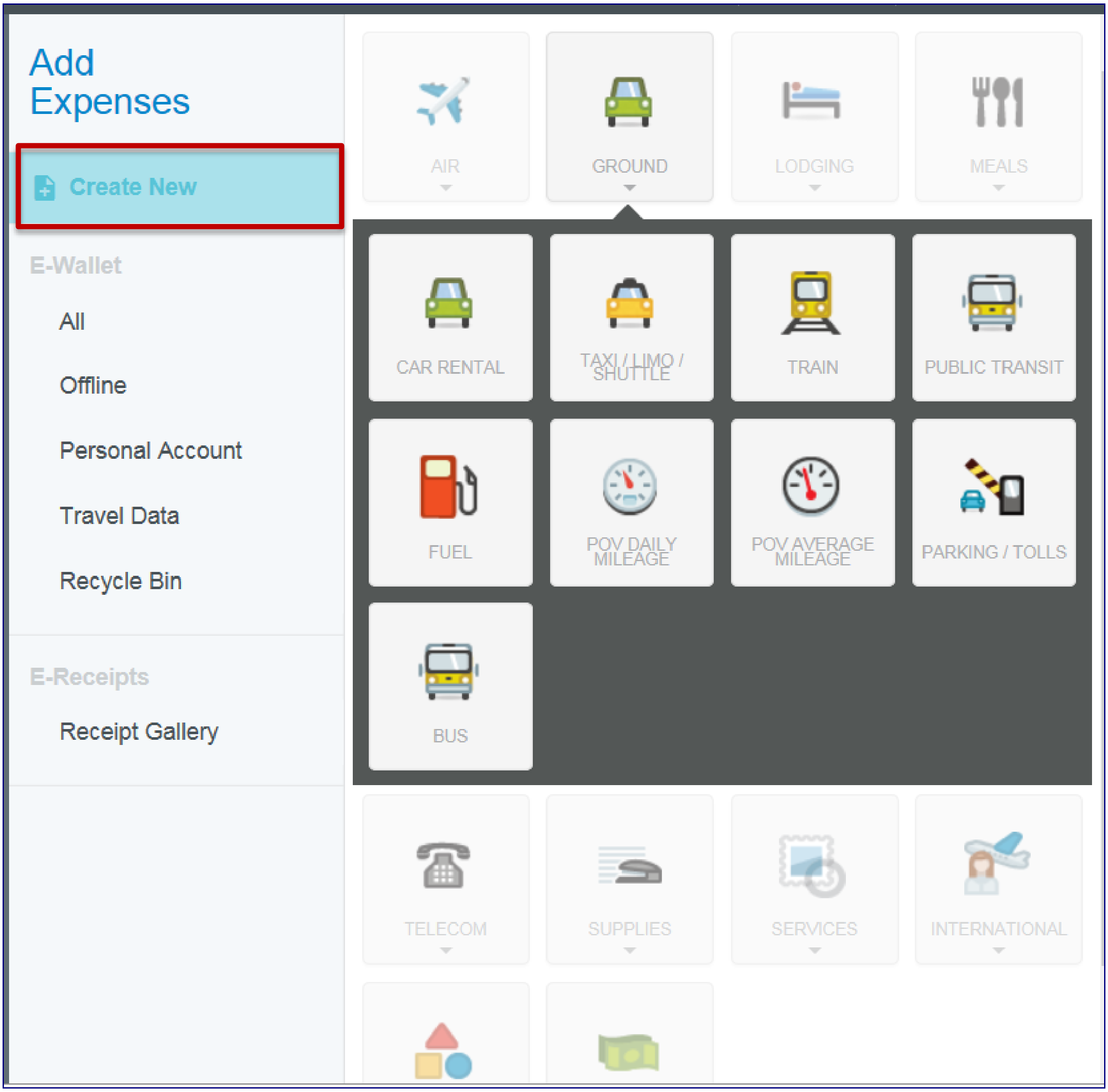
2. The **Add Expenses** screen will slide in from the right.  It offers you several types of expenses.



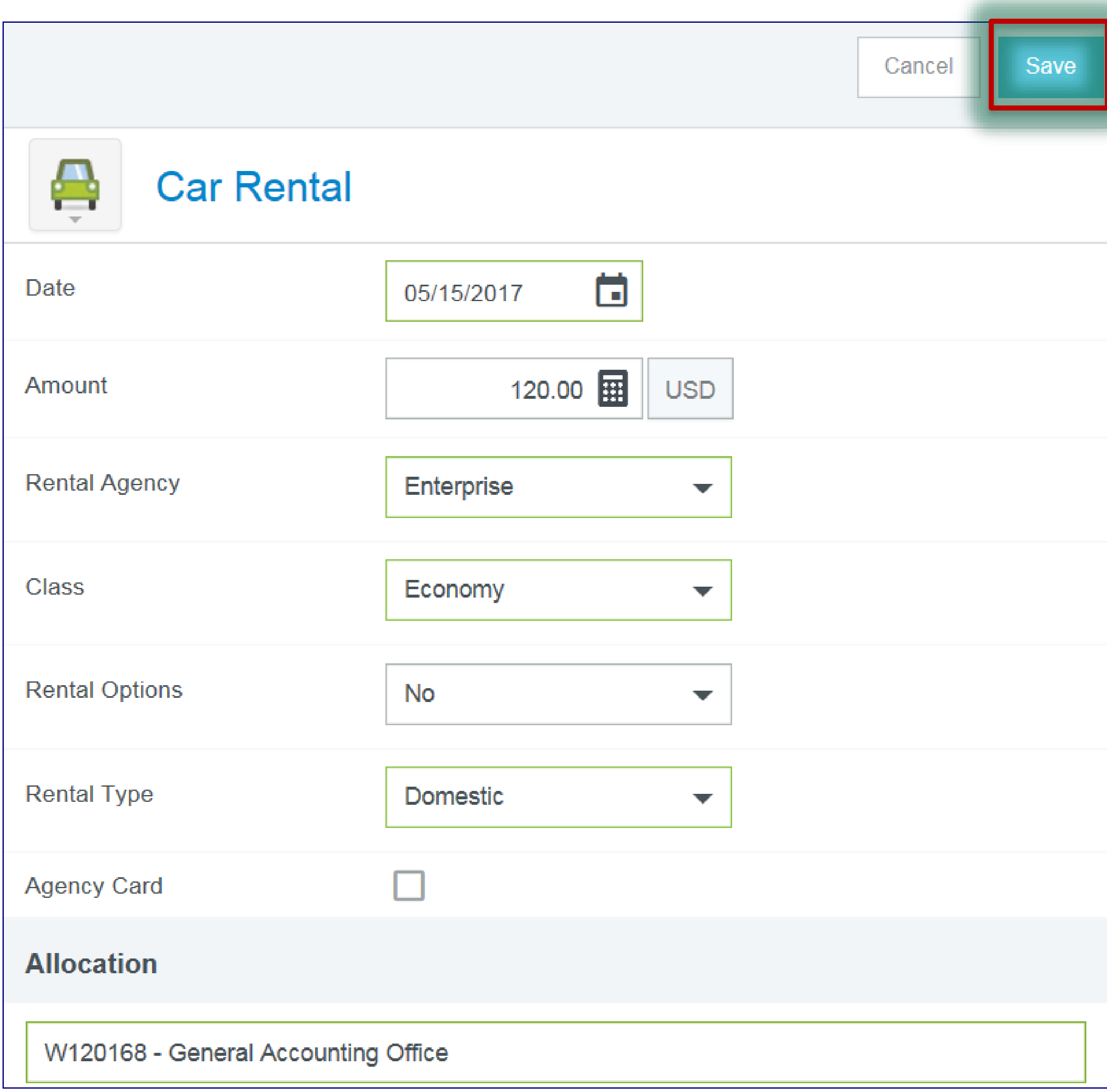

3. **Direct expenses** are those you enter manually into your report using the interface. The tiles represent expense categories, some of which have subcategories, as indicated by the small down arrow.

# Create New Expenses

4. Tap **CREATE NEW** to display the expense category tiles. Tap a tile to display its subcategories. Tap it again to hide the subcategories.



5. Once all fields are completed for the expense - you must click save



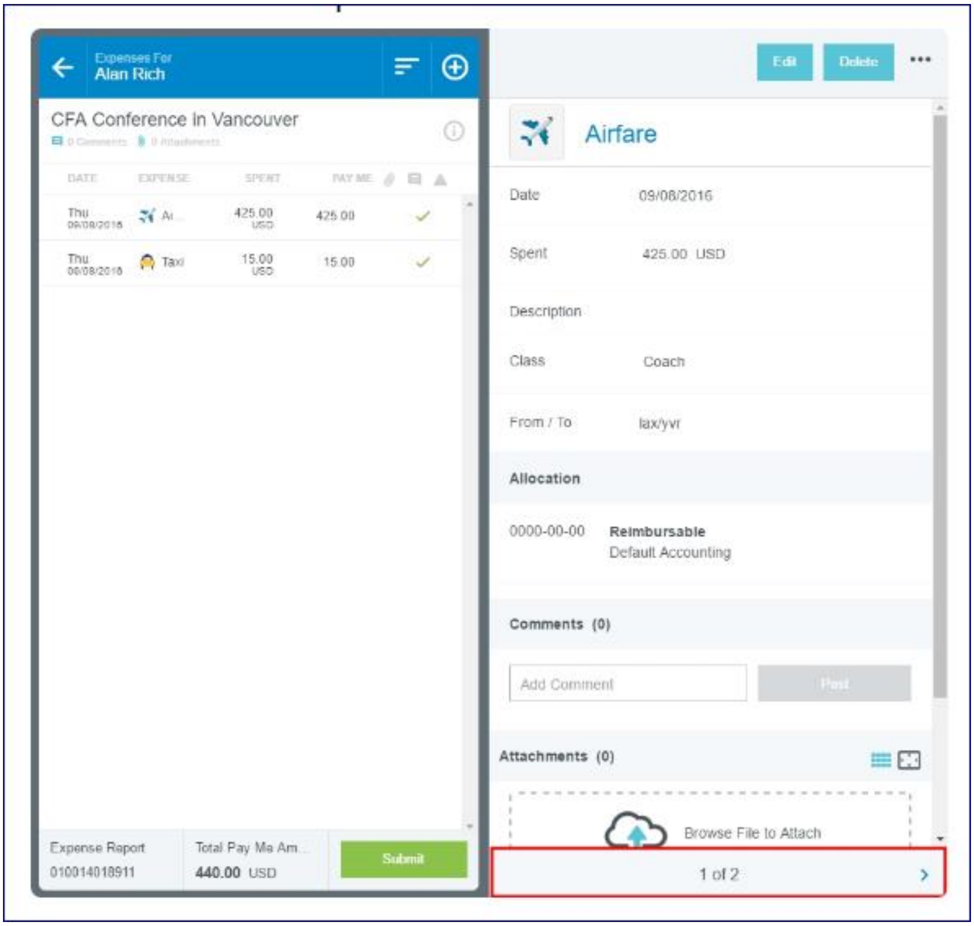

Repeat for all expenses on trip

# Preview Expenses

6. Previews appear on the right half of the screen or, on smaller screens, you are taken to a preview screen. They display a summary of the expenses you have added and allow you to add comments or receipts to your expense report.

WITHIN A REPORT

Tap a line item to highlight and preview it. You will see a summary of that expense and be able to add comments and images to it. To advance to the next item, either click the arrow in the bottom right corner of the preview or tap on it in the list of expenses on the left.

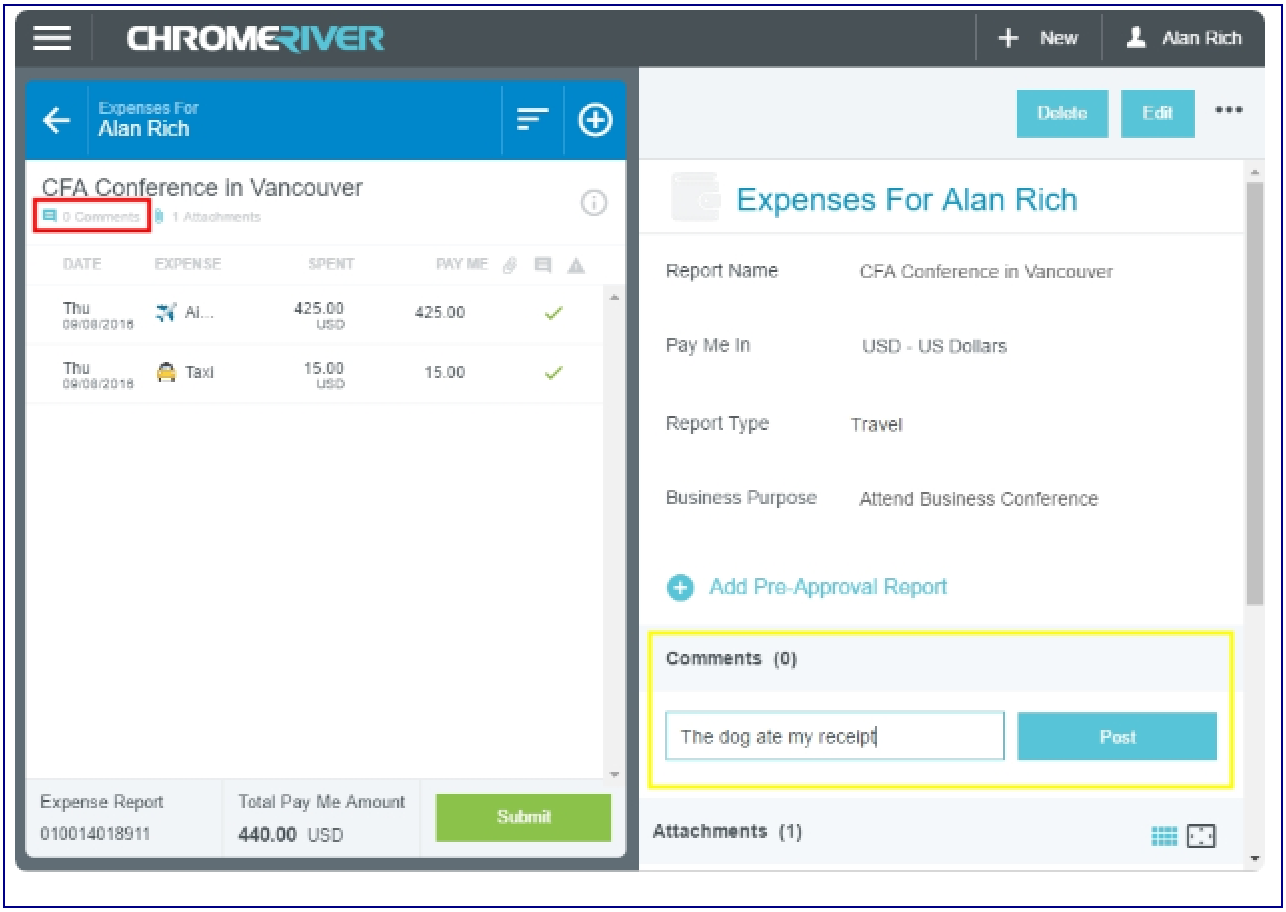


# Report Comments

7. You may provide additional feedback during the approval process by entering a comment on the entire report or on individual line-items from within the expense report. On submitted expense reports, you can also see any comments entered by approvers. All comments are displayed in date order.

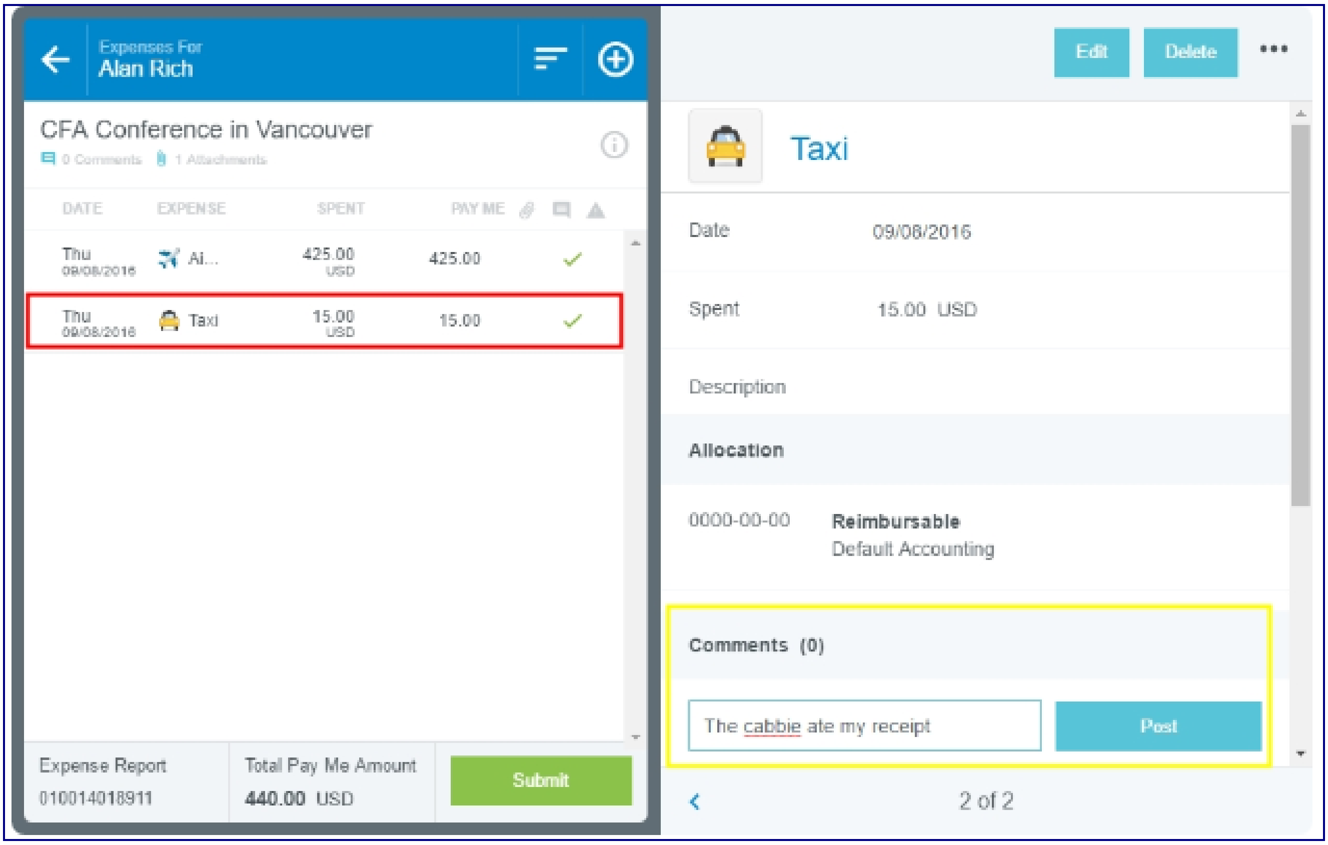
WITHIN A REPORT

To enter a comment that applies to the entire report, tap on the total number of comments under the report name and enter your comment in the Comments field on the header preview. Then tap POST.



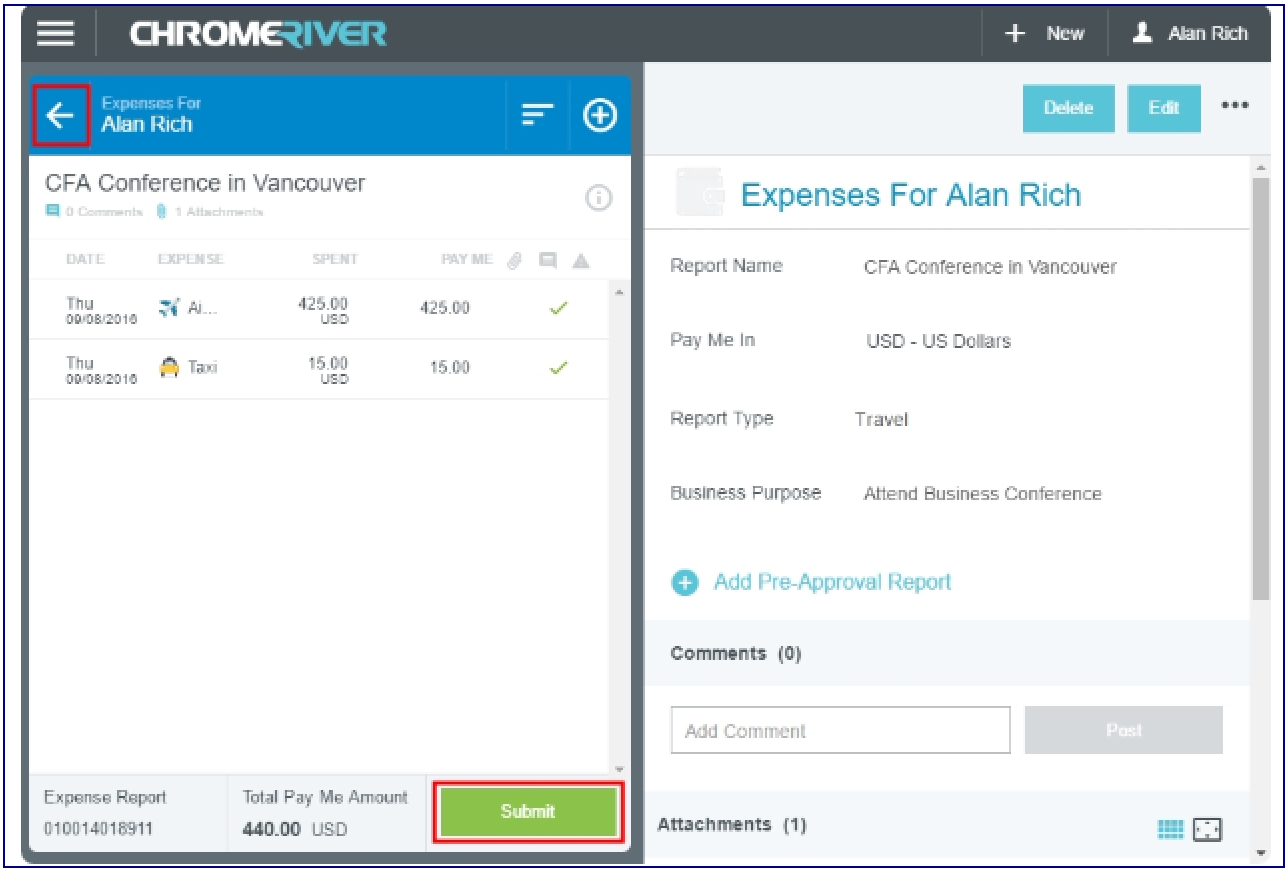
# Line-Item Comments

8. To enter a comment on a specific line item, tap on the item to select it and use the Comments field at the bottom of the preview screen.

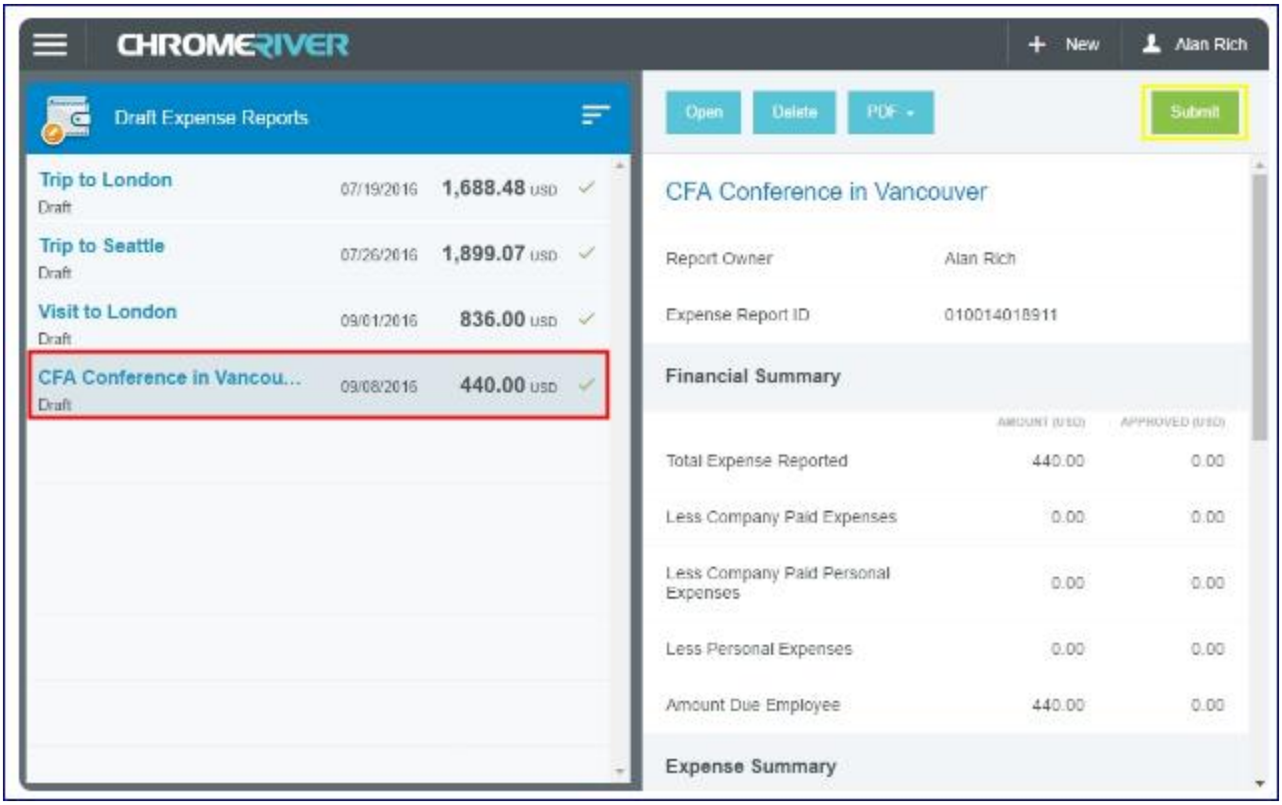


# Close or Submit

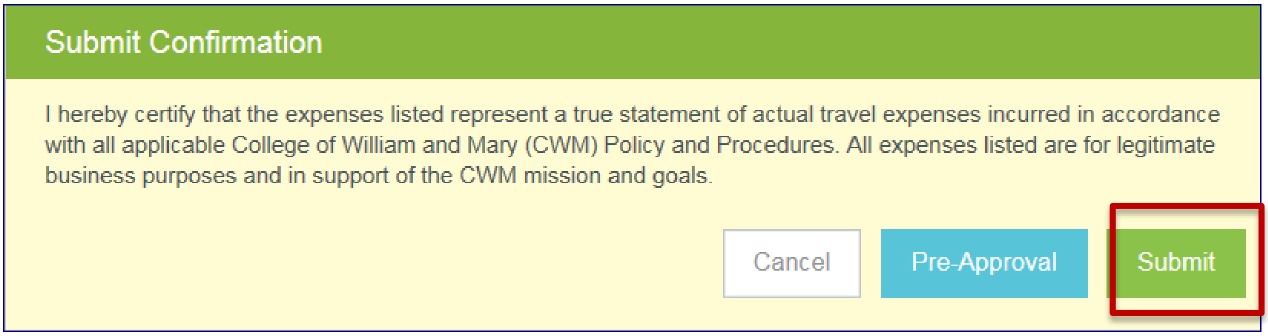
9. When you are done adding expenses to a draft report, you may tap the BACK ARROW in the upper left-hand corner to close the report and save it in Draft Expense Reports for later. If the report is ready to be submitted for approval, tap the green SUBMIT button.



10. To submit the expense report from Draft Expense Reports, tap to highlight it in the list, then tap the green **SUBMIT** button above the preview.

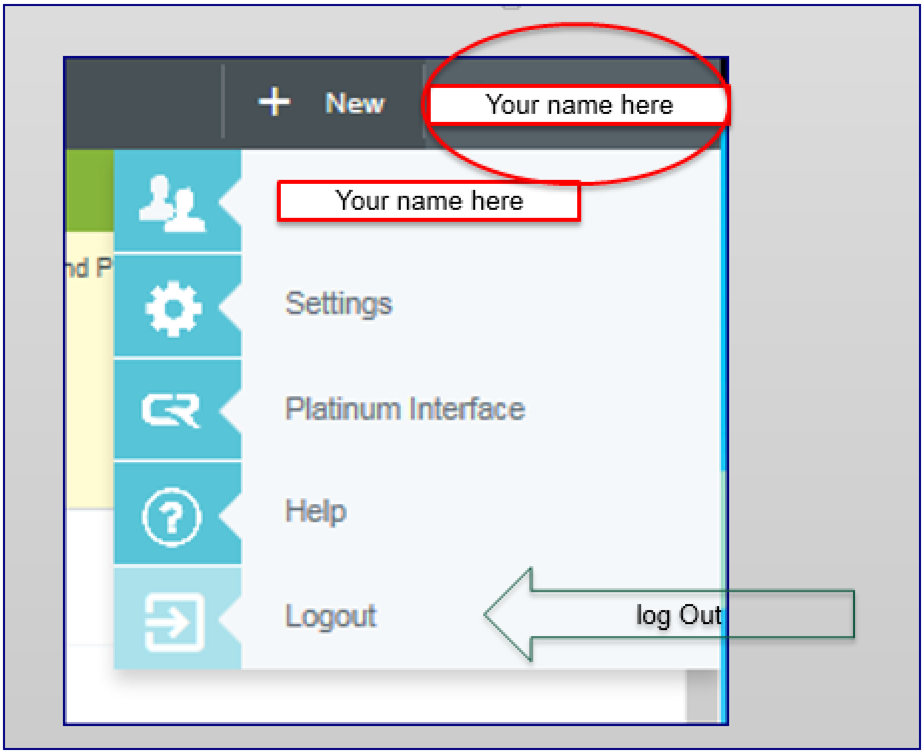



11. You will be asked to confirm that your expenses are correct and for legitimate business purposes. When you tap **SUBMIT**, the expense report will be routed for approval based on the routing rules and approval policies.



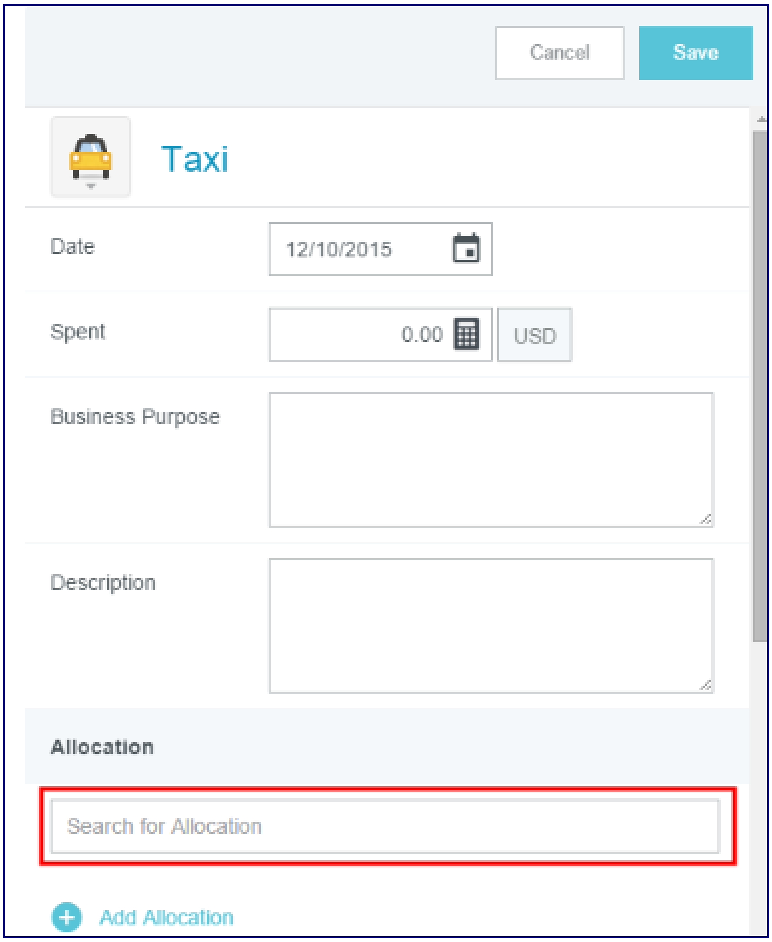
# Logout of Chrome River

11. Locate your name in the upper right hand corner of the screen. Click on it to find the Log Out link. **Click on Log Out**.



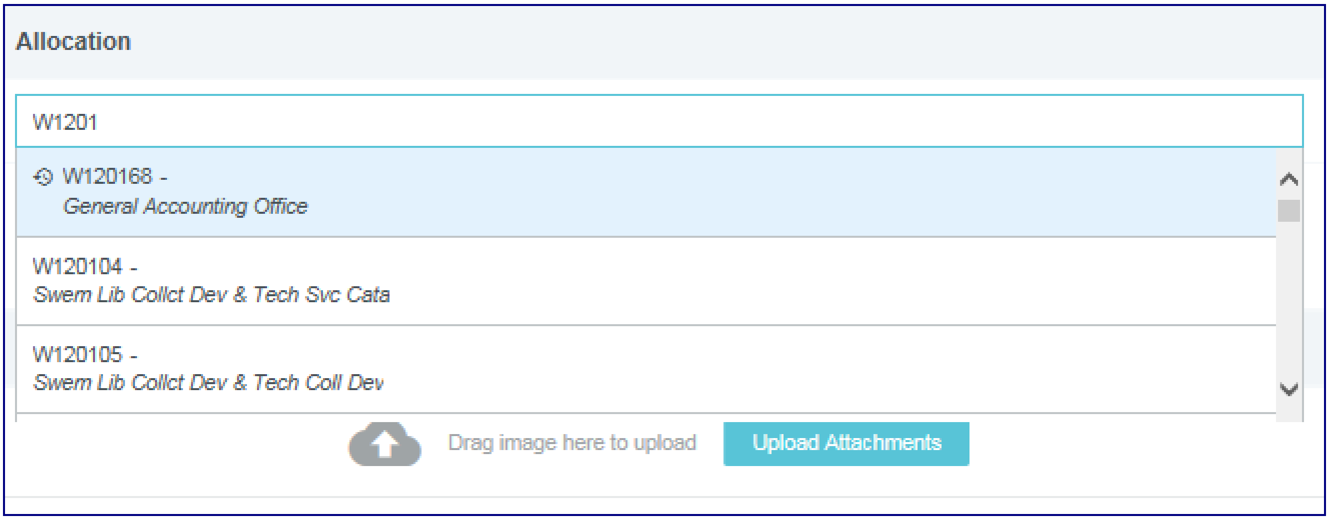
# Choosing Allocations

After you select an expense type from the CREATE NEW Expenses, the Expense Entry screen opens to allow you to enter details about the expense, including the allocation number.



Tapping the Search for Allocation field opens a drop-down list. Recently selected allocations will be listed at the top and indicated by a clock icon. Tap the desired allocation to select it.

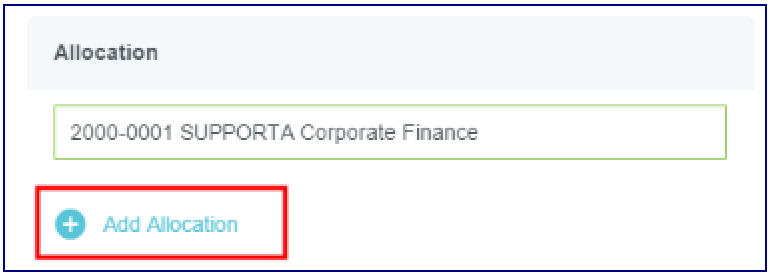
As you begin to enter a name or number into the search bar, the list will automatically scroll to allocations containing that text.



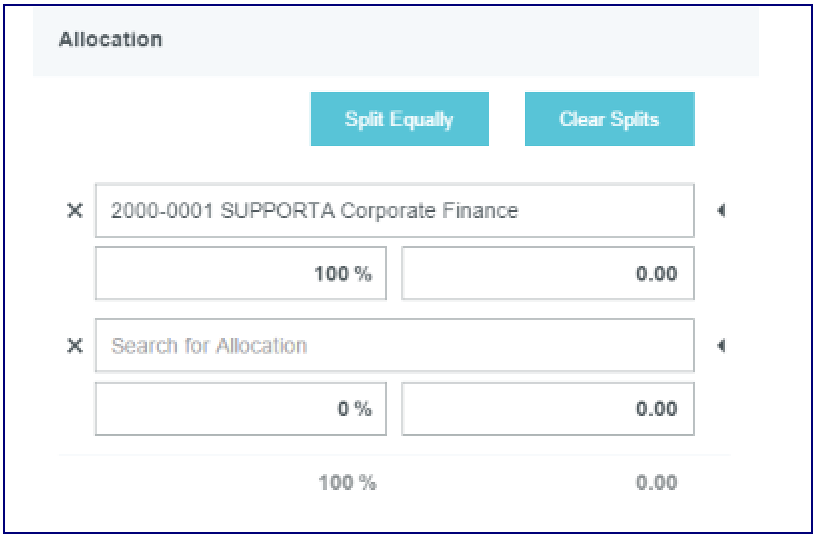
# Split Allocation

Chrome River gives users the ability to split one expense into multiple allocations.

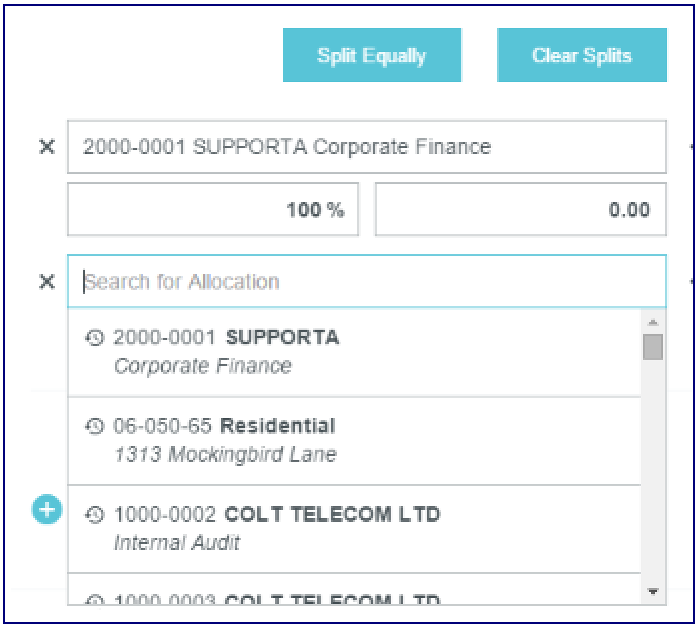
Tap **+ ADD ALLOCATION**.



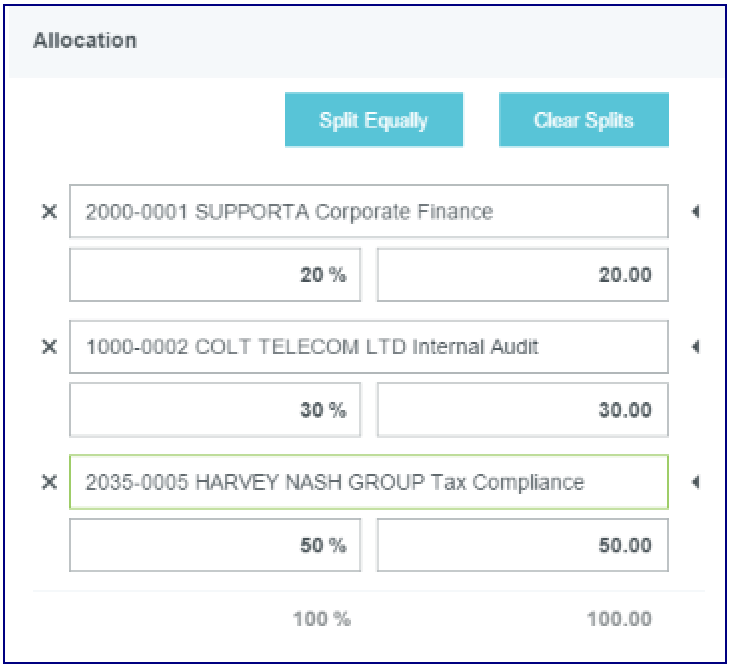

Two allocation fields will appear, with the first allocation populated at 100%.



Tap Search for Allocation to open the same drop-down list, and scroll or begin typing to find the desired allocation.




By default, the expense will be split evenly among them. You may manually change the allocation amounts by changing the percentage or amount next to each allocation. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.



- Tap **ADD ALLOCATION** to include more allocations for the split.

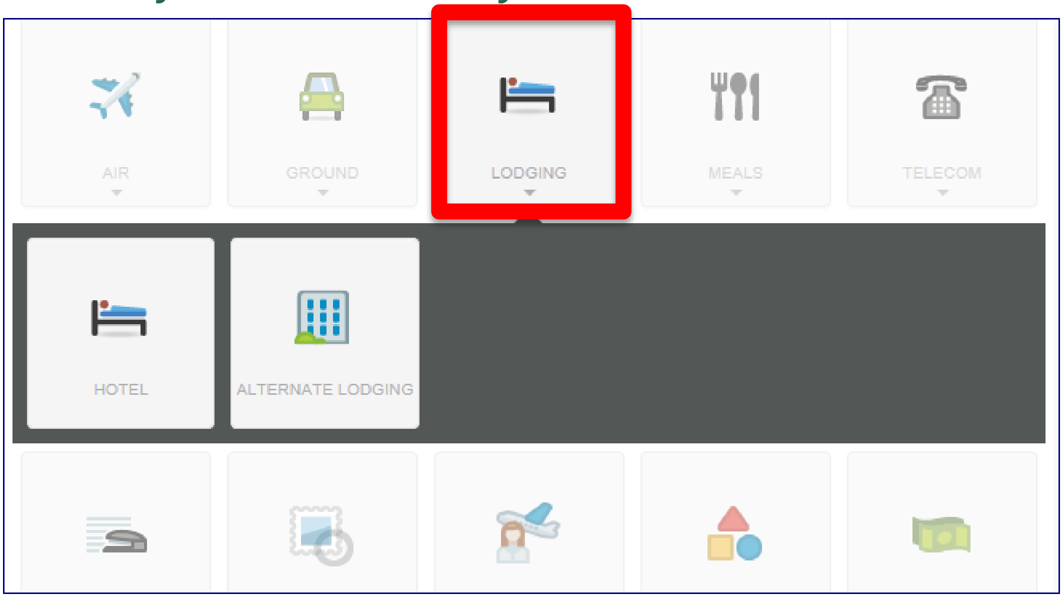
- Tap **SPLIT EQUALLY** to distribute the expense equally among all allocations.

- Tap **CLEAR SPLITS** to zero out all but the first allocation, which will be allotted 100% of the expense.

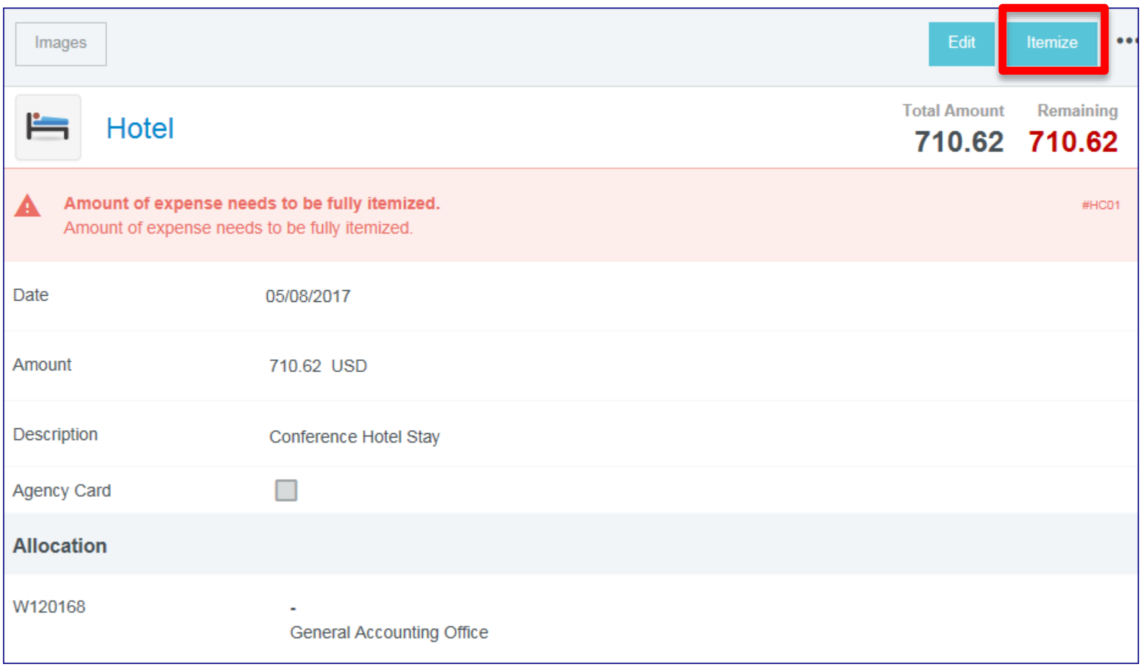
- Tap the **X** on the left to remove an allocation.

# Hotel Expense Entry

In addition to room charges, hotel bills usually include charges for meals and other expenses related to your stay. To make the process of recording these charges quick and simple, the Hotel expense-entry screen allows you to itemize them.



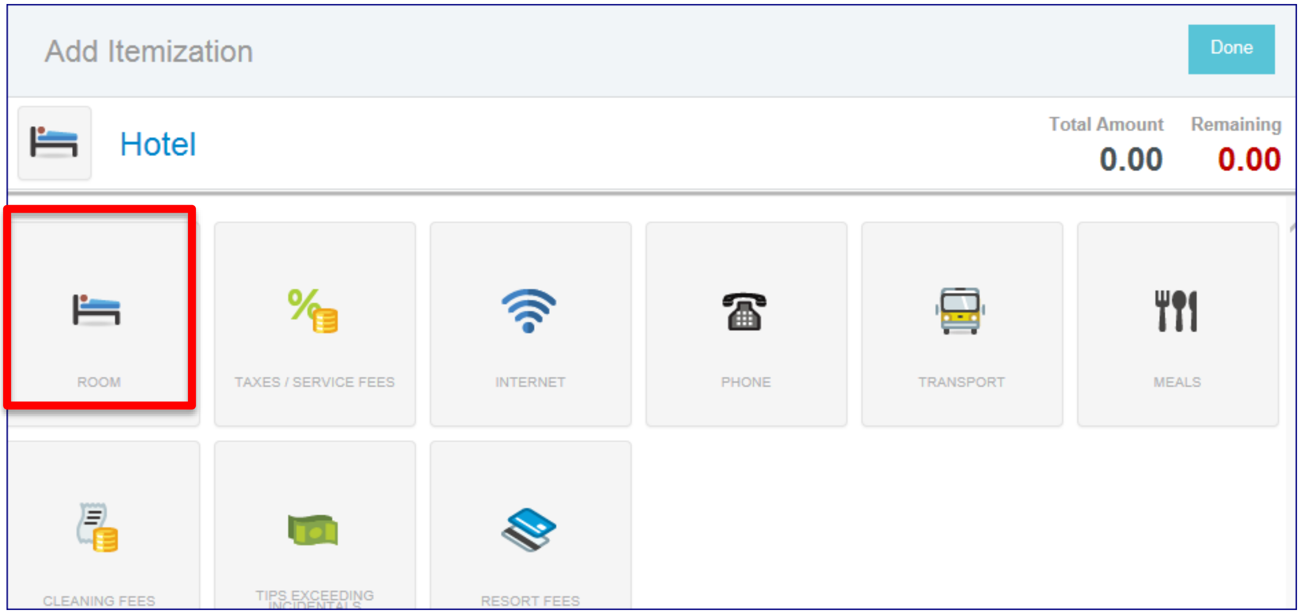

If you are not ready to itemize, you may fill out the header info and save the line item to itemize later.

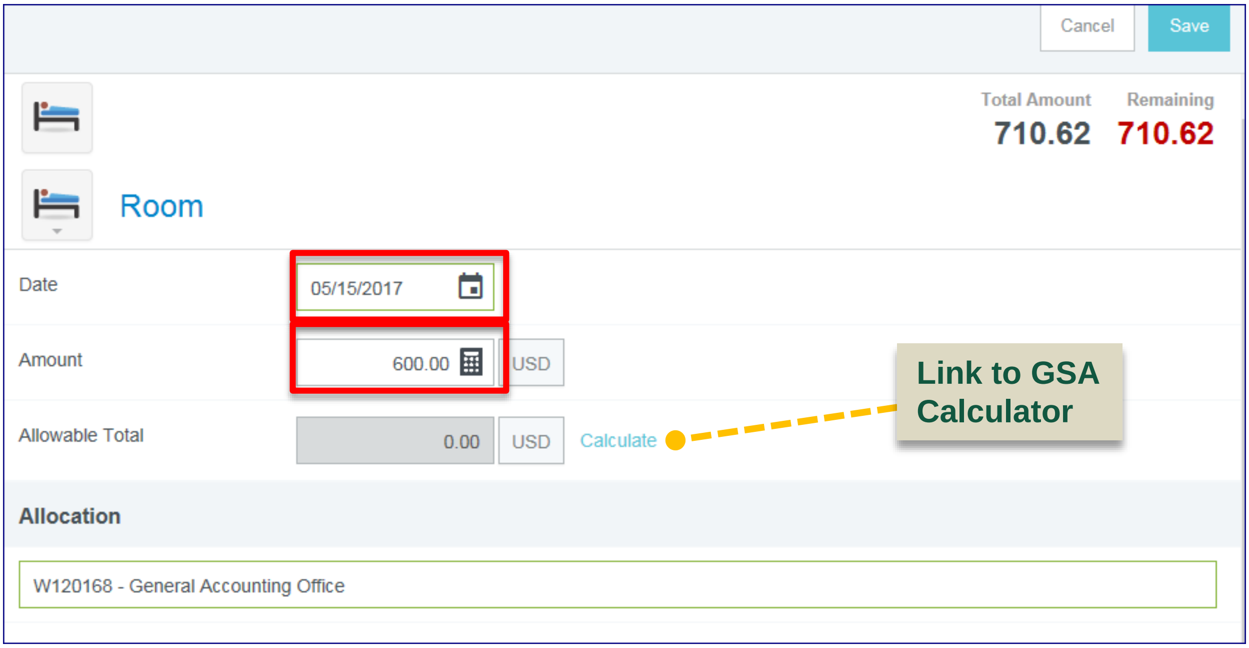


When you are ready to itemize the expense on the bill, enter the total amount of the hotel bill and tap **ITEMIZE.**

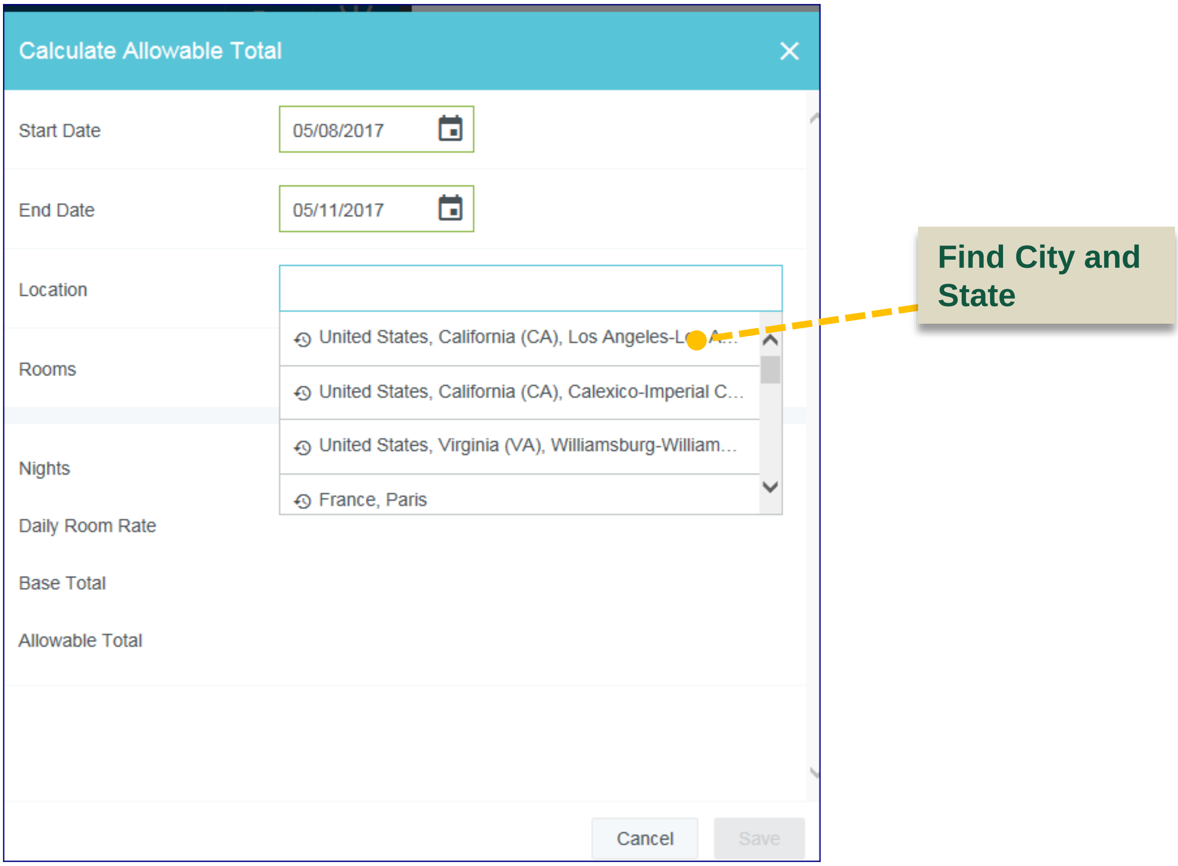
A window will open with all the expense types that you can itemize under the lodging expense.  Notice that under this process separate the lodging free from the taxes and service fees.

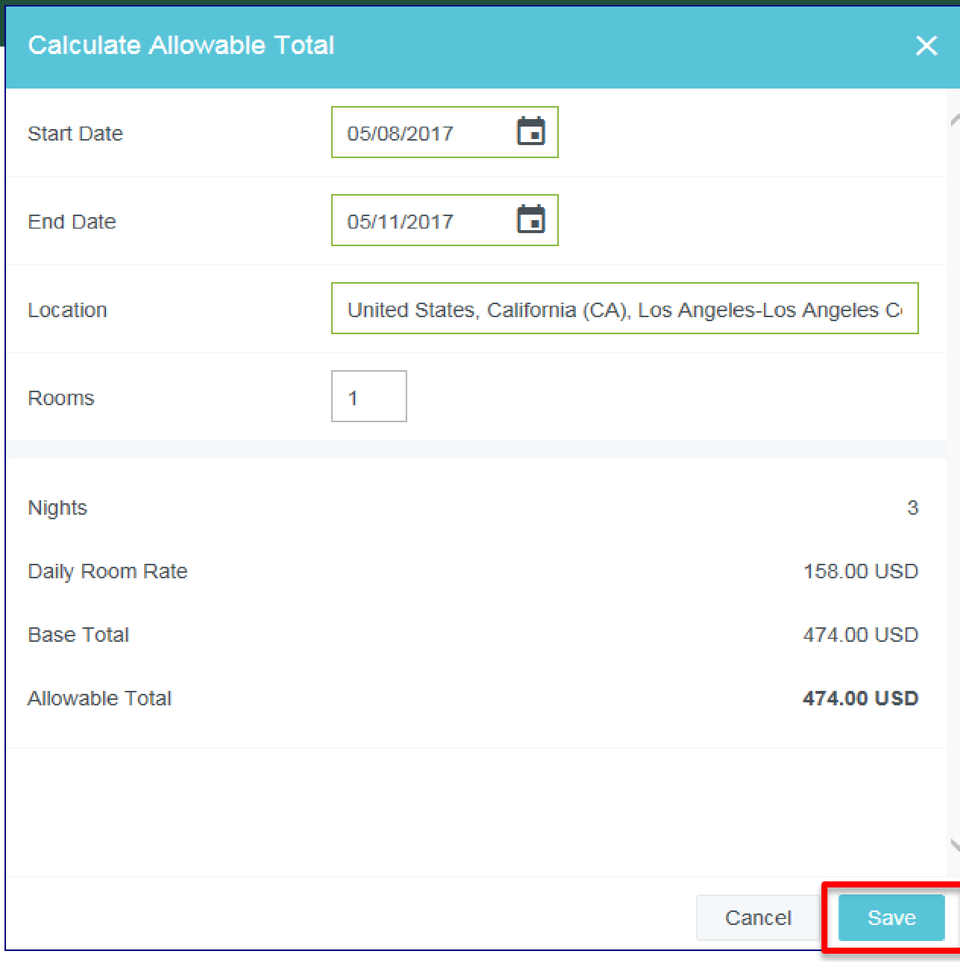
Tap **Room** to start entering the expense amounts.



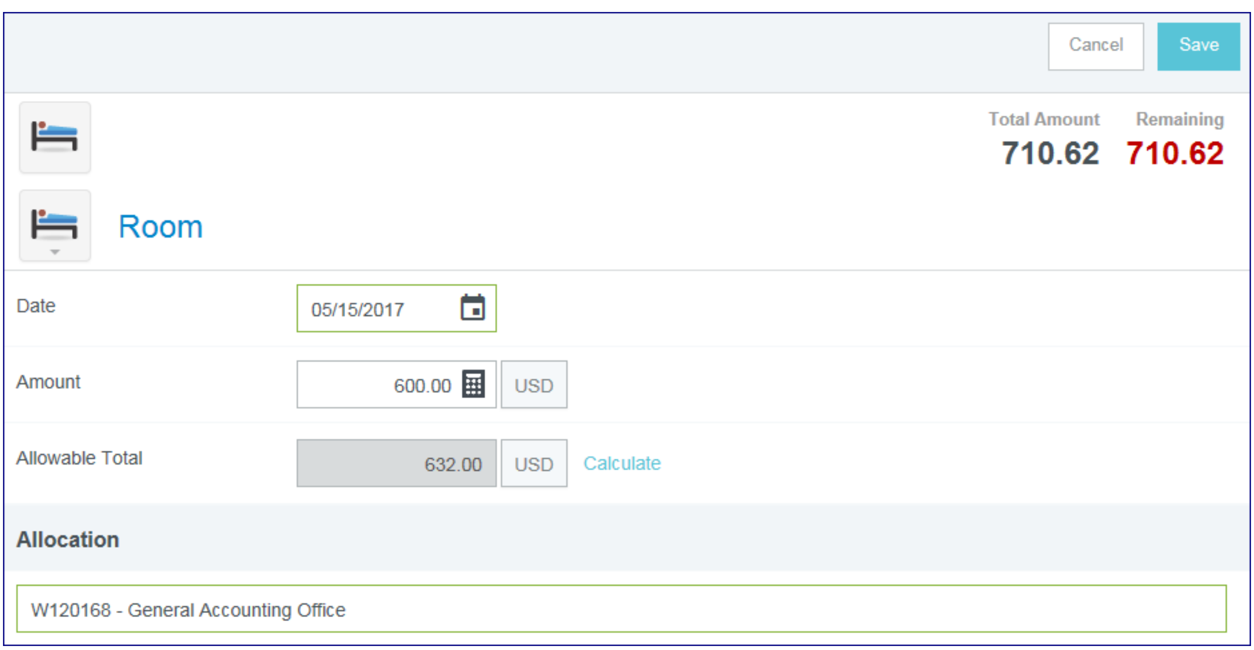



Enter the date of the expense payment and the amount paid for the expense.  Then Tap **CALCULATE** to bring up the GSA Calculator.

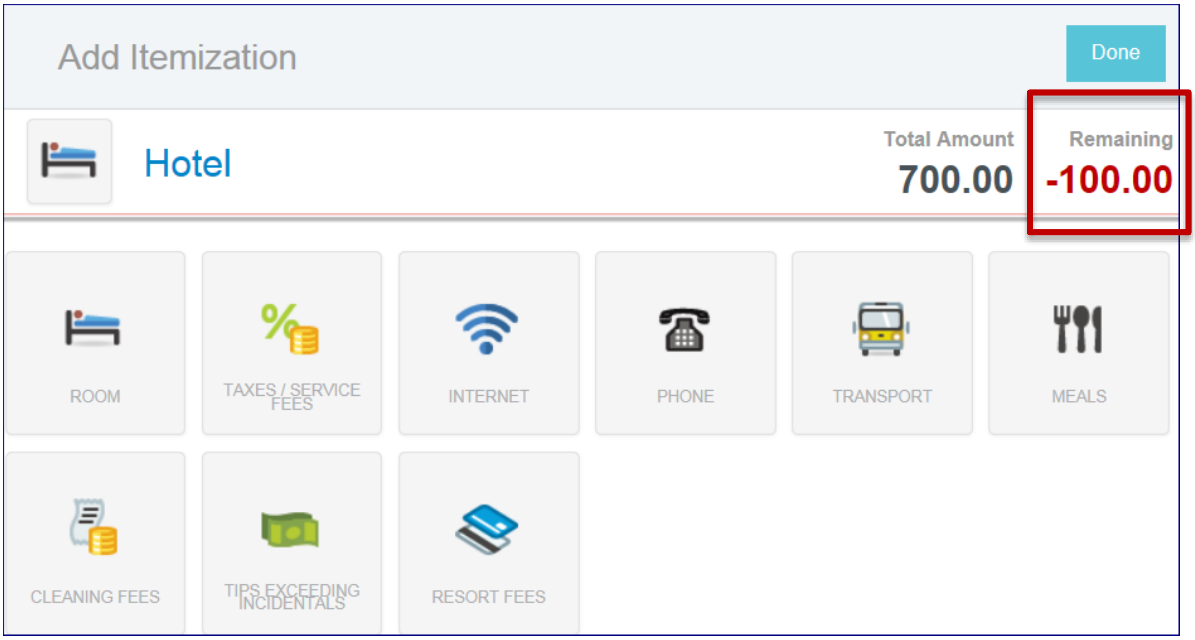




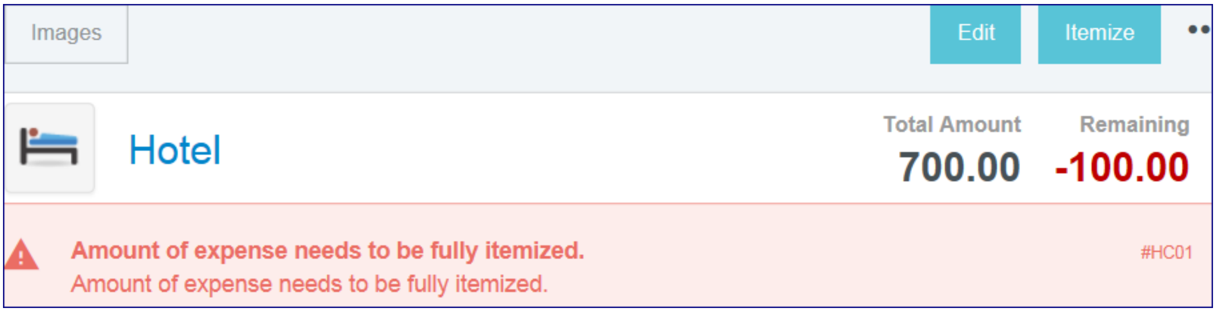

Tap Save to complete entering the information on the GSA calculator. The allowable total is now on the Room expense form. If the amount spent is greater than the allowable total, the system will fire up compliance warnings and violations.



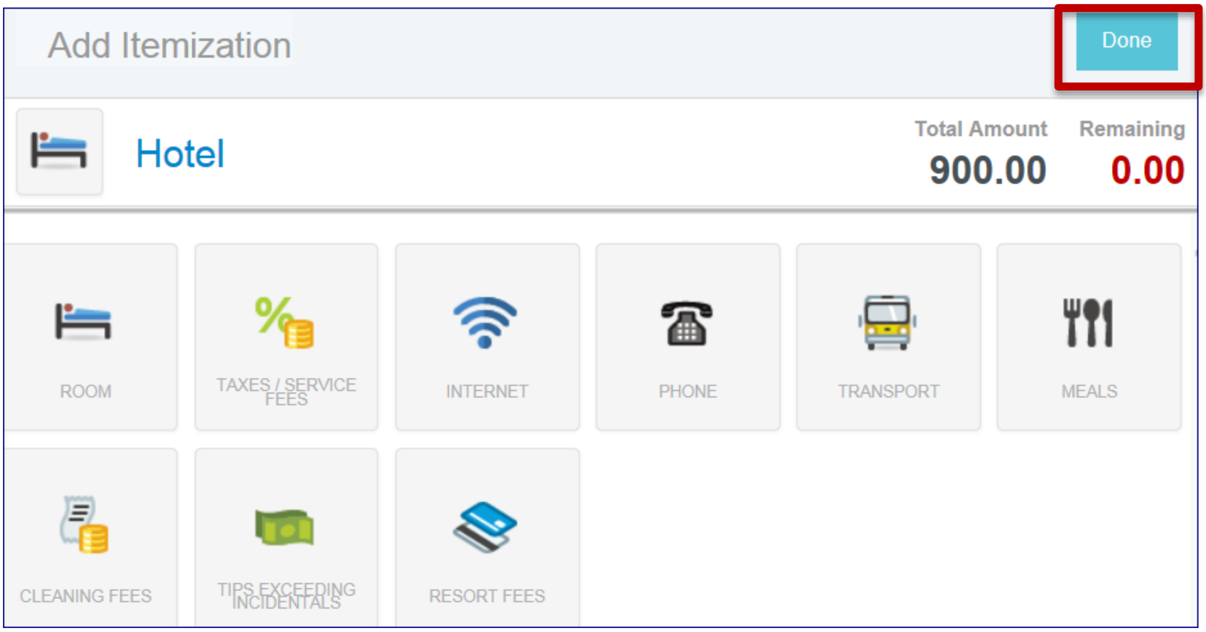
Continue adding other expenses you many have incurred and charged to the hotel invoice until the Remaining Amount is $0.




You won’t be able to save your work until the following message no longer appears.



# Tap Done when completed.

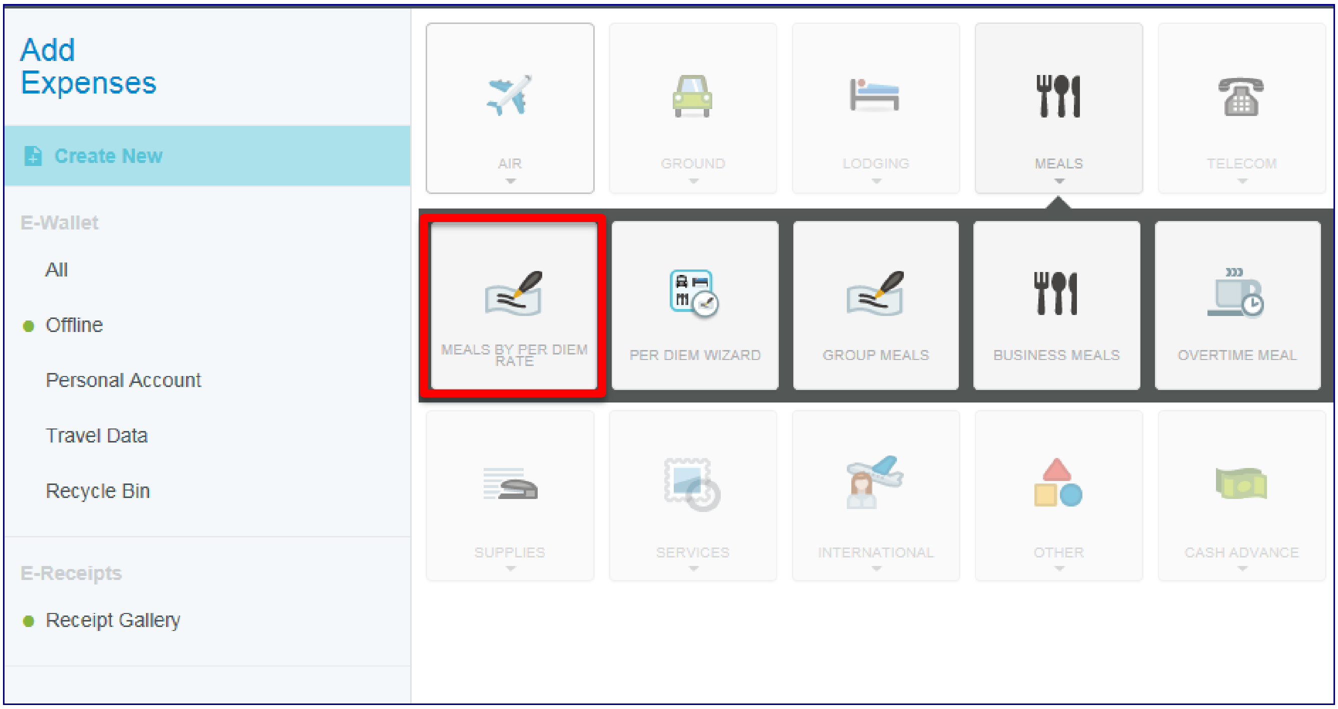



The Hotel Folio will show only one transaction in the summary. You can tap the arrow next to the summary folio amount to uncover all expenses attached to the folio.

# Per Diem Expense Entry

The College allow employees to spend a specific amount per day on living and travel expenses associated with work. The amount usually varies by location and is defined by GSA guidelines. You can add per diem expense line items to your expense reports.

On the Add Expense screen, tap **CREATE NEW** and select the **Per Diem** expense type from the mosaic.

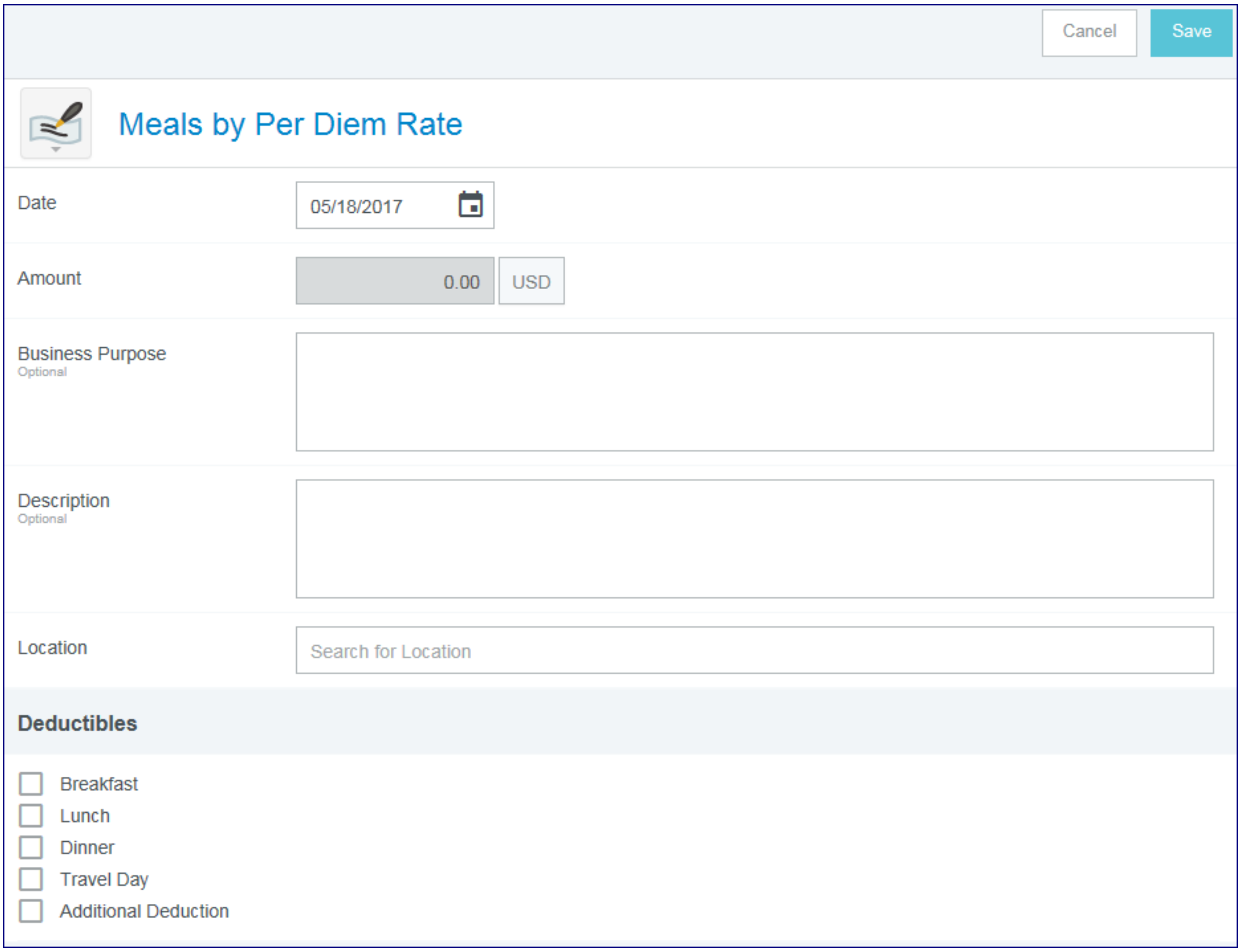




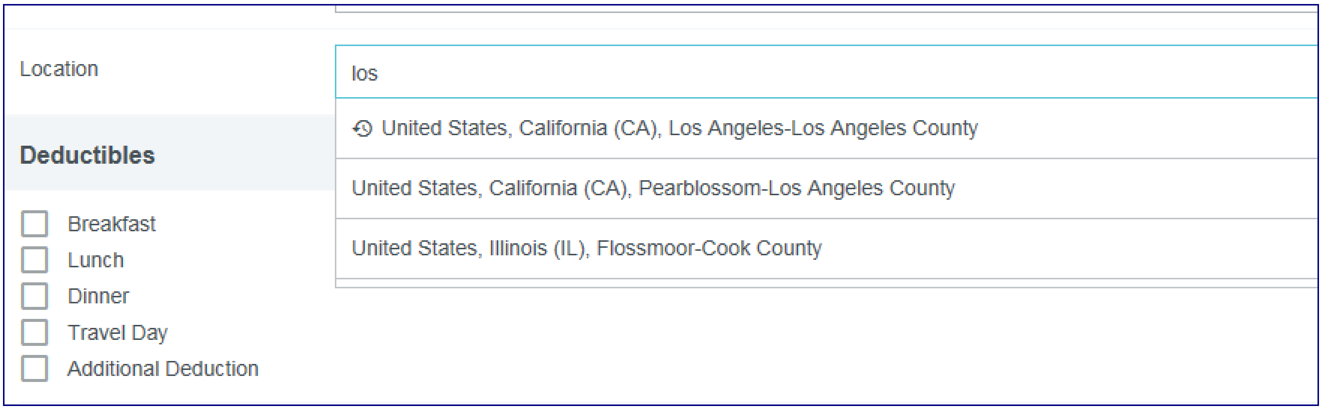
**Meals by Per Diem Rate**
Only use this tile when you are entering per diem for just one day (not overtime meals).

## Per Diem

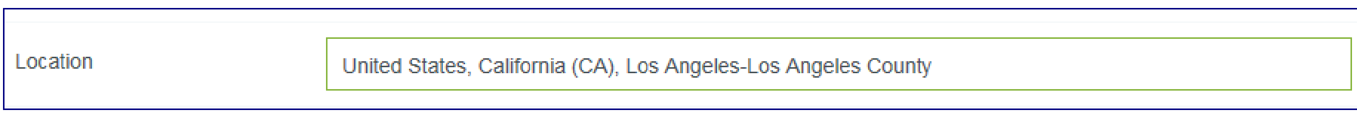
Enter the date of the expense, location, if desired, a Business Purpose and/or Description.  The Amount field is inactive because this amount will be calculated automatically based on the location and our policies.



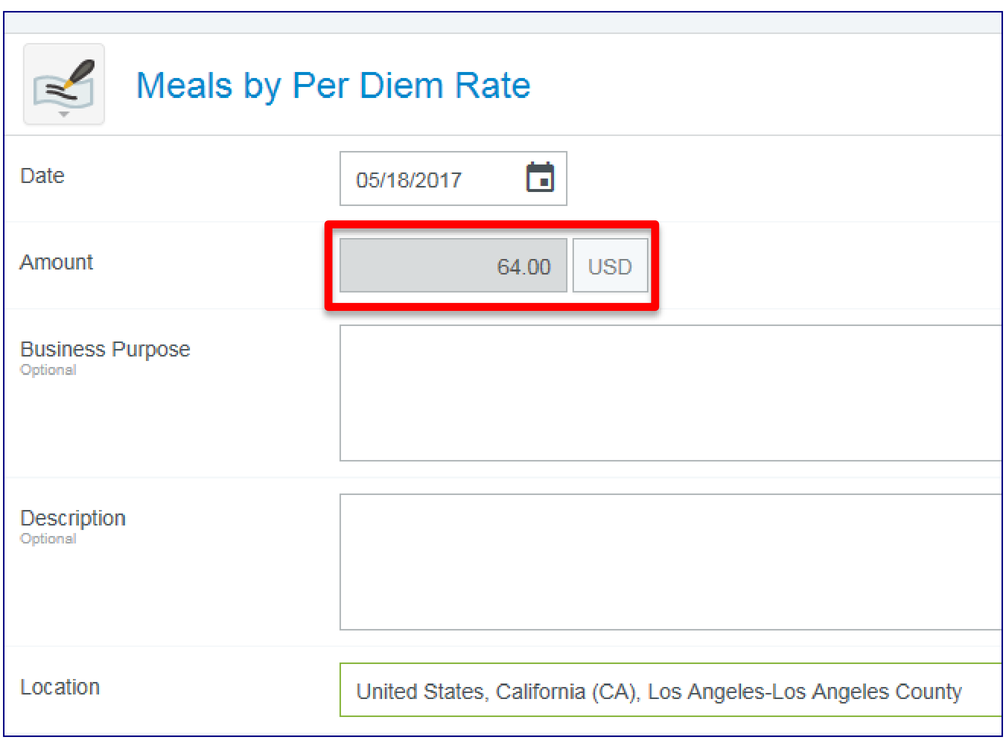
To search for location just TAP the location field. Enter the name of your city/State location or international location. Chrome River will pull the information from the GSA tables.



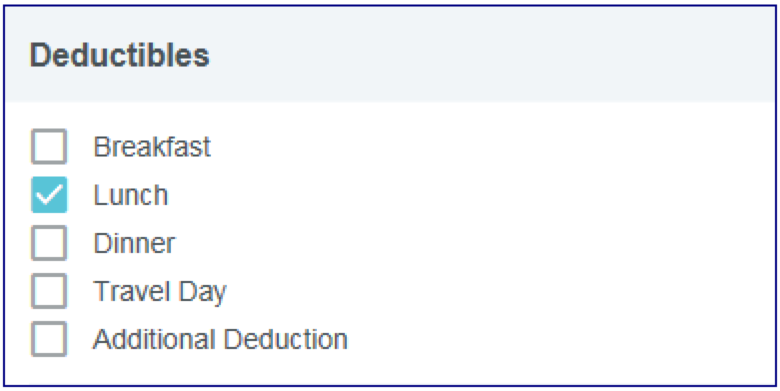

Once you find your location, hit enter on your keyboard.




The amount is now populated with the allowable per diem amount for the location selected.



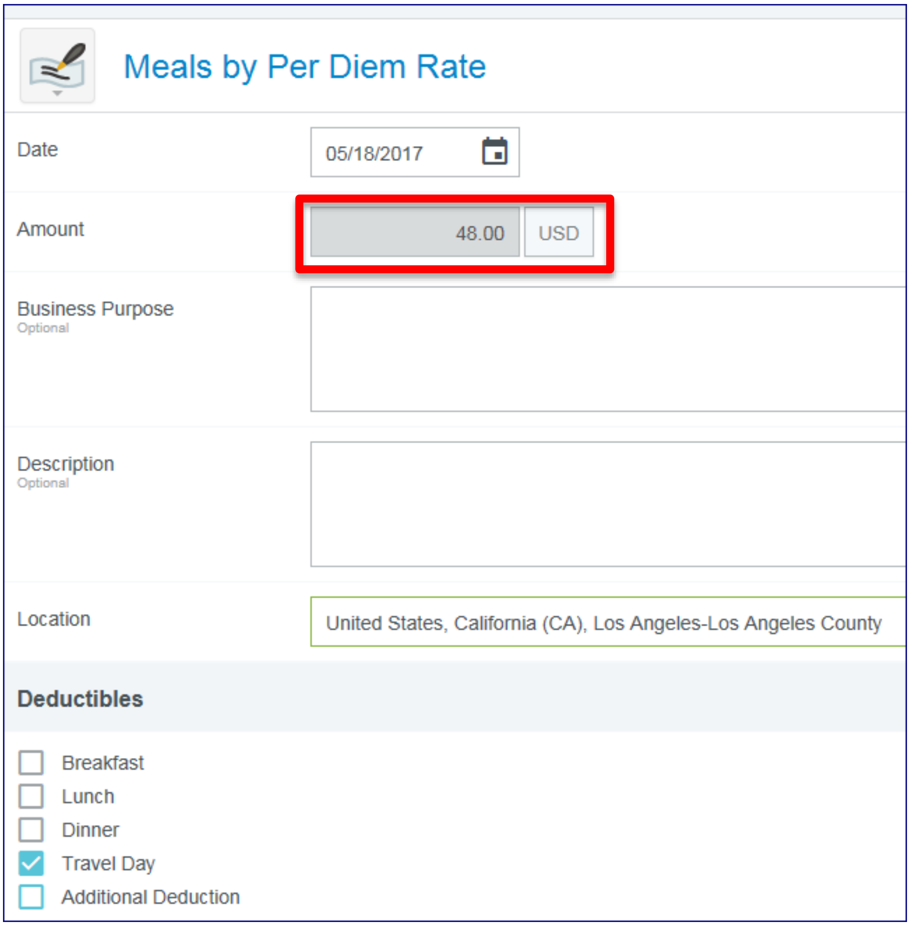
The Deductibles panel allows you to check off per diem items for which you do not need to be reimbursed.  For example, if you did not use your per diem to pay for lunch because it was provided at the conference you attended, checking the “Lunch” box will reduce your reimbursement by the amount that your company allows for lunch.



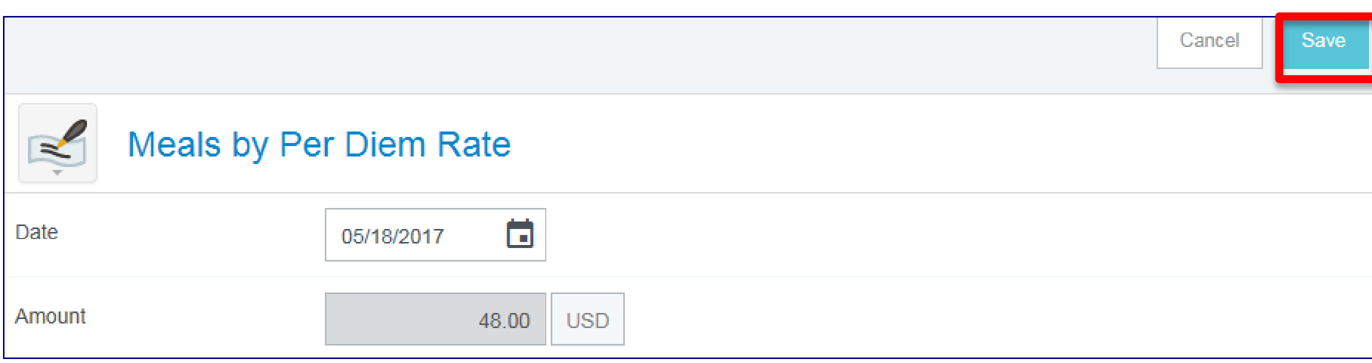

- Travel Day: Meals and incidentals are reimbursed at different rates on travel days: 75% for meals, and incidentals. Check this box to indicate whether a specific date was a travel day.

- Additional Deduction: You can reduce your reimbursement by more than the standard allowance by entering the amount in the Additional Deduction box.

Enter any deductibles by checking off the items for which you are not entitled to be reimbursed. The Amount is now reduced by the deductible amount.



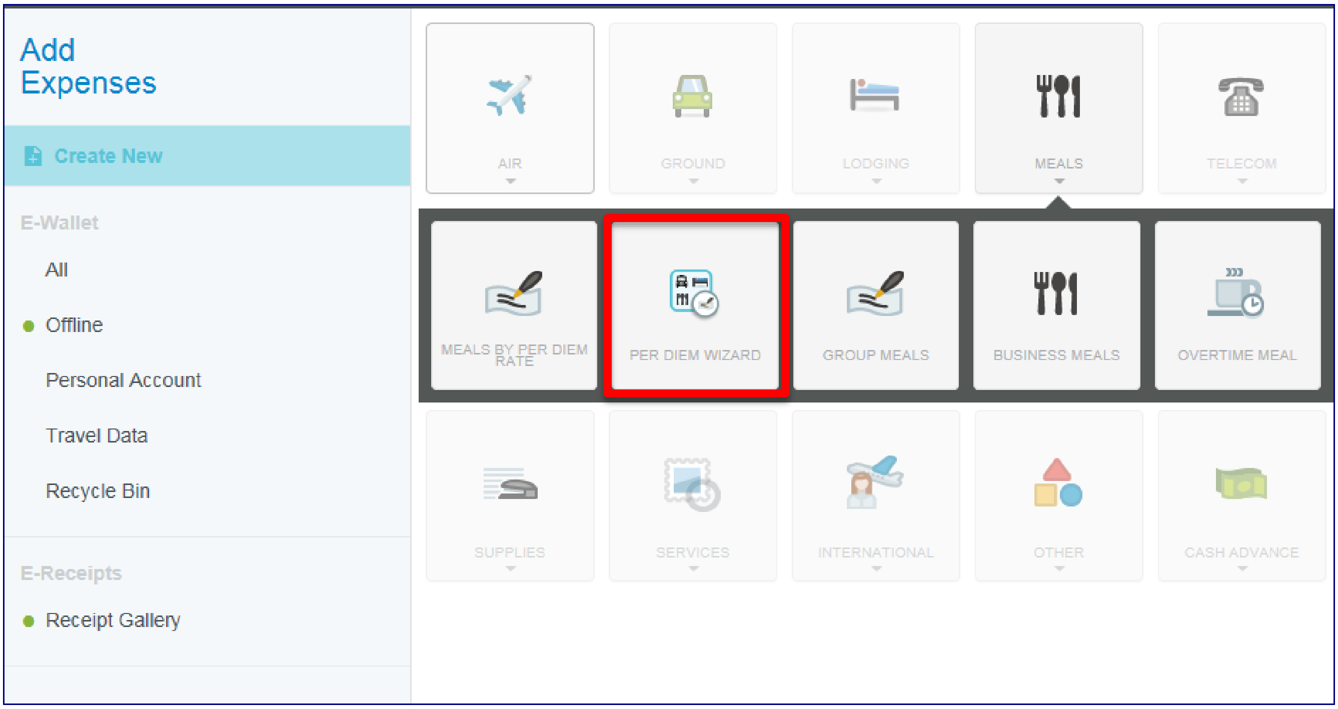

If the amount is now correct, tap SAVE.  You are ready to enter another expense type.

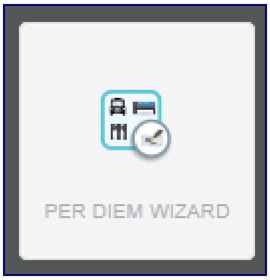


# Per Diem Wizard

The College allows employees to spend a specific amount per day on living and travel expenses associated with work. The amount usually varies by location and is defined by GSA guidelines. You can add per diem expense line items to your expense reports.

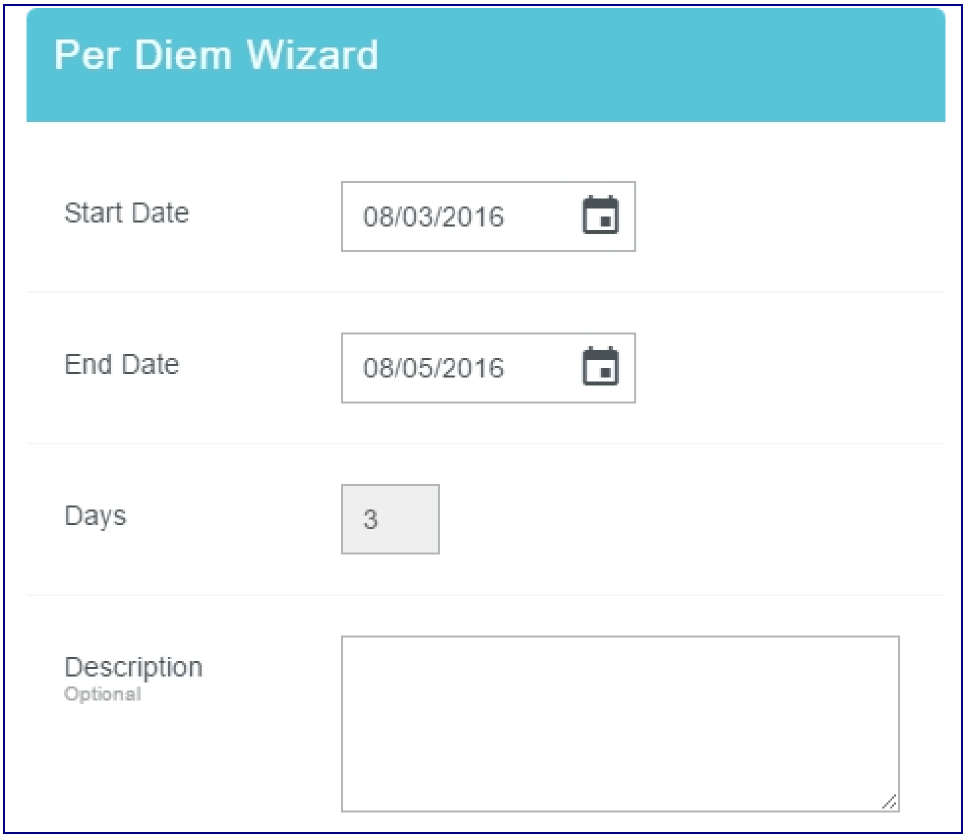
On the Add Expense screen, tap **CREATE NEW** and select the **Per Diem** expense type from the mosaic.



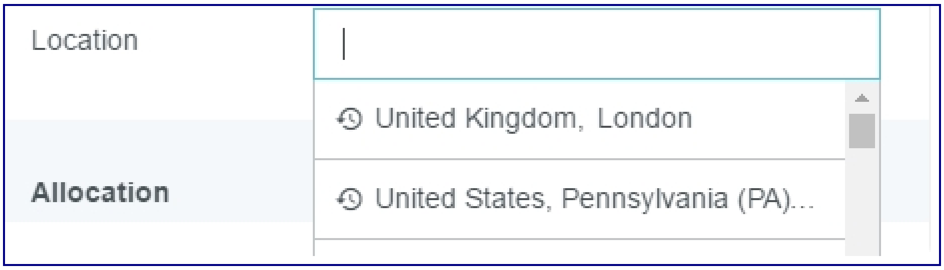




**Per Diem Wizard**
The wizard allows you to enter multiple days of per diem allowance simultaneously into the expense report.

Enter the **Start Date** and **End Date**.  The number of days will be calculated automatically.

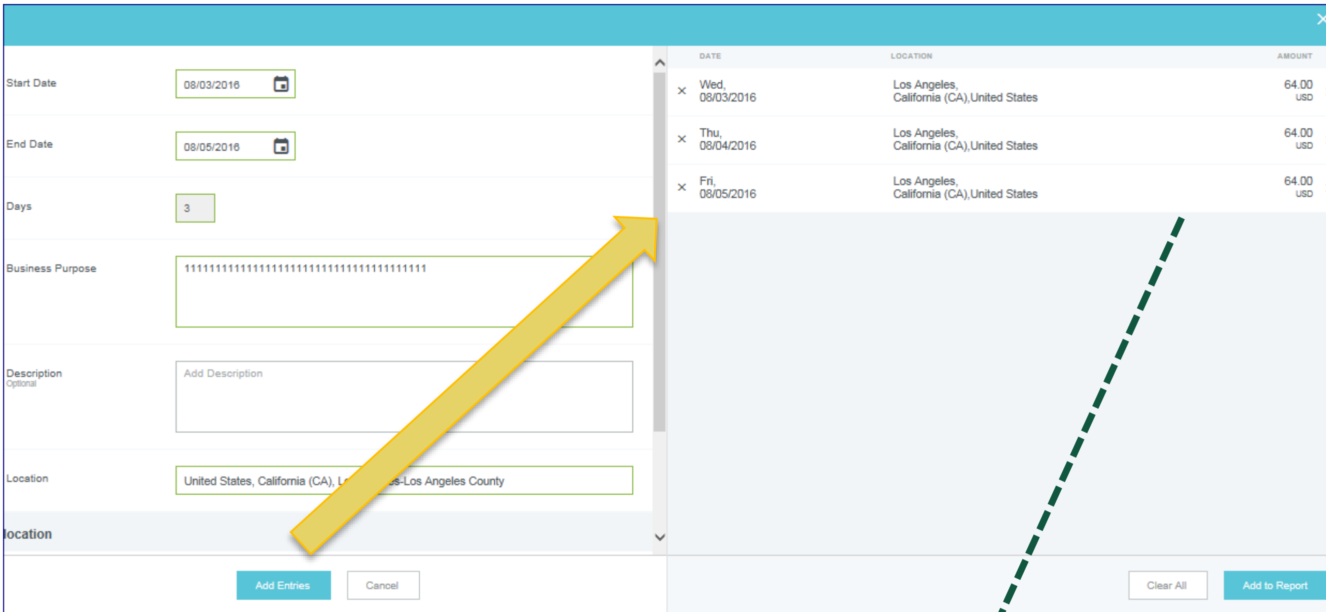


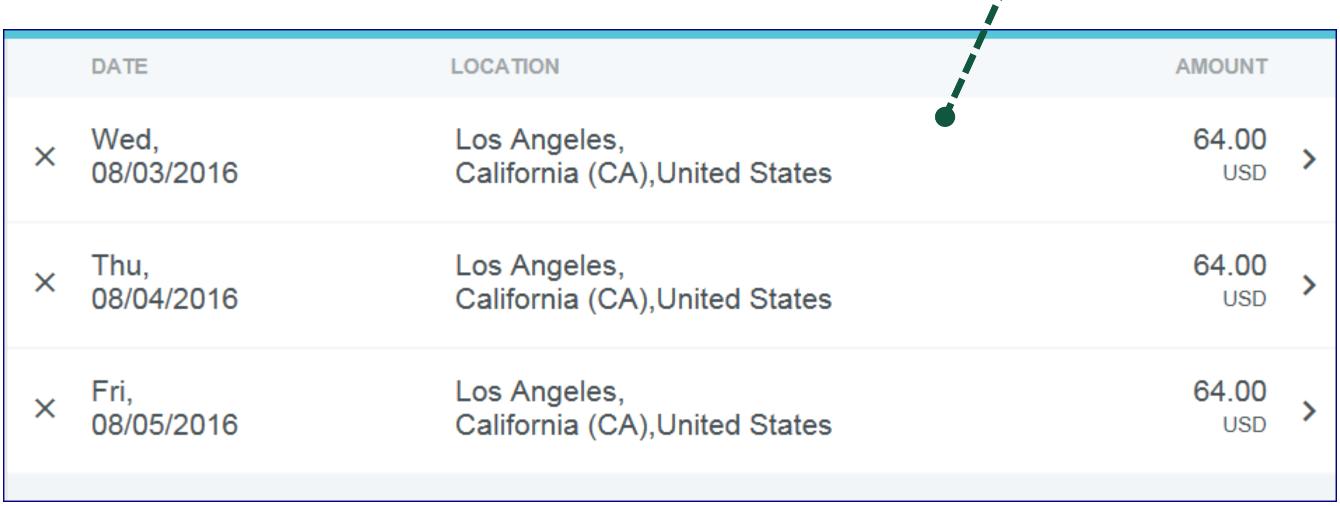

Select the **LOCATION** to bring up the GSA table.




Use the drop-down menu to search for and assign the per diem to a specific allocation.  Tap **ADD ALLOCATION** to split it among multiple allocations.

Tap **ADD ENTRIES**.  The per diem entries you made for each day will display in the panel on the right.



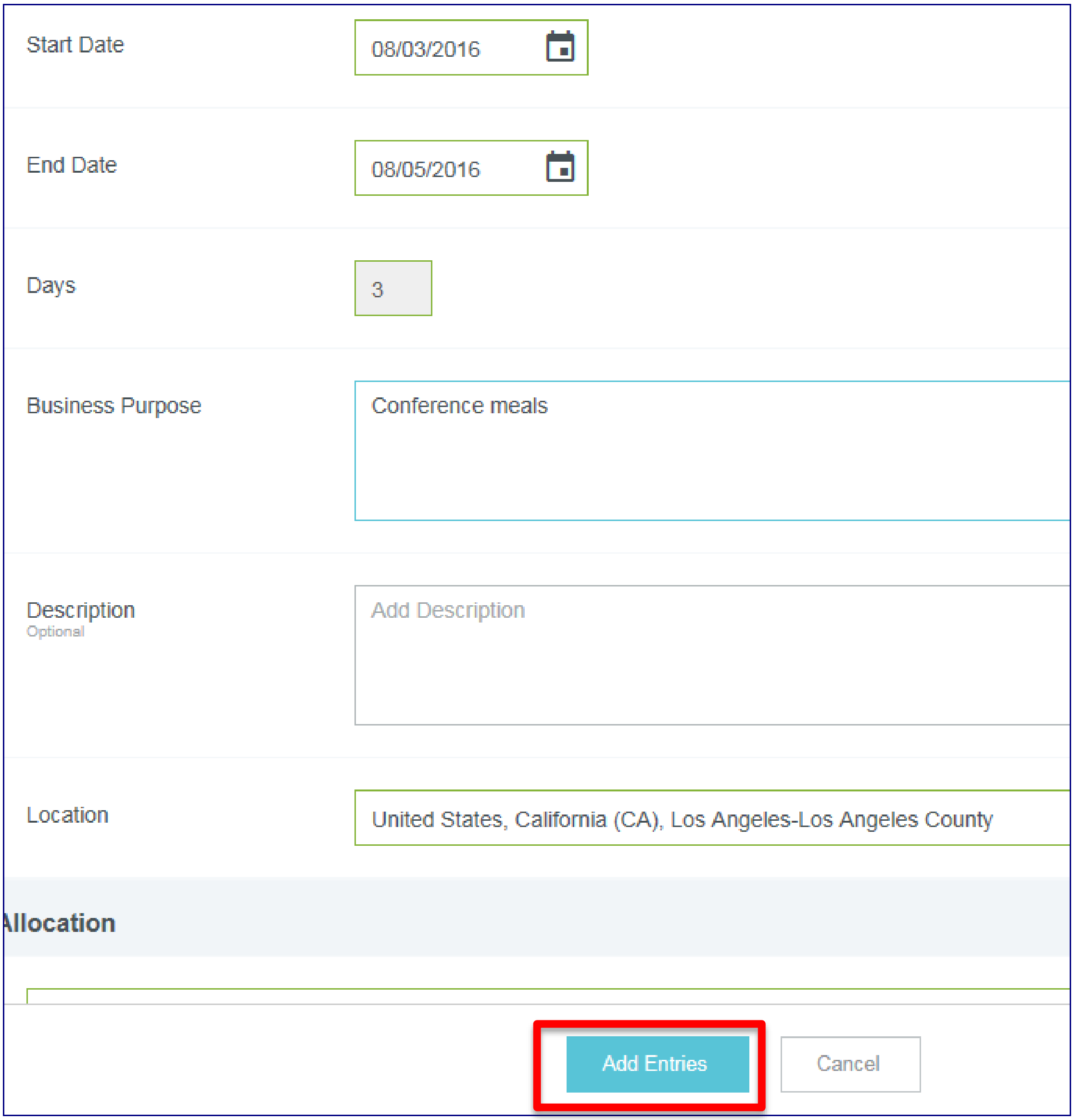

The amount is now populated with the allowable per diem amount for the location selected.

Tap the arrow next to an entry to reveal its DEDUCTABLES panel. This allows you to check off per diem items for which you do not need to be reimbursed. For example, if you did not use your per diem to pay for lunch because it was provided at the conference you attended, checking the "lunch" box will reduce your reimbursement by the amount that is allowed for lunch.

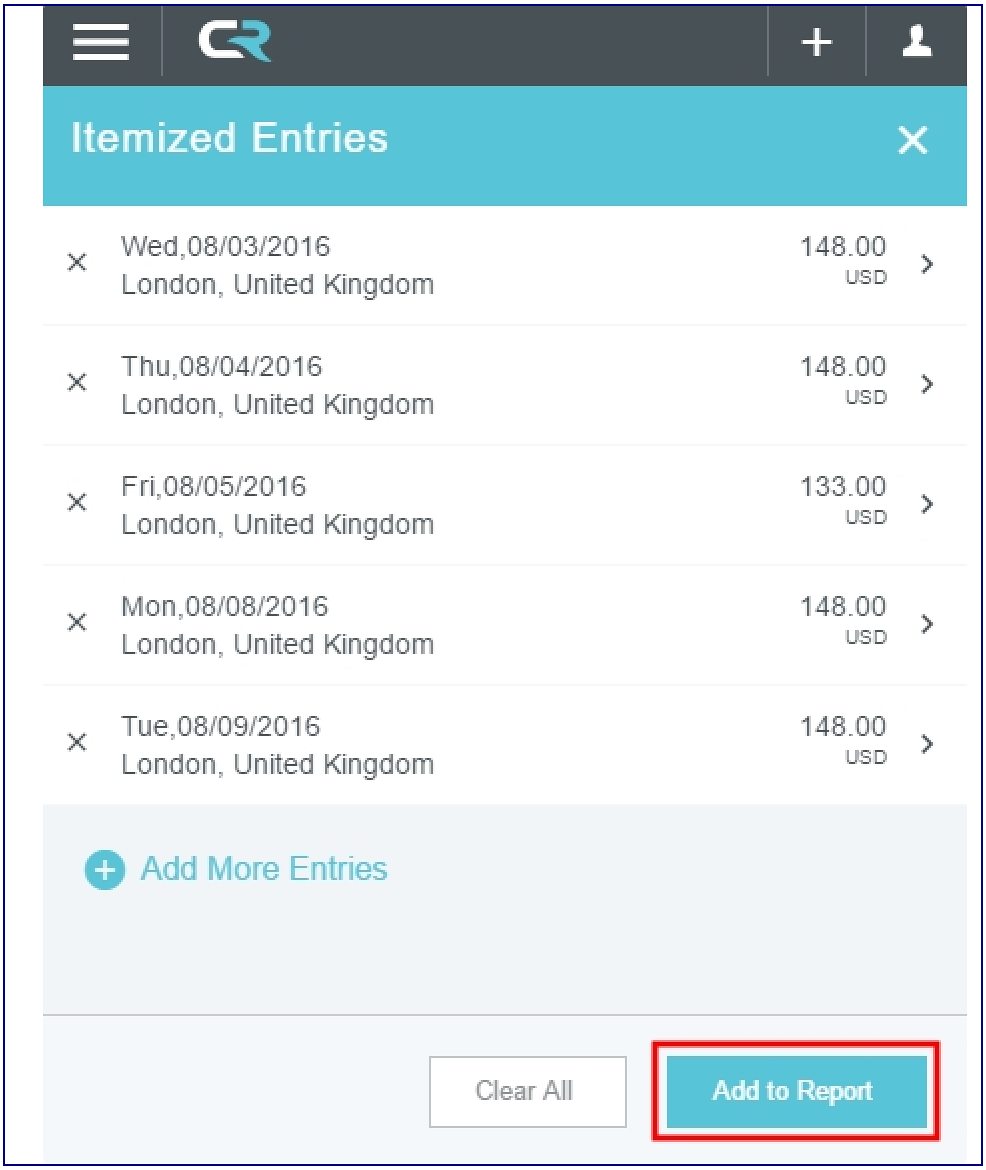

- Travel Day: Meals and incidentals are reimbursed at different rates on travel days: 75% for meals and 100% for incidentals. Check this box to indicate whether a specific date was a travel day.

- Additional Deduction: You can reduce your reimbursement by more than the standard allowance by entering the amount in the Additional Deduction box.

To add more per diem entries tap **ADD ENTRIES** at the bottom of the left panel.



When you are finished, tap **ADD TO REPORT**



## This is how the entries look in the report.

| DATE | EXPENSE | AMOUNT | PAY ME |
|---|---|---|---|
| Wed 08/03/2016 | Meals by Per Diem Rate | 48.00 USD | 48.00 |
| Thu 08/04/2016 | Meals by Per Diem Rate | 64.00 USD | 64.00 |
| Fri 08/05/2016 | Meals by Per Diem Rate | 48.00 USD | 48.00 |

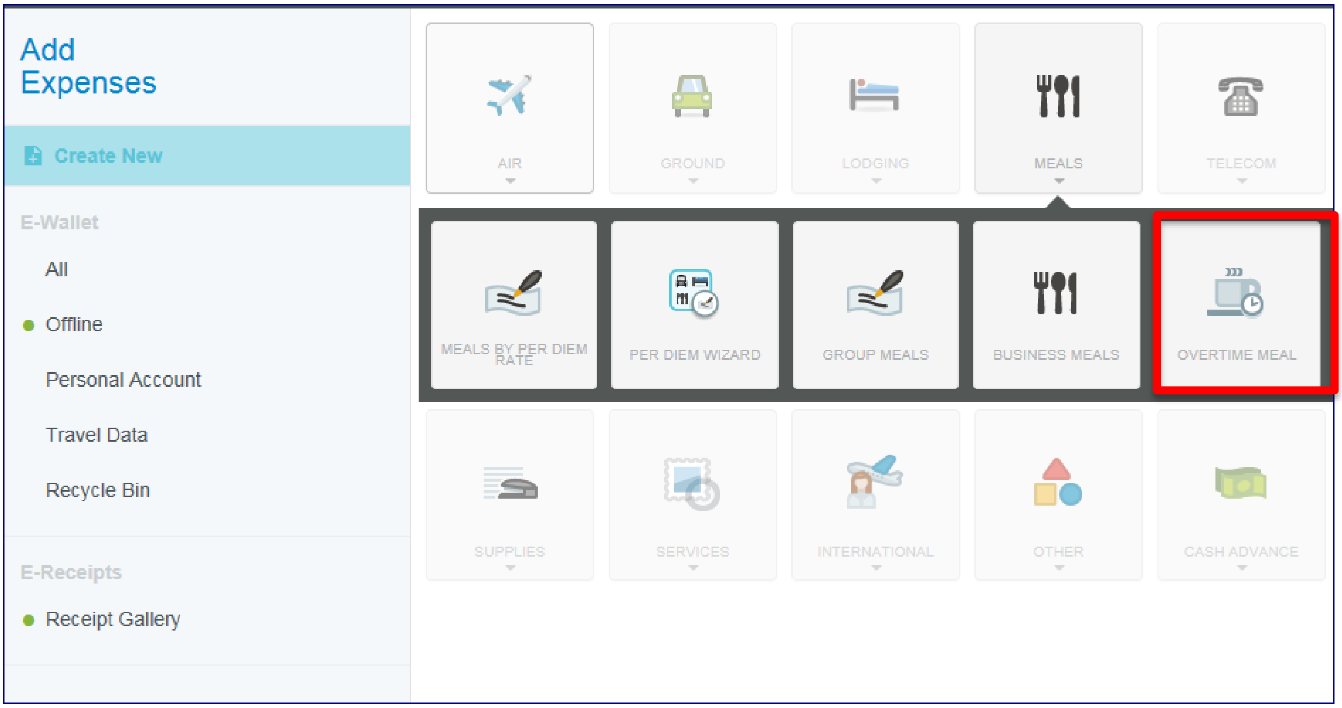
# Overtime Meal

An overtime meal allowance is allowed when overtime worked is:

- Essential to the Institution's mission
- Permitted by Covered Institution policy
- Approved by appropriate authorized approver, and
- In excess of the employee's normal, scheduled work hours.

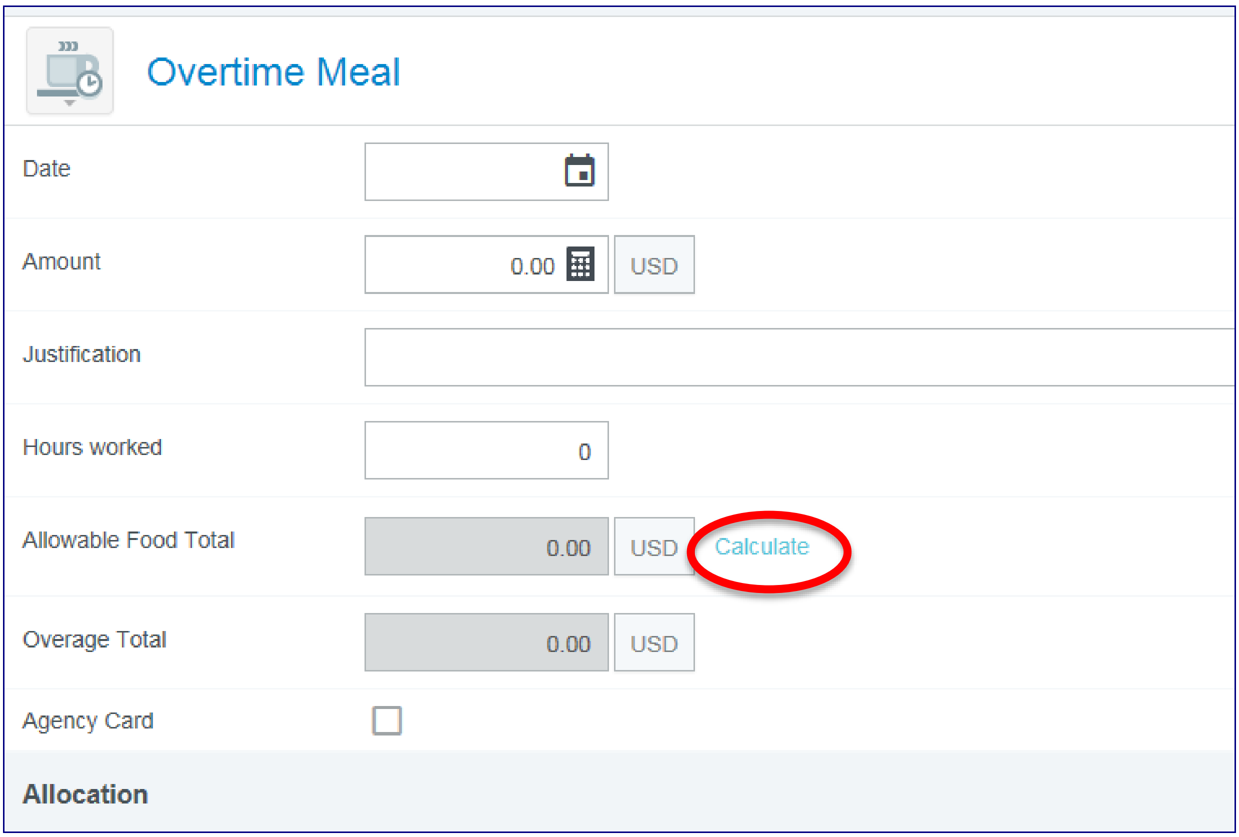
If the department officials requires employees to work overtime, the department may provide an allowance for meals for those employees. Overtime work periods may also include extended work hours due to non-overnight travel. Generally, an employee will not be eligible for an overtime meal until they have, out of necessity, been on duty for 10 hours.

On the Add Expense screen, tap **CREATE NEW** and select the **OVERTIME MEAL** expense type from the mosaic.

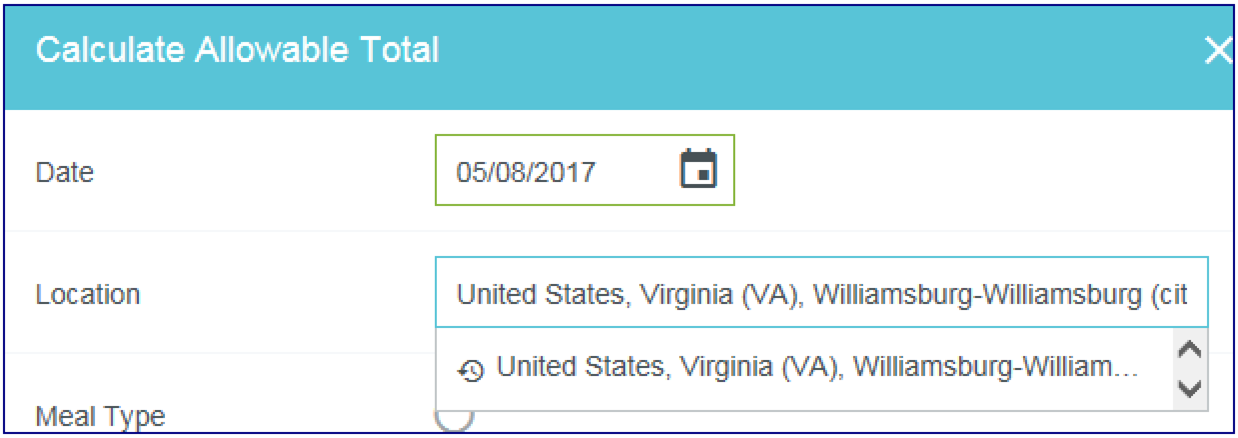


Enter the Date of the Expense.
Enter the Amount spent on the meal.
Enter the Justification.
Enter number of hours worked.

Tap **CALCULATE** to bring up the Per Diem Widget.

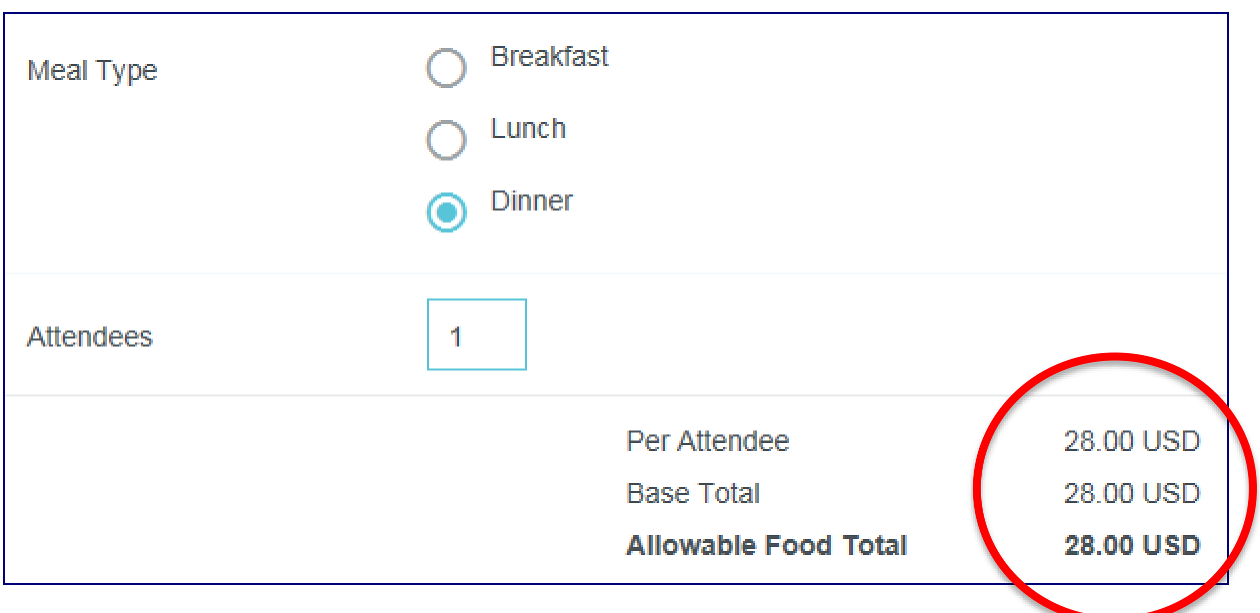


The Per Diem widget will pop up to be completed. Enter **DATE** of Expense. Select the **LOCATION** to bring up the GSA table.




Select the **MEAL TYPE** and number of attendees. This will populate the Allowable Food Total.

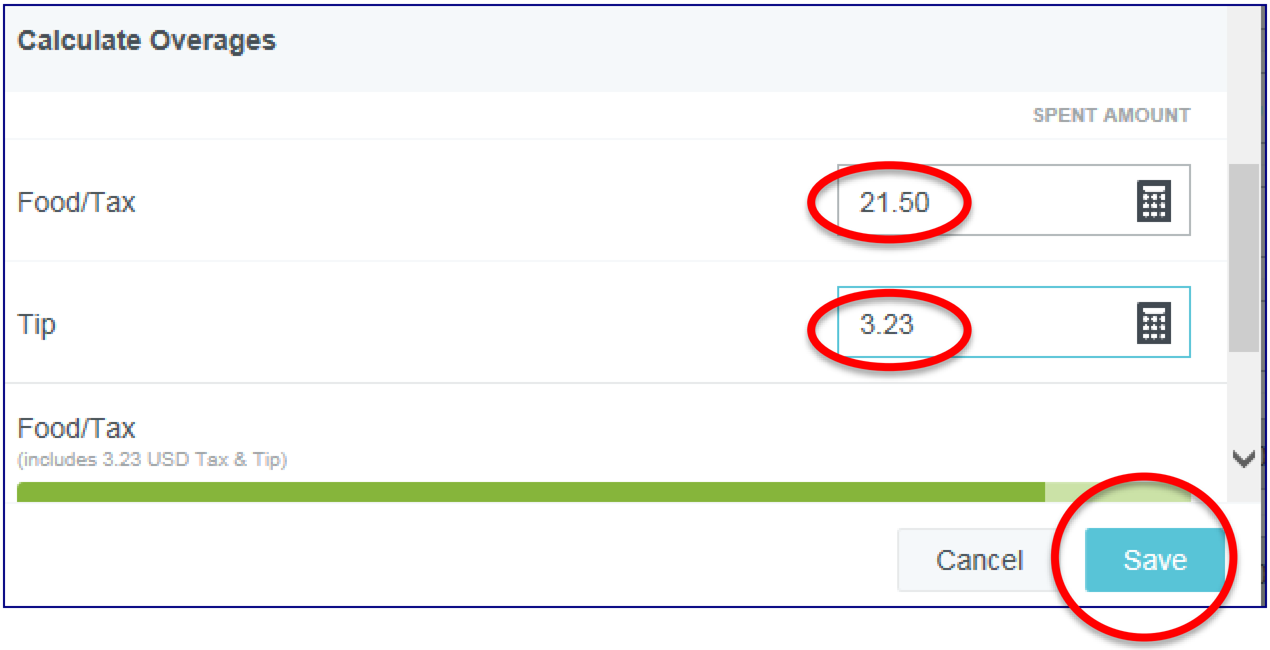
Your actual amount spent may **NOT** exceed this allowable amount.



Next enter the **FOOD/TAX** total and total **TIP** amount in calculator.

Tip may not exceed 20% of the food/tax total amount. The calculator will let you know if you went over the allowable amount.

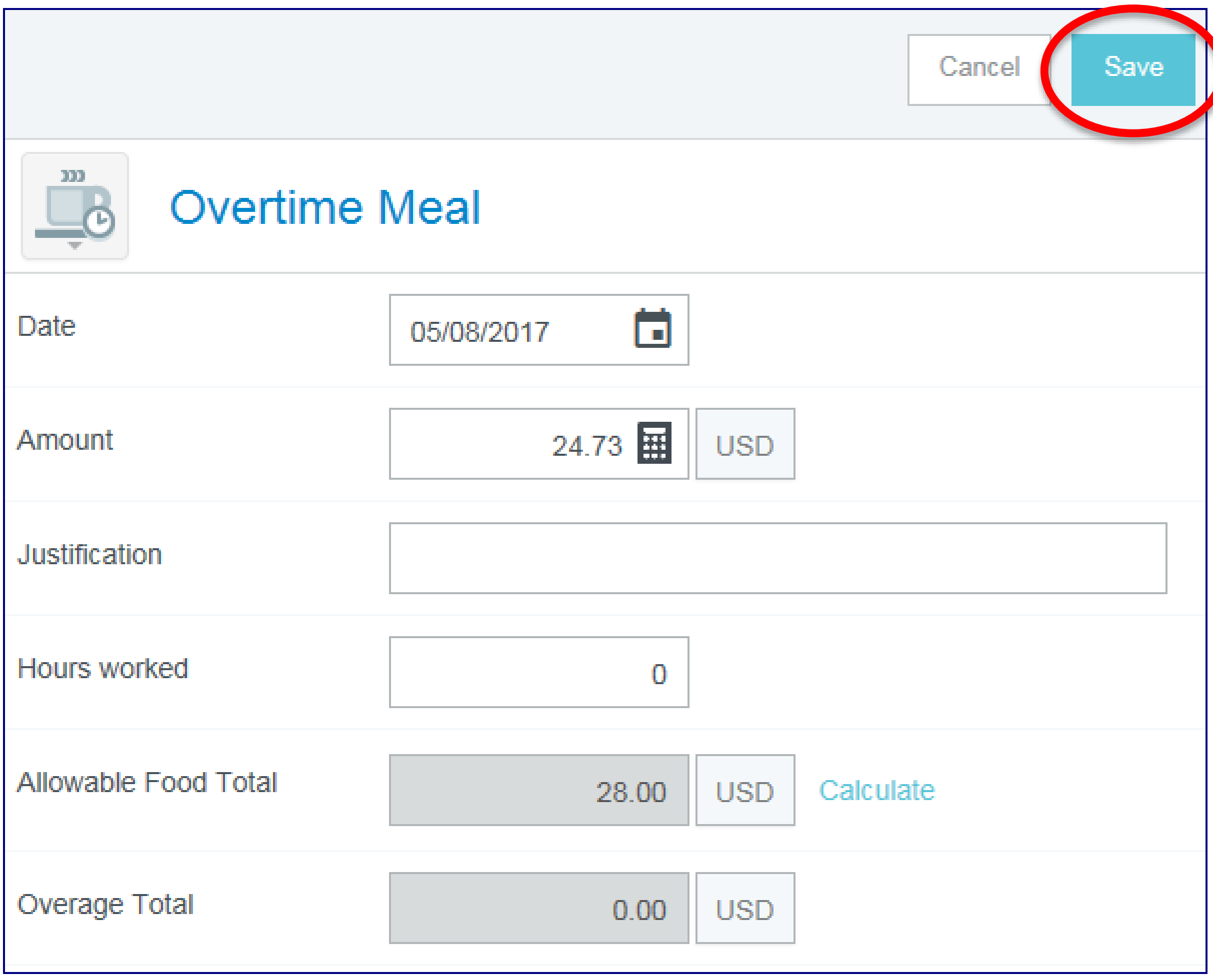
When completed tap SAVE.



After you Save the widget, the expense form populates with all your completed entries.

If the total spent is higher than the allowable amount, you must reduce the reimbursement amount request to match the allowable amount.

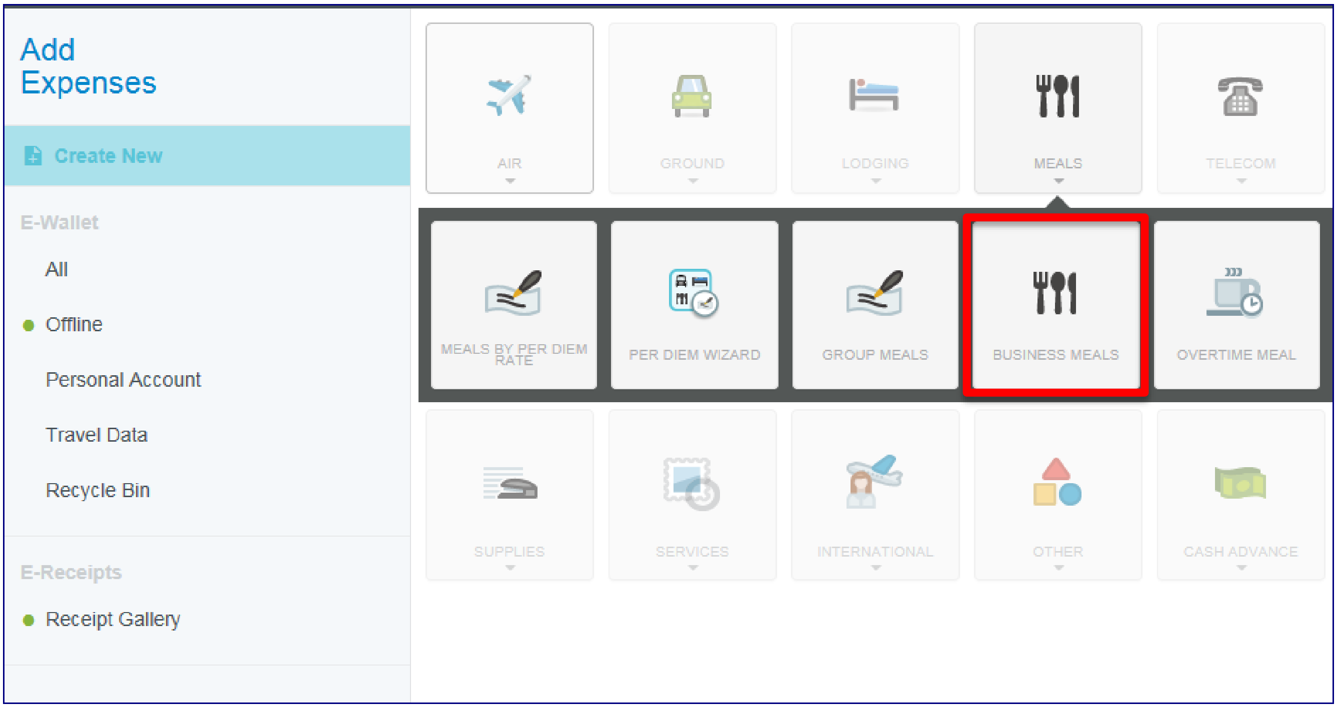
You may tap **SAVE**.



# Business Meals

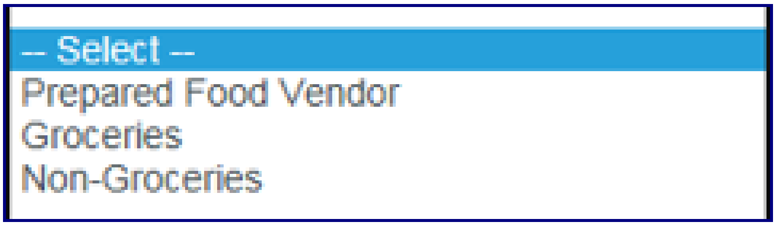
The form must include a specific business meal purpose. An original, itemized receipt is required for reimbursement of all business meals. The M&IE allowance rate used will correspond to the location in which the individual purchases the official business meal. The College will reimburse official business meals based on actual costs incurred up to the amount shown for the applicable meal in the M&IE Rate Table.

On the Add Expense screen, tap **CREATE NEW** and select the **BUSINESS MEAL** expense type from the mosaic.



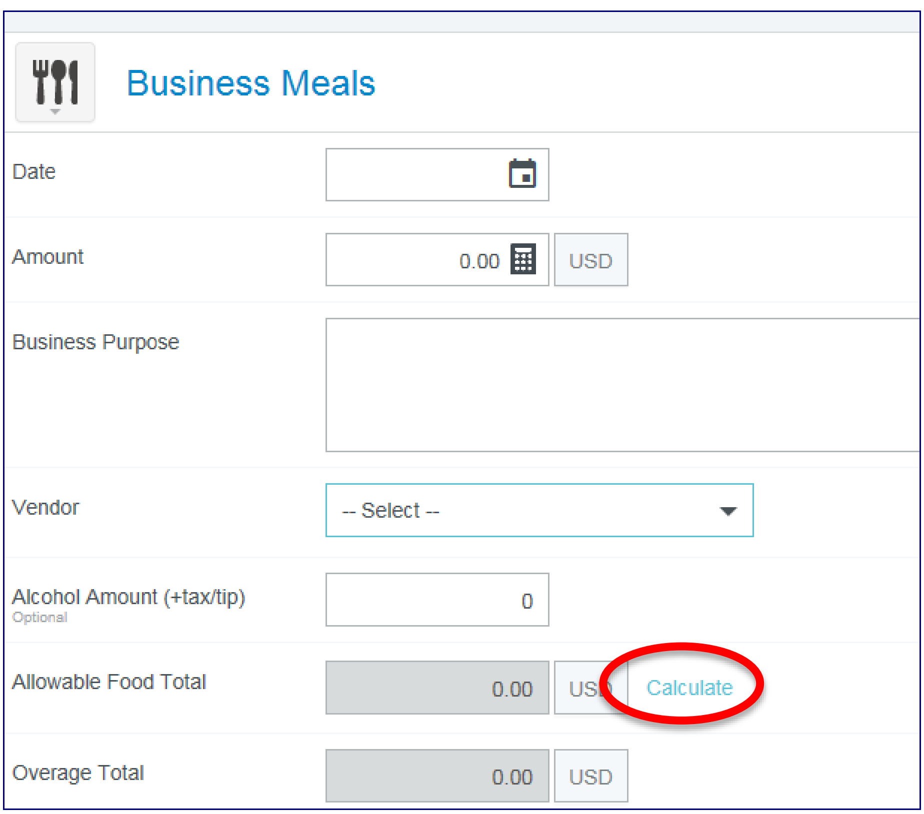
Enter the Date of the Expense.
Enter the Amount spent on the meal.
Enter the Business Purpose.

Select VENDOR.  This dropdown will allow you to choose the type of vendor that provided the service.

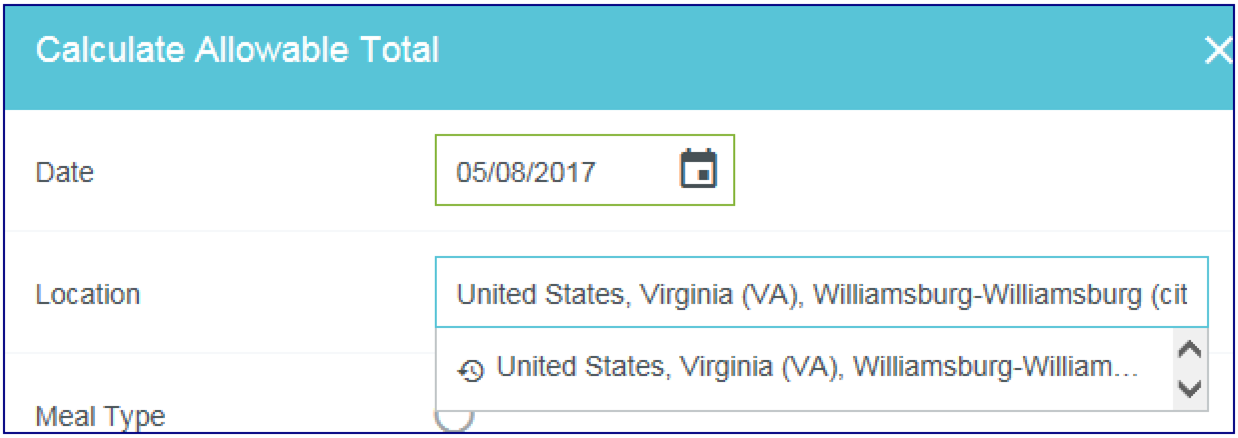



Prepared Food Vendor = Restaurant Purchase
Groceries = Purchase of meal items at a grocery store
Non-Grocery = Purchase of utensils and other items alike.

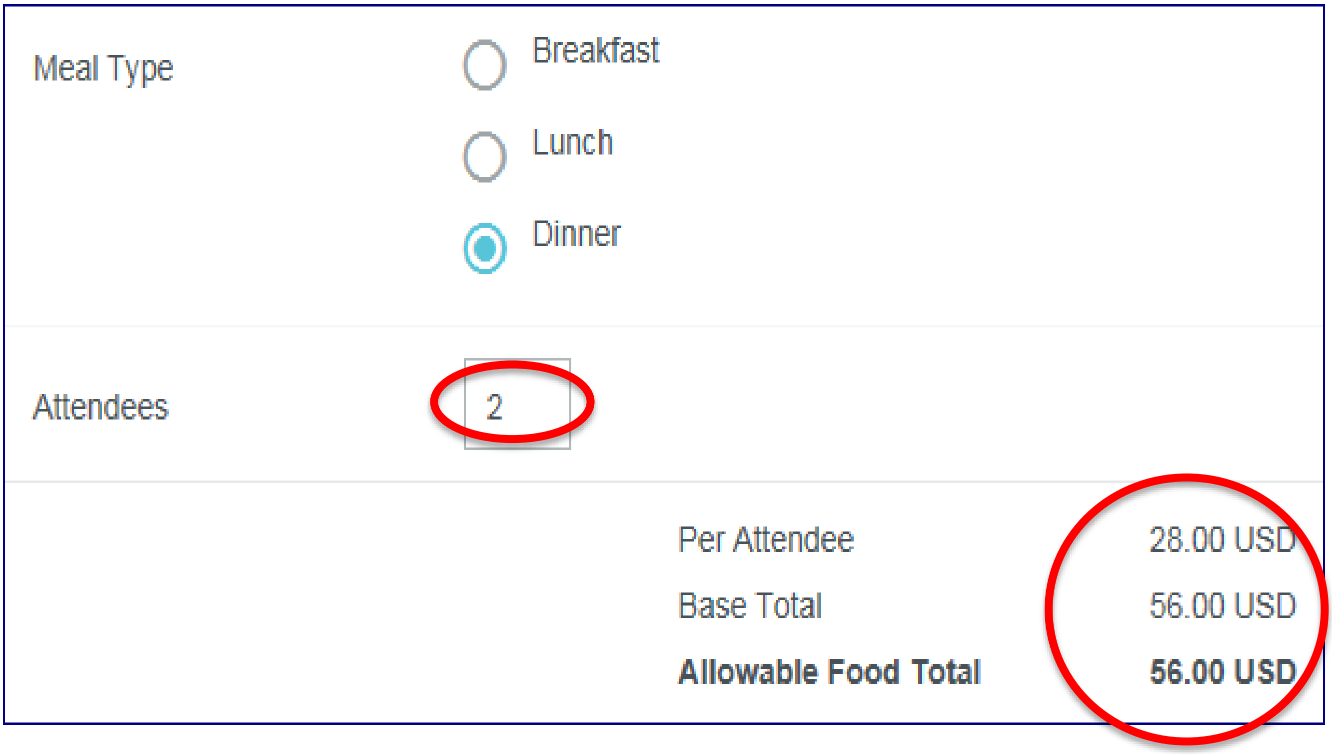
Tap **CALCULATE** to bring up the Per Diem Widget.



The Per Diem widget will pop up to be completed.  Enter **DATE** of Expense. Select the **LOCATION** to bring up the GSA table.

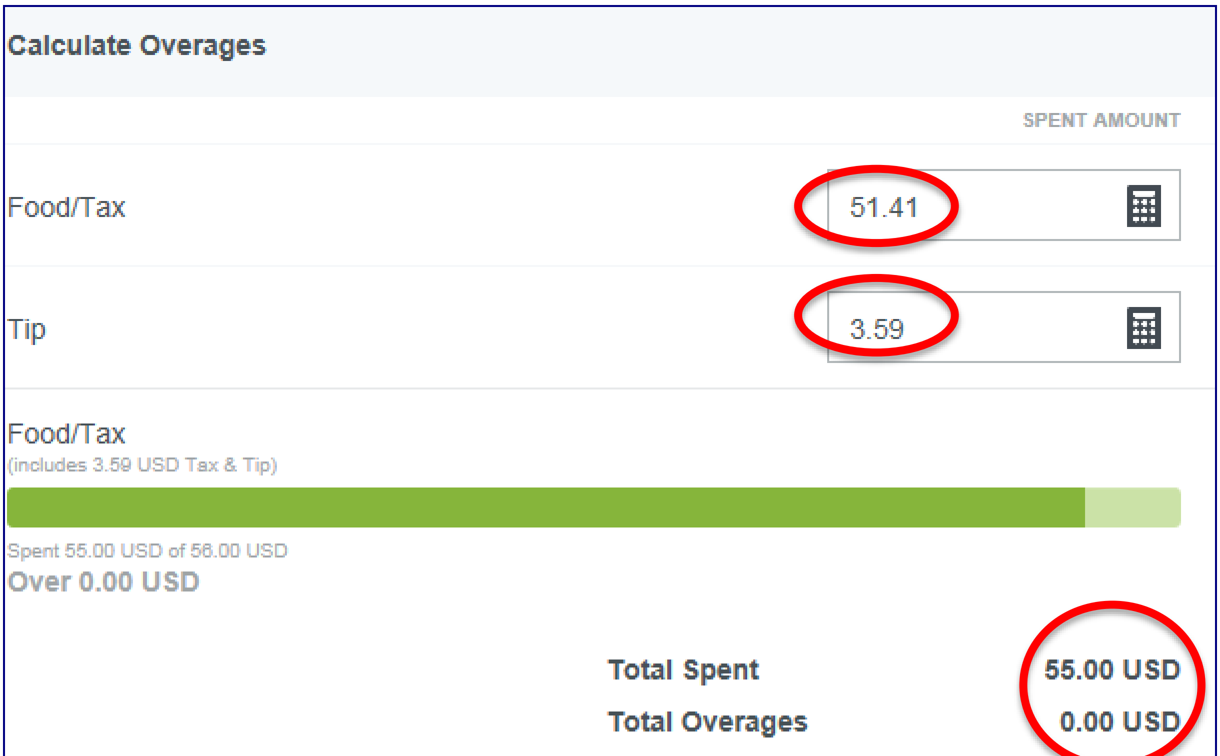



Select the **MEAL TYPE** and number of attendees. This will populate the Allowable Food Total.



Next enter the **FOOD/TAX** total and total **TIP** amount in calculator.

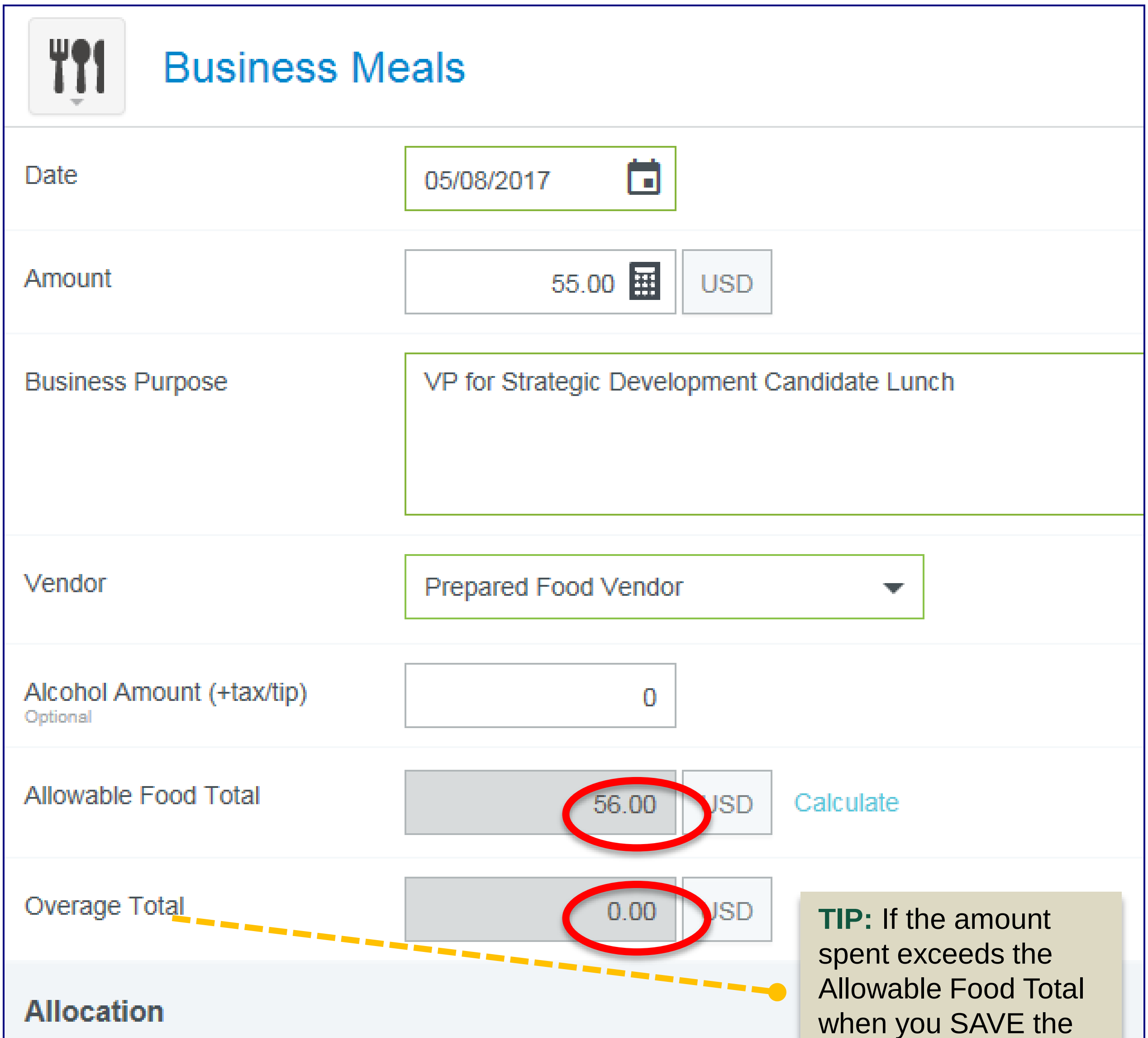
Tip may not exceed 20% of the food/tax total amount. The calculator will let you know if you went over the allowable amount.




When complete, tap SAVE. Save

After you Save the widget, the expense form populates with all your completed entries.

If the total spent is higher than the allowable amount, you must reduce the reimbursement amount request to match the allowable amount.



## Business Meals

| | |
|---|---|
| Date | 05/08/2017 |
| Amount | 55.00 USD |
| Business Purpose | VP for Strategic Development Candidate Lunch |
| Vendor | Prepared Food Vendor |
| Alcohol Amount (+tax/tip) Optional | 0 |
| Allowable Food Total | 56.00 USD Calculate |
| Overage Total | 0.00 USD |

**Allocation**

**TIP:** If the amount spent exceeds the Allowable Food Total when you SAVE the form, compliance rules will fire up providing guidance of what to do next.

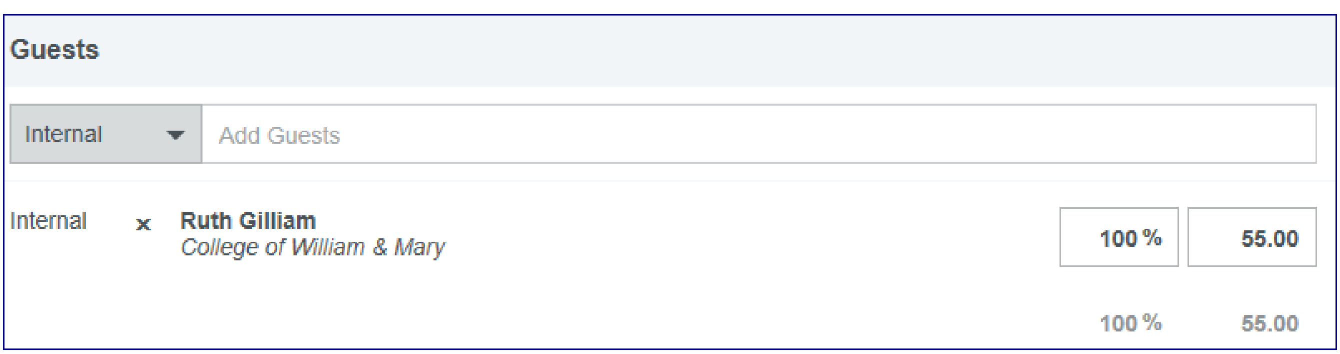
Next Step is to enter the guest information on the **GUEST SELECTOR**

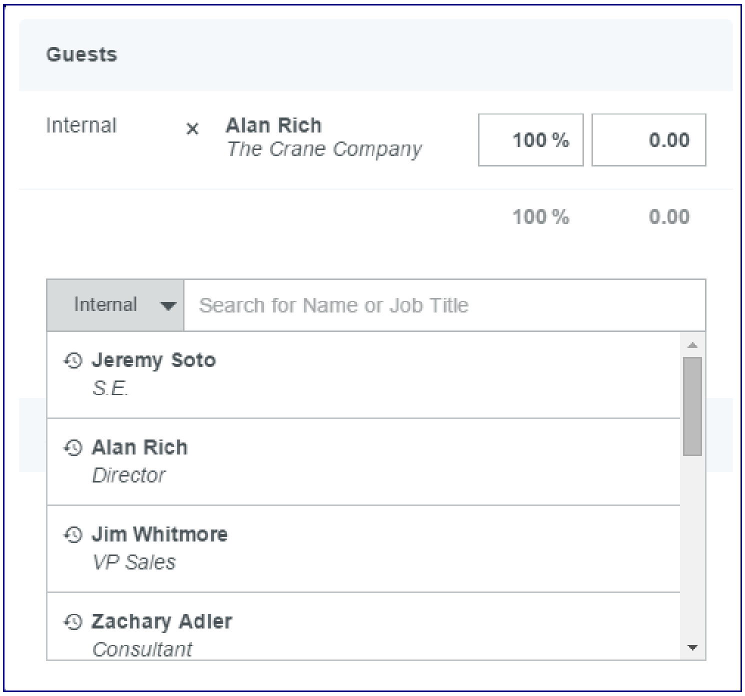
Certain expense items, like meals and events, include the option to distinguish between attendees who belong to your organization and those who don’t. If you are already familiar with the Allocation Selector functionality, you will find the Guest Selector functions similarly. The Guest Selector appears at the bottom of the expense entry screen. It automatically adds the expense owner as a guest, eliminating the possibility of counting him or her twice.

**INTERNAL GUESTS**

Internal guests are those who are Chrome River EXPENSE users at your organization.

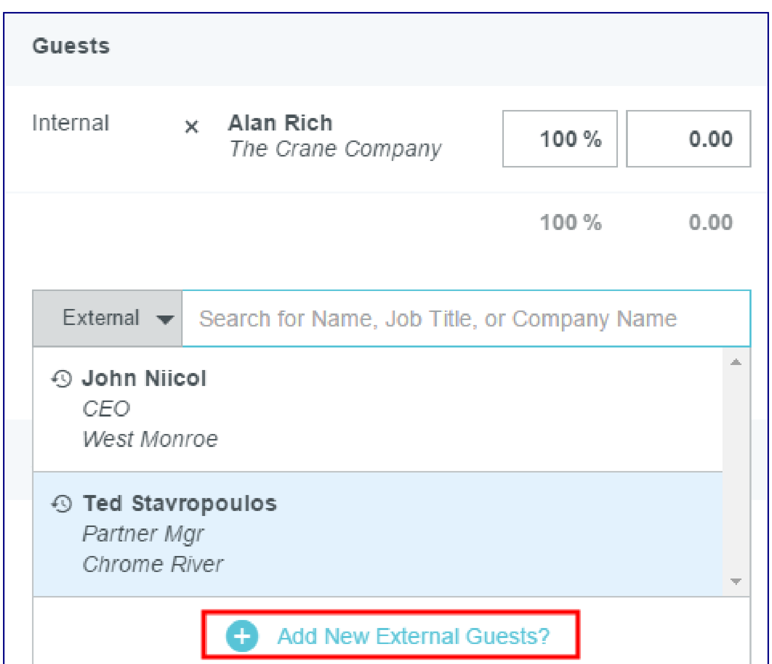
Tapping the Guests field opens the Guest Selection pane. Recently selected guests will be listed at the top. As you begin to type a name into the search bar, a list of all guests will appear in the lower half of the screen. Use the scroll bar to navigate through the list, if necessary. Then tap the desired name to select it.





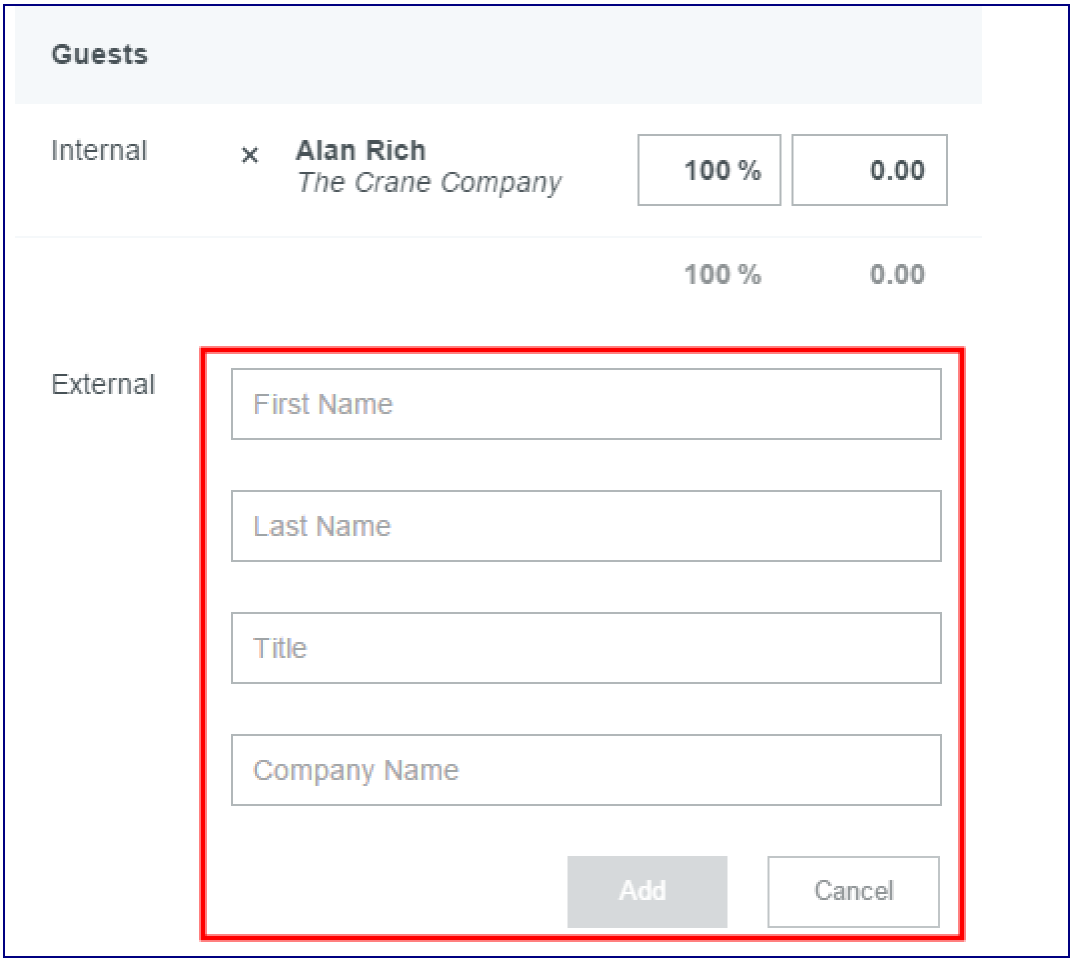

## EXTERNAL GUESTS

External guests are all other types of guests who are not Chrome River users at your organization. Searching for external guests who are already in the system is the same process described above, with recent guests denoted by a clock icon.



## ADD A NEW GUEST

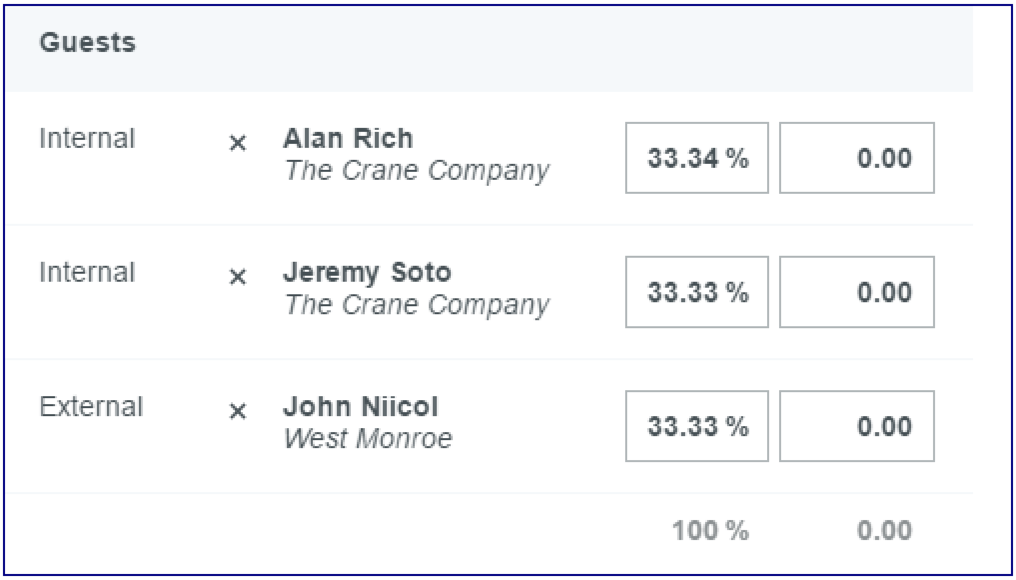
If the external guest is not in the system, tap + ADD NEW EXTERNAL GUESTS. Multiple fields will appear to capture the new guest's information. Depending on your company's policies, you may not be able to tap ADD until information has been entered into every field.



## ALLOCATION

The system automatically divides the cost equally among each of the guests so that the total amount is 100% allocated. You may manually adjust the per-person percentages or amounts individually to reallocate portions of the expense. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.

Note: It is best to do this after all guests have been added, since the amounts will redistribute equally as each new guest is added.




Once all the guests are entered and allocations are made (if desired), you may tap SAVE. 

# Air Expenses

Under the tile **AIR** you will be able to enter all expenses related to Airfare.

Air Expenses include:

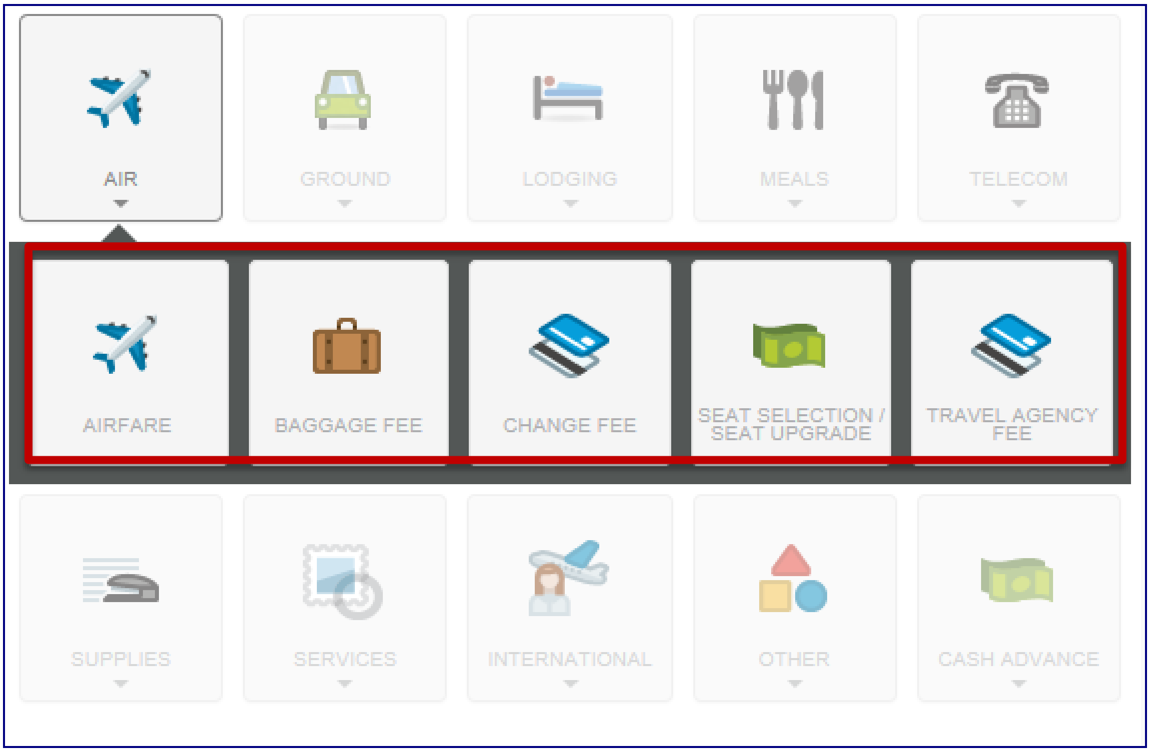
(1) Airfare,

(2) Baggage Fee,

(3) Change Fee,

(4) Seat Selection/Seat Upgrade and

(5) Travel Agency Fee



Each form is self-explanatory but has some requirements in common.  You will need to complete the following fields.

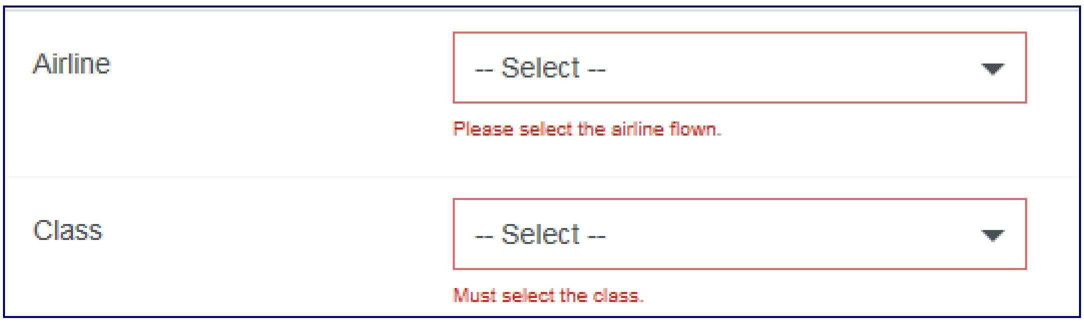
| | |
|---|---|
| Date: | Date of the actual payment for the expense |
| Amount: | Amount paid for the expense |
| Allocation: | Index to charge the expense |
| Receipt: | Required for all expenses |

Other fields are dropdowns that allow you to select from a prepopulated list.

Example:

Once you finish completing all the required information in the expense form, you may tap **Save** 

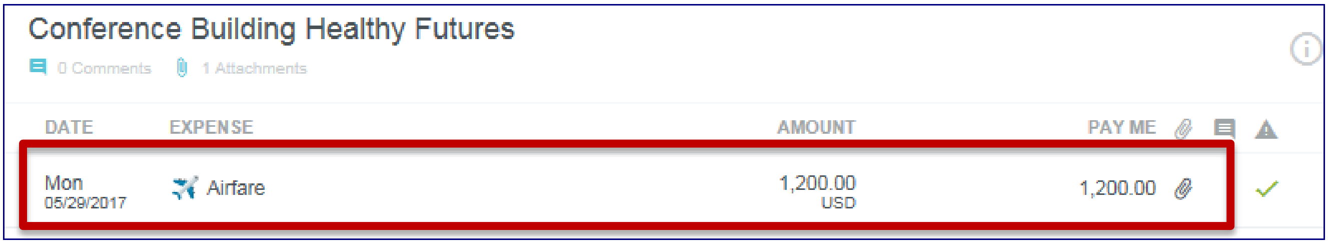

If you have missed a required field Chrome River will let you know by highlighting the field that needs completion.



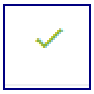
# Adding expenses to Expense Report

Once you tap **SAVE** 

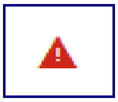
**i**n the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.




The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.

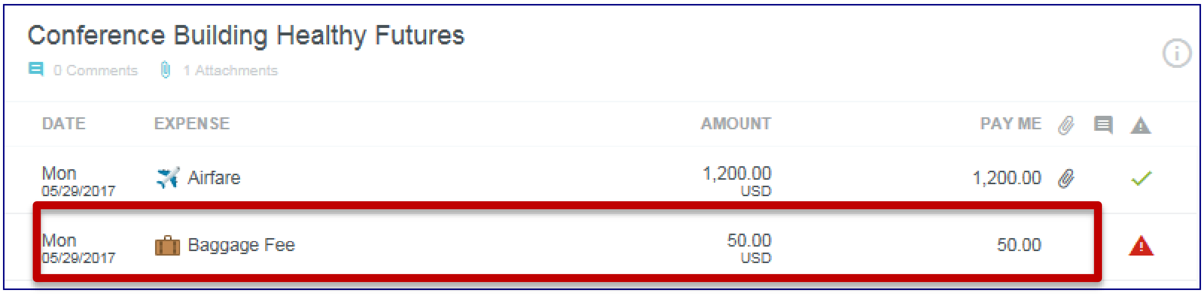


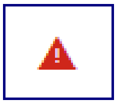
**TIP: The green checkmark next to the expense signifies the transaction is complete and can be submitted for payment.**



# Adding expenses to Expense Report

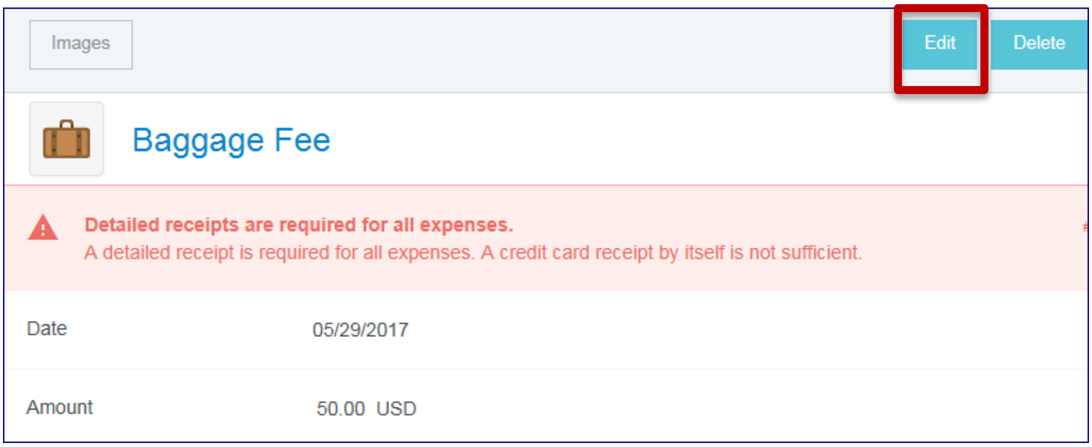
Or the contrary may happen and there is a problem with the transaction.



**TIP: The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.**

If the red warning triangle appears you must go back and EDIT the transaction.




Once you make the corrections, you may **SAVE** again. The transaction should now display the green checkmark.

# Ground Expenses

Under the tile **GROUND** you will be able to enter all expenses related to Ground transportation.

Ground Expenses includes:

(1) Car Rental,

(2) Taxi / Limo/ Shuttle,

(3) Train,

(4) Public Transportation

(5) Fuel

(6) Parking / Tolls

(7) Bus

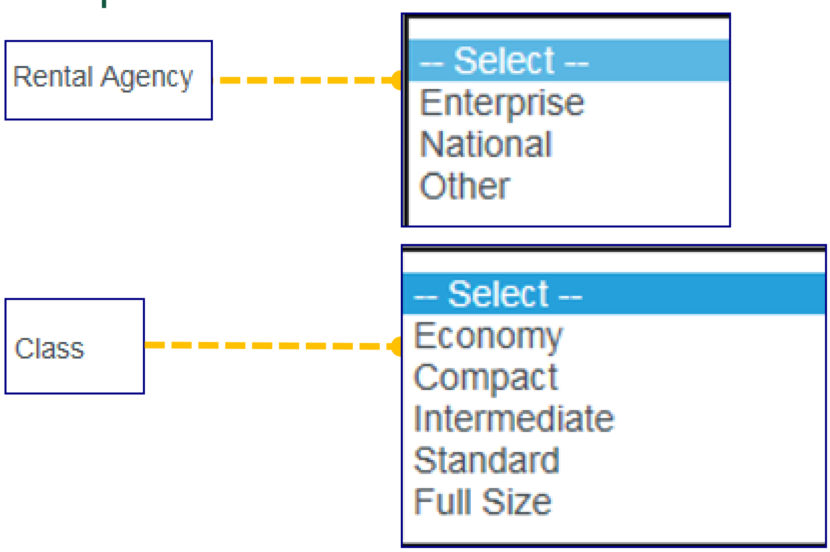
In this handout we will not discuss POV Daily Mileage or POV Average Mileage. Please see **Mileage Expense Entry** handout.

Each form is self-explanatory but has some requirements in common.  You will need to complete the following fields.

| | |
|---|---|
| Date: | Date of the actual payment for the expense |
| Amount: | Amount paid for the expense |
| Allocation: | Index to charge the expense |
| Receipt: | Required for all expenses |

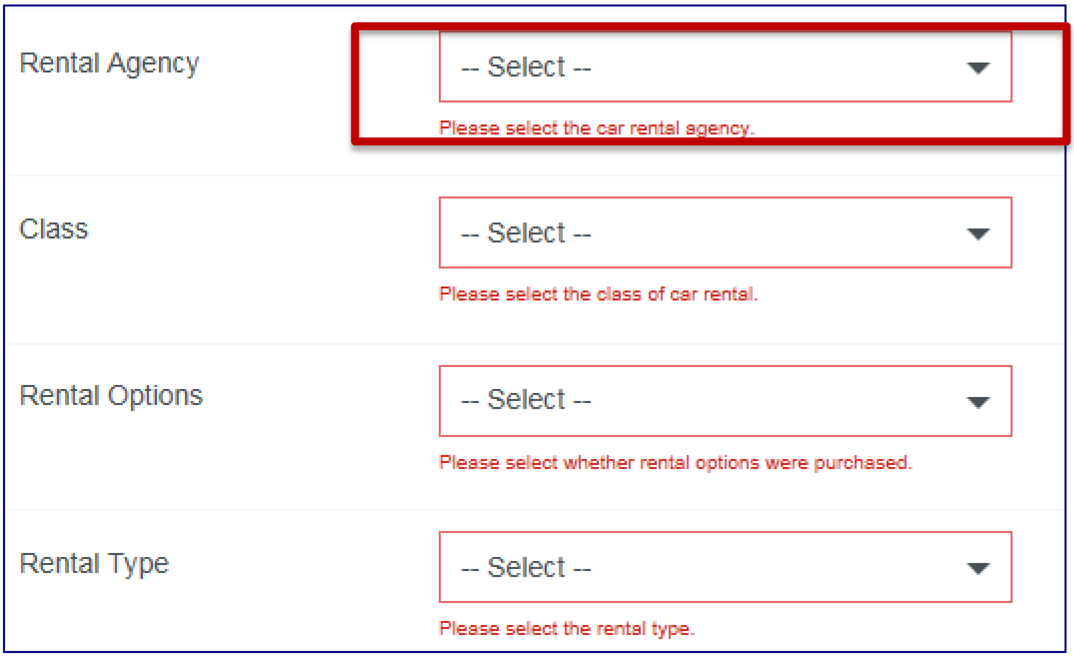
Other fields are dropdowns from which you may choose the correct answer from the list.

Example:



Once you finish completing all of the required information in the expense form, you may tap **Sa**

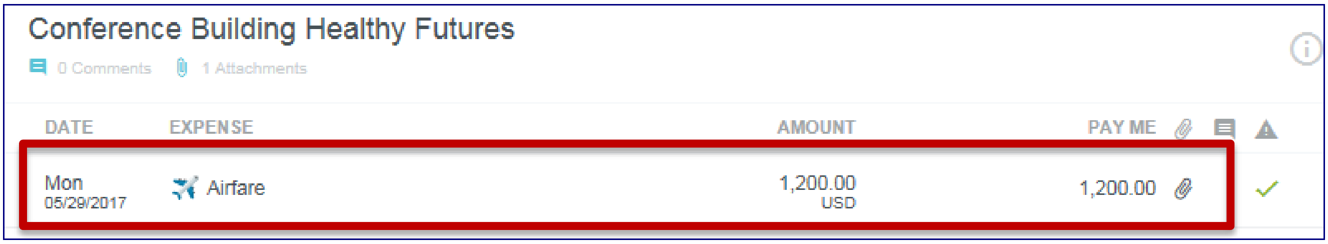

If you miss a required field Chrome River will let you know by highlighting the field that needs completion.

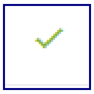


# Adding expenses to Expense Report

Once you tap **SAVE** 

on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

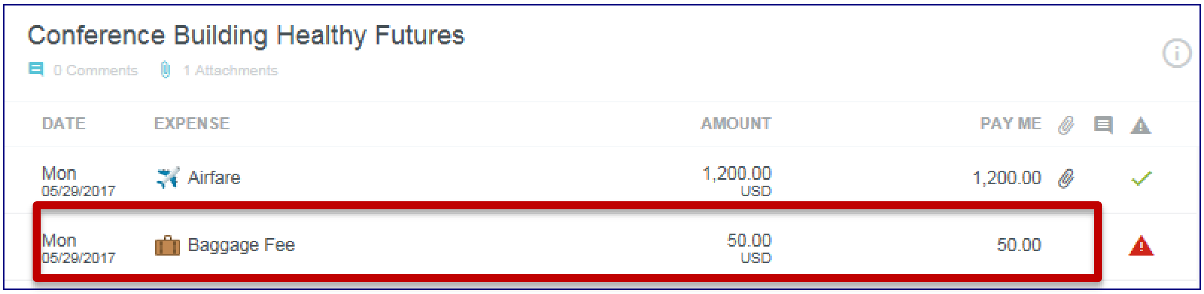


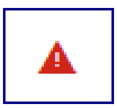



**TIP: The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.**

# Adding expenses to an Expense Report

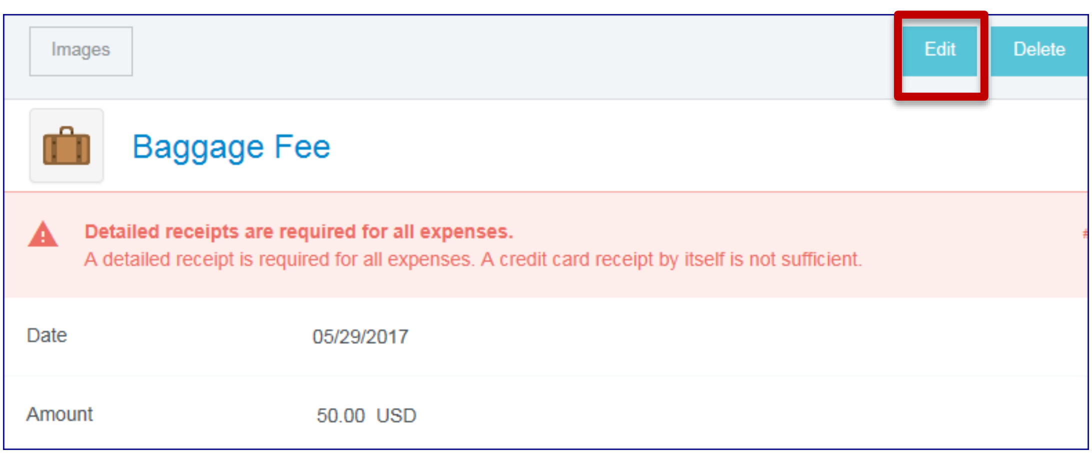
Or the contrary may happened and there is a problem with the transaction.



**TIP: The red warning triangle next to the expense signifies the transaction is not complete and must be corrected.**

If the red warning triangle appears you must go back and EDIT the transaction.




Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

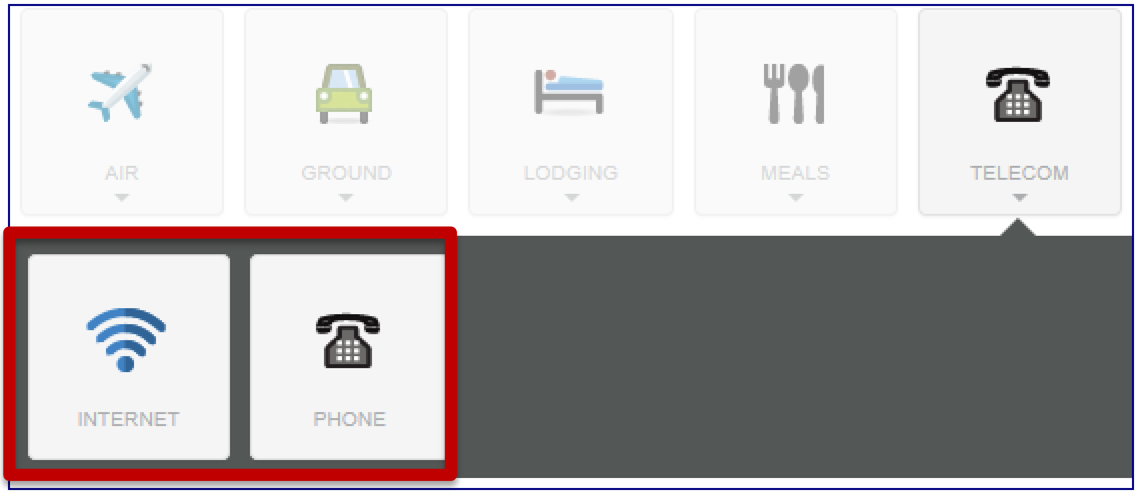
# Telecom Expenses

Under the tile **TELECOM** you will be able to enter all expenses related to communications purchases.

Telecom Expenses include:

(1) Internet

(2) Phone



Each form has the same fields. You will need to complete:

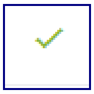
| | |
|---|---|
| Date: | Date of the actual payment for the expense |
| Amount: | Amount paid for the expense |
| Justification: | Explanation for the expense |
| Allocation: | Index to charge the expense |
| Receipt: | Required for all expenses |

Once you finish completing all the required information in the expense form, you may tap **Save** 

# Adding expenses to Expense Report

Once you tap **SAVE** 

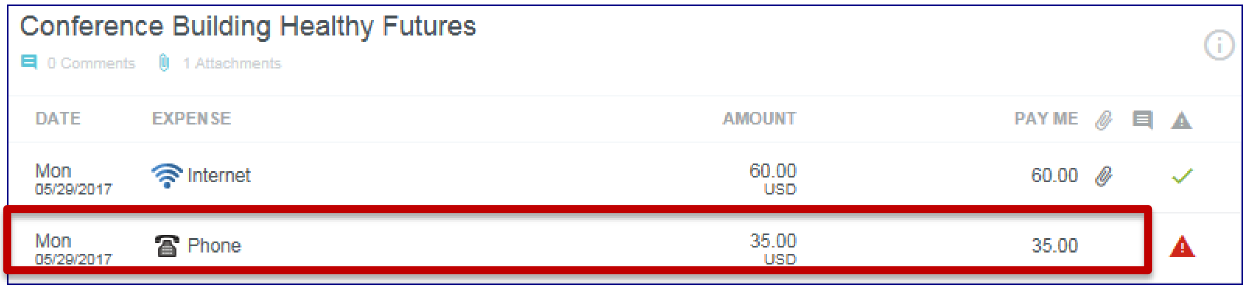
on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

**TIP: The green checkmark next to the expense signifies that the transcation is complete and can be submitted for payment.**

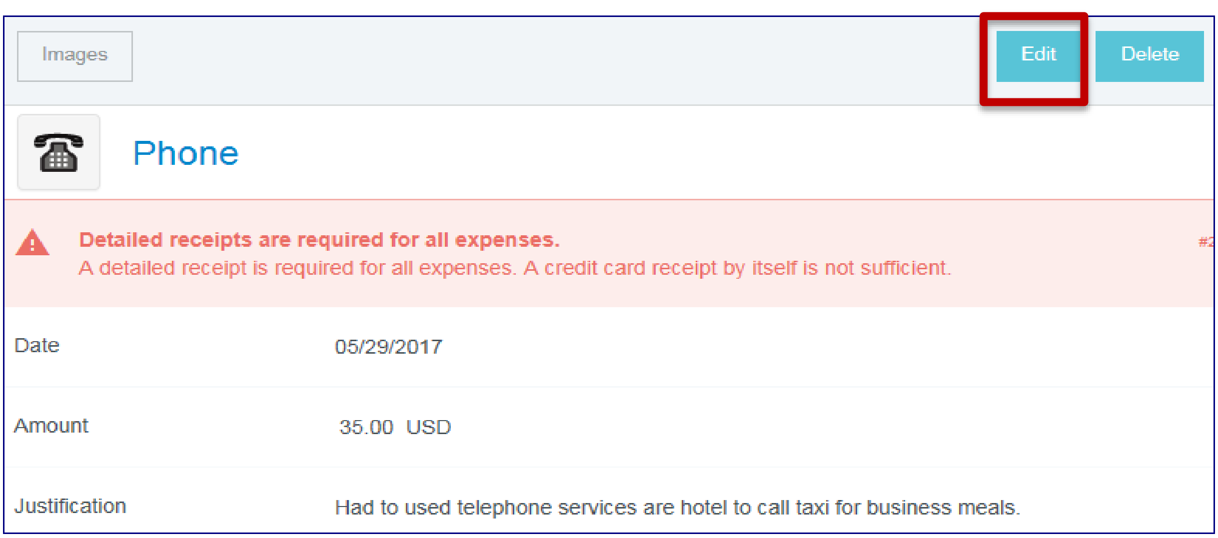
# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.




**TIP: The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.**

If the red warning triangle appears you must go back and EDIT the transaction.



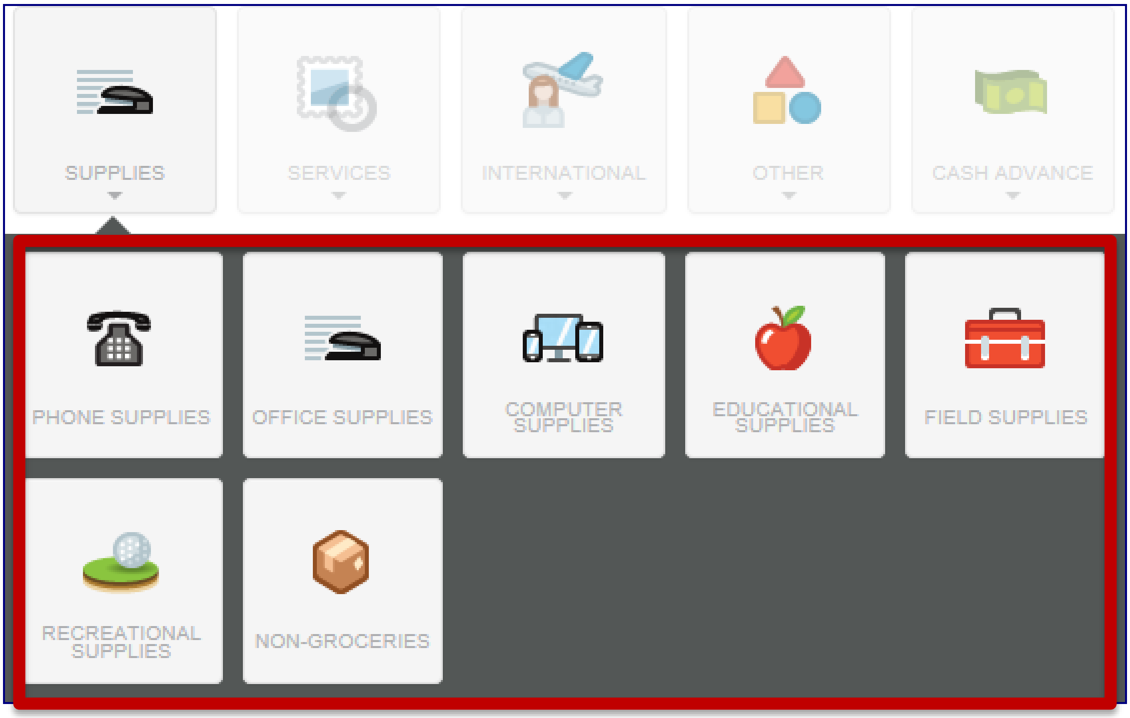

Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Supplies Expenses

There are rare occasions when a traveler may incur **SUPPLIES** expenses. Under the tile Supplies you will be able to enter all expenses related to supplies purchases.

Supplies Expenses includes:

(1) Phone Supplies
(2) Office Supplies
(3) Computer Supplies
(4) Educational Supplies
(5) Field Supplies
(6) Recreational Supplies
(7) Non-Groceries Supplies



Each form has the same fields.  You will need to complete:

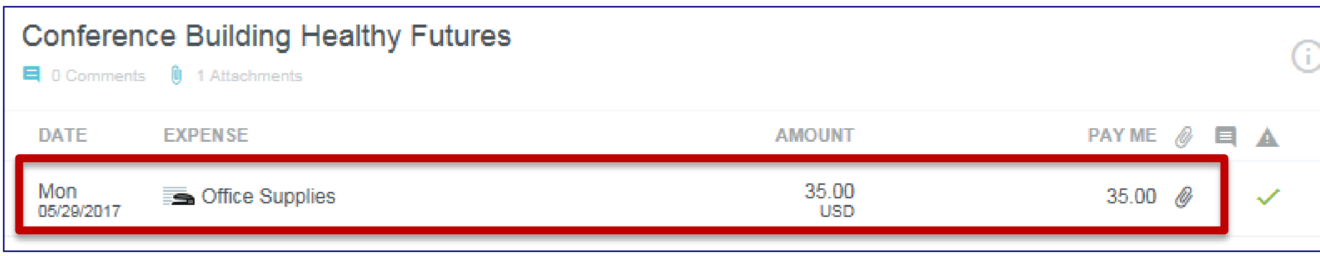
| | |
|---|---|
| Date: | Date of the actual payment for the expense |
| Amount: | Amount paid for the expense |
| Justification: | Explanation for the expense |
| Allocation: | Index to charge the expense |
| Receipt: | Required for all expenses |

Once you finish completing all the required information in the expense form, you may tap **Save** 

# Adding expenses to Expense Report

Once you tap **SAVE** 

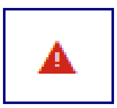
on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.




**TIP: The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.**

# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.

**TIP: The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.**

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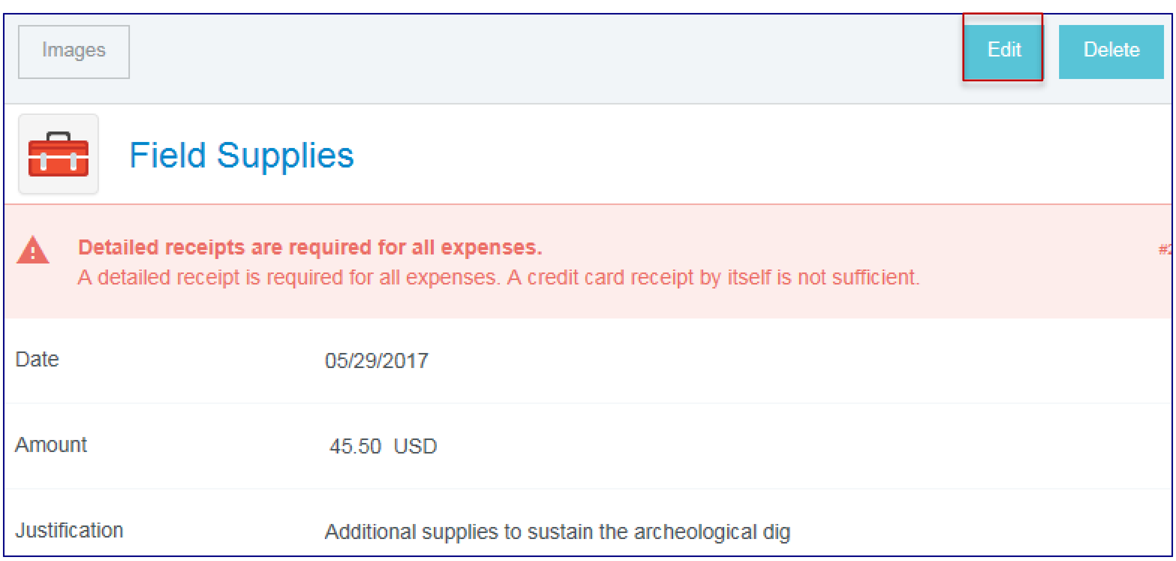



Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Services Expenses

There are rare occasions when a traveler may incur expenses for **SERVICES** received. Under the tile Services you will be able to enter all expenses related to services received for the following:

Services Expenses includes:

(1) Shipping / Postage

(2) Copying / Printing

(3) Express Services

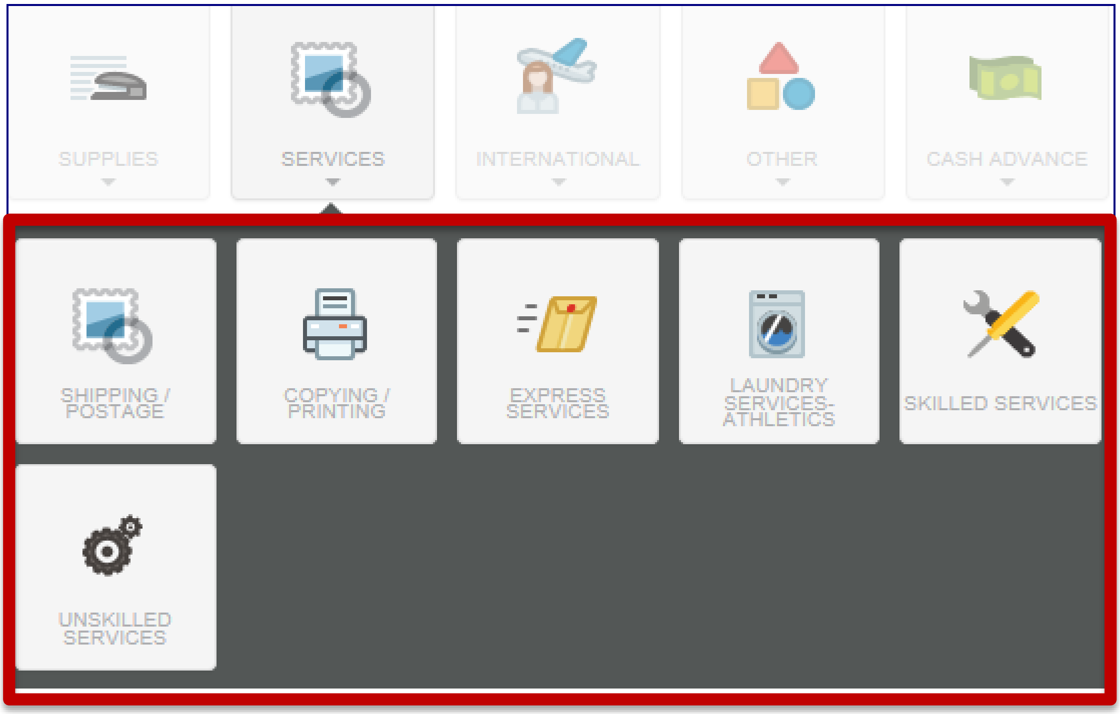
(4) Laundry Services (Athletics Only)

Items 1-4 are reasonable expenses during travel status and accounting should be able to process with no issue.

(5) Skilled Services

(6) Unskilled Services

Skilled services and unskilled services is different. These are services rendered by professionals and other technical experts. Under Internal Revenue Service (IRS) rules payment to vendors for services provided are reportable on tax form 1099-MISC, therefore, this type of expenditure may <u>not</u> be reimbursable if the IRS rules are not followed. Before submitting a request for reimbursement contact the Accounting Operations office.




Each form has the same fields.  You will need to complete:

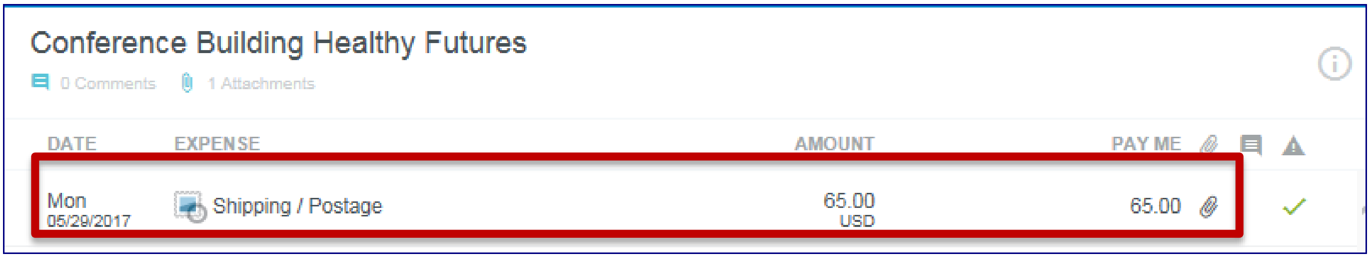
| | |
|---|---|
| Date: | Date of the actual payment for the expense |
| Amount: | Amount paid for the expense |
| Justification: | Explanation for the expense |
| Allocation: | Index to charge the expense |
| Receipt: | Required for all expenses |

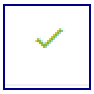
Once you finish completing all the required information in the expense form, you may tap **Save** 

# Adding expenses to Expense Report

Once you tap **SAVE** 

on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

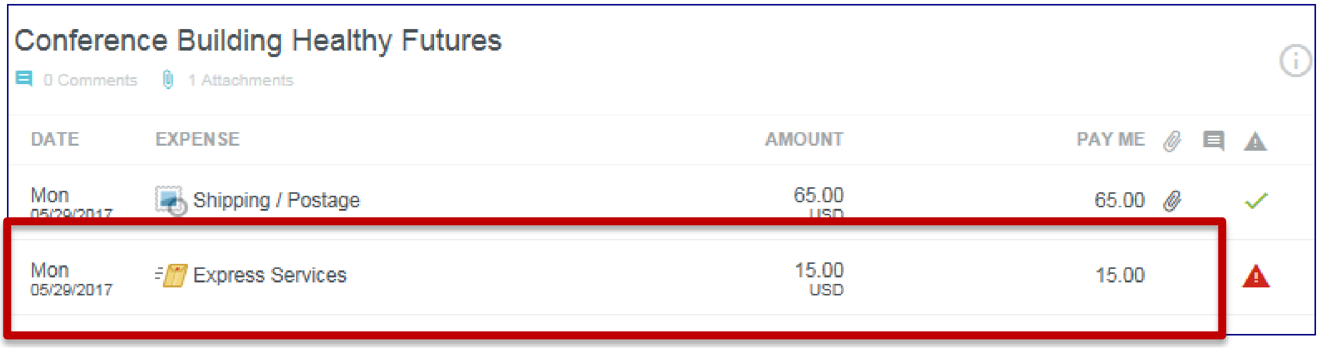


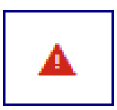



**TIP: The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.**

# Adding expenses to Expense Report

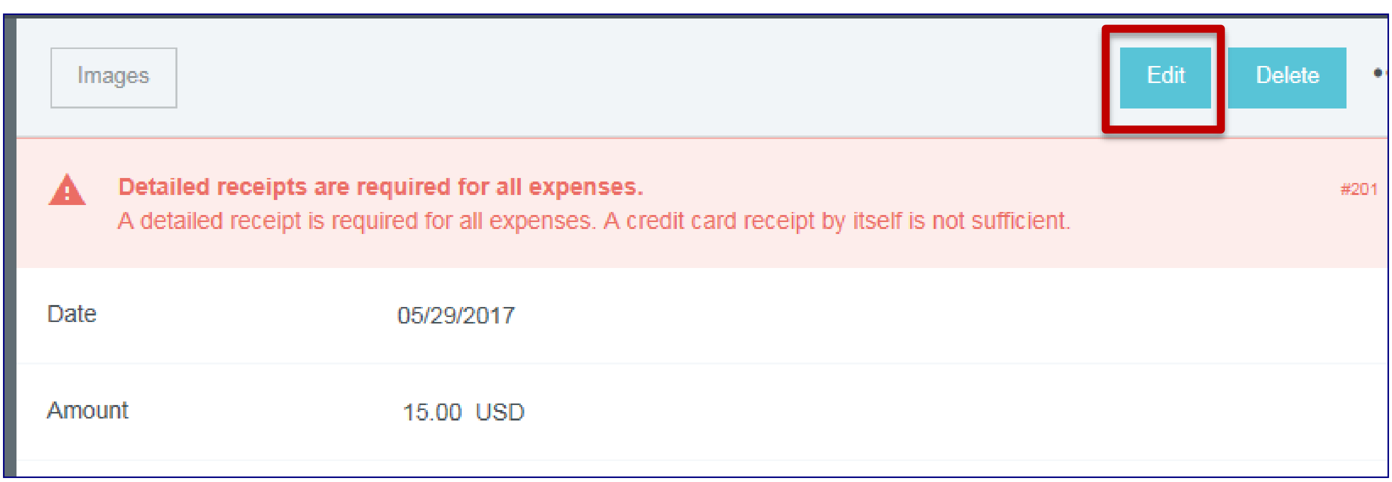
Or the contrary may happen and there is a problem with the transaction.



**TIP: The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.**

If the red warning triangle appears you must go back and EDIT the transaction.




Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

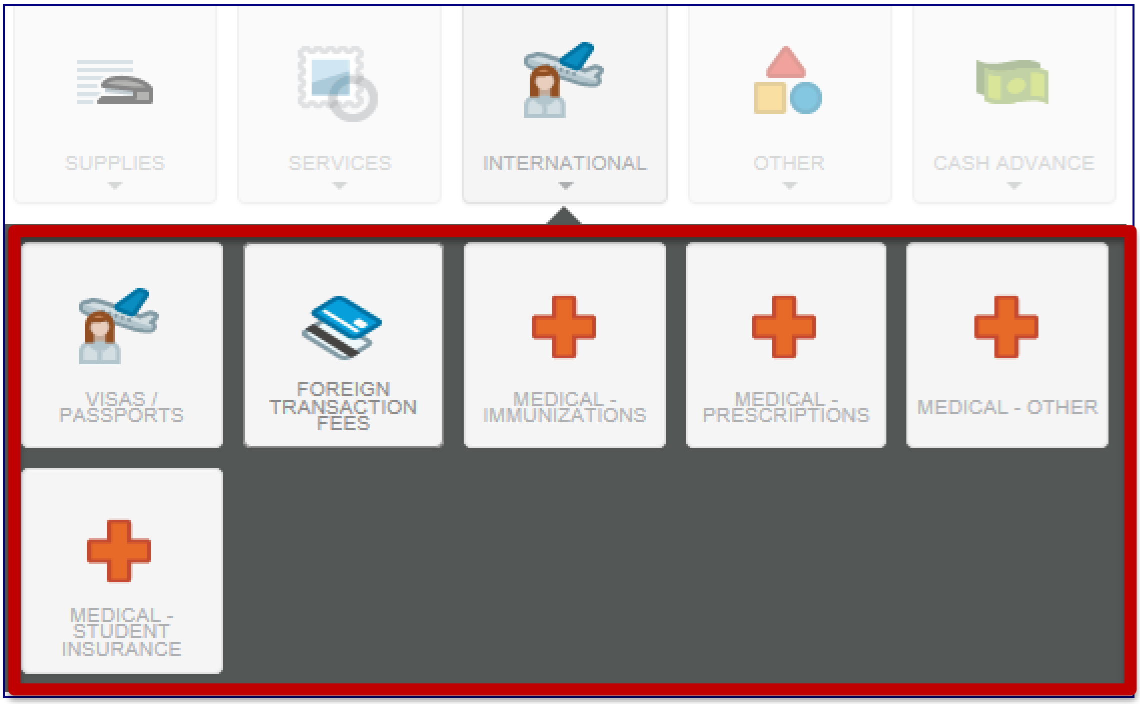
# International Expenses

There are rare occasions when a traveler may incur expenses related to **INTERNATIONAL** travel.  These expenditures are rare, therefore check the policies and guidelines before submitting request for reimbursements.

Under the tile International you will be able to enter all expenses related to this kind of purchase.

Supplies Expenses includes:

(1) Visa / Passports
(2) Foreign Transaction Fees
(3) Medical Immunizations
(4) Medical Prescriptions
(5) Medical - Other
(6) Medical Student Insurance



Each form has the same fields.  You will need to complete:

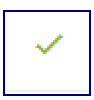
| | |
|---|---|
| Date: | Date of the actual payment for the expense |
| Amount: | Amount paid for the expense |
| Justification: | Explanation for the expense |
| Allocation: | Index to charge the expense |
| Receipt: | Required for all expenses |

Once you finish completing all the required information in the expense form, you may tap **Save** 

# Adding expenses to Expense Report

Once you tap **SAVE** 

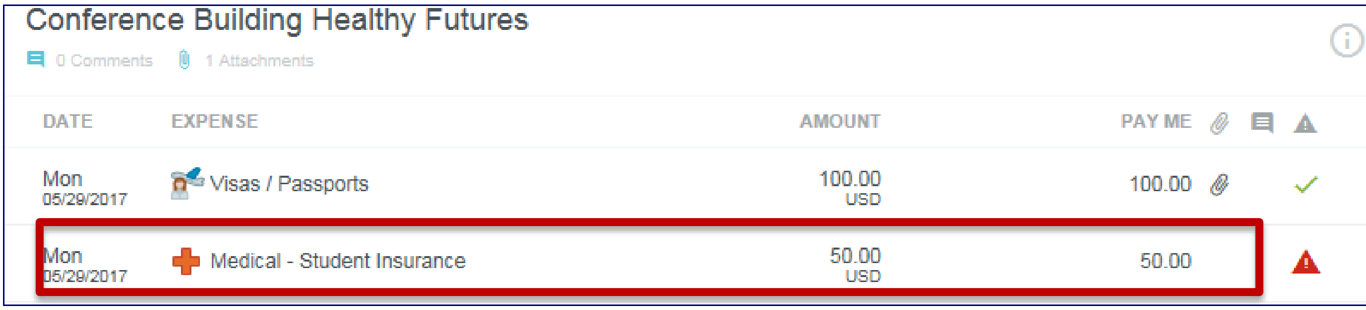
on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

**TIP: The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.**

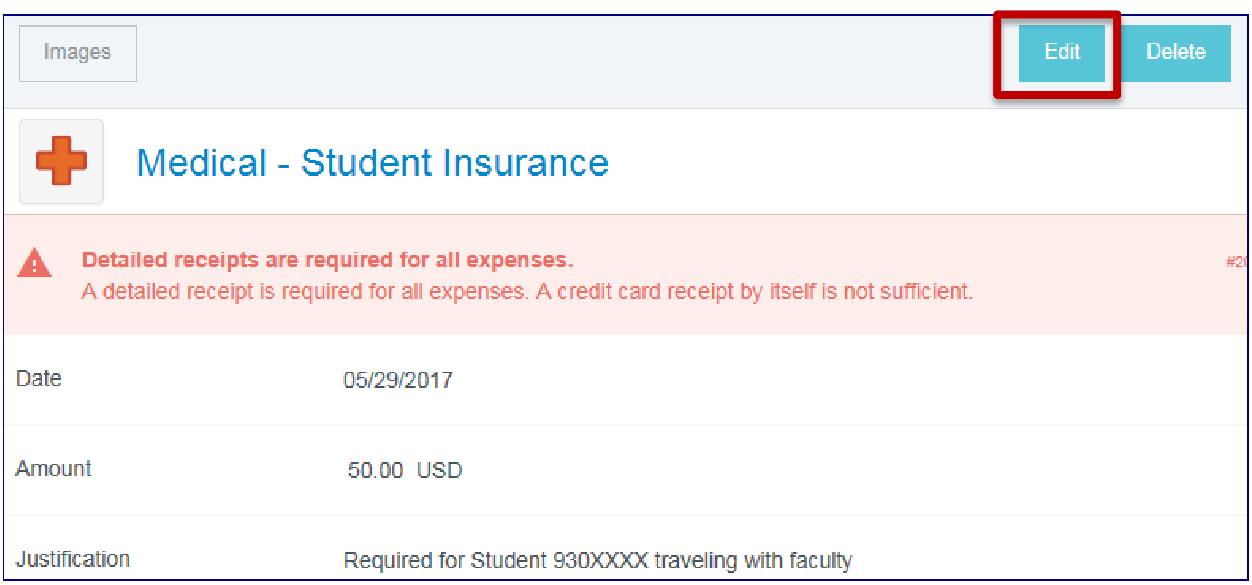
# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.




**TIP: The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.**

If the red warning triangle appears you must go back and EDIT the transaction.




Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Other Expenses

There are rare occasions when a traveler may incur other types of expenses. Under the tile **OTHER** you will be able to enter all expenses related to other purchases.

Other Expenses includes:

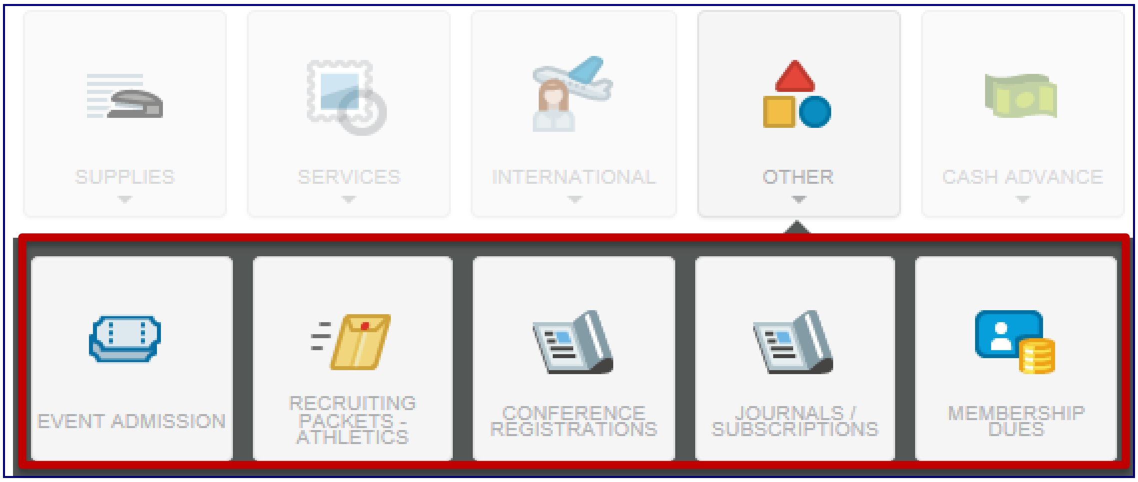
(1) Event Admission

(2) Recruiting Packets Athletics

(3) Conference Registrations

(4) Journals / Subscriptions

(5) Membership Dues



Each form has the same fields. You will need to complete:

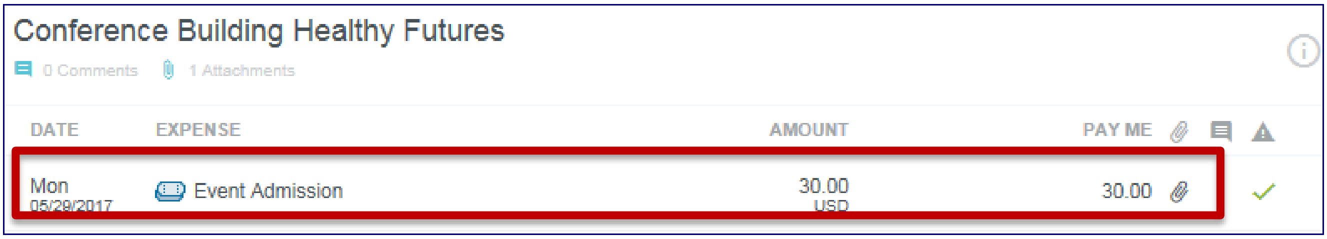
| | |
|---|---|
| Date: | Date of the actual payment for the expense |
| Amount: | Amount paid for the expense |
| Justification: | Explanation for the expense |
| Allocation: | Index to charge the expense |
| Receipt: | Required for all expenses |

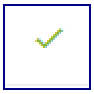
Once you finish completing all the required information in the expense form, you may tap **Save** 

# Adding expenses to Expense Report

Once you tap **SAVE** 

in the top right hand corner, the line item expense will move from the right side of the form to the left as a completed expense.

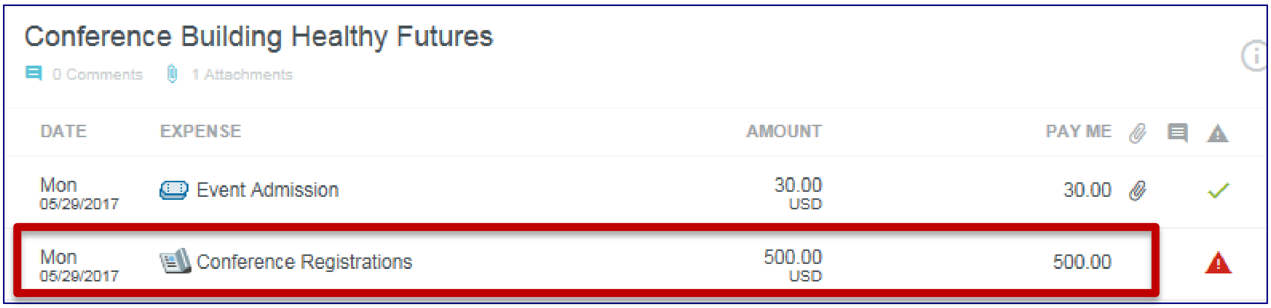


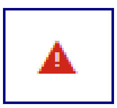



**TIP: The green checkmark next to the expense signifies that the transcription is complete and can be submitted for payment.**

# Adding expenses to Expense Report

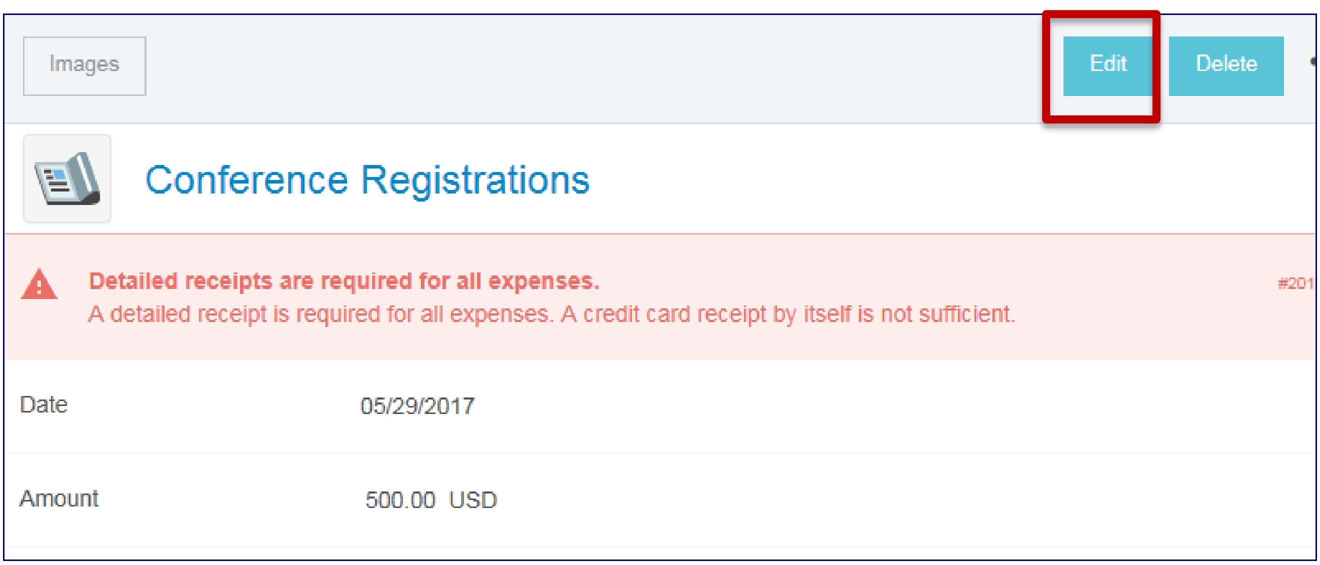
Or the contrary may happen and there is a problem with the transaction.



**TIP: The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.**

If the red warning triangle appears you must go back and EDIT the transaction.

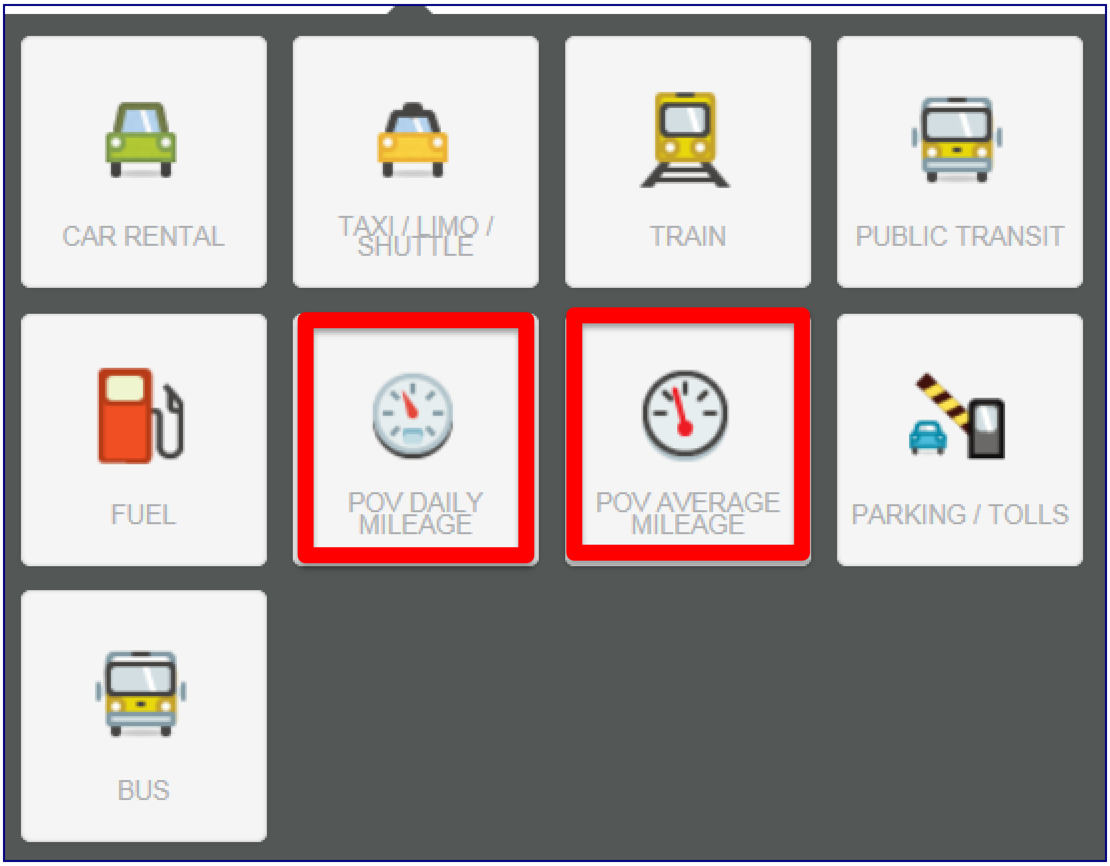



Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Mileage Expense Entry

User who need to be reimbursed for mileage can take advantage of Chrome River's built-in Google Maps functionality for easy calculation of distances.

Tap the **GROUND** tile in the Mosaic to access its drawer, then tap **MILEAGE**.



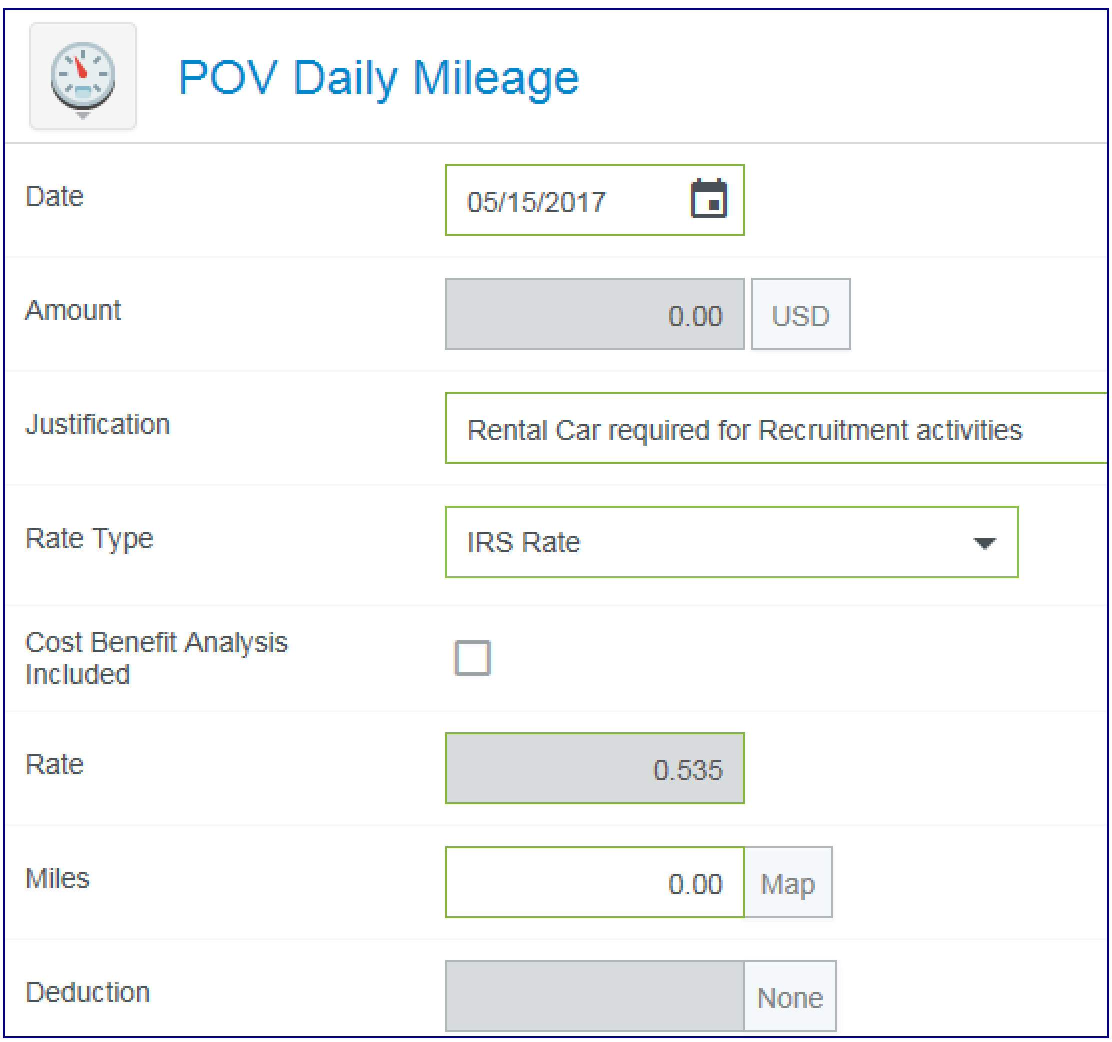

Users will see there are two options to record mileage:

- POV Daily Mileage
- POV Average Mileage

In the Mileage entry screen, enter the basic information required.  You will see that the **Amount** field cannot be edited. This is because the reimbursement amount depends on the number of miles you traveled.

Policy states that a POV mileage may not exceed 200 miles a day. If you traveled more than 200 miles a day; Chrome River will require you to chose the correct Rate.

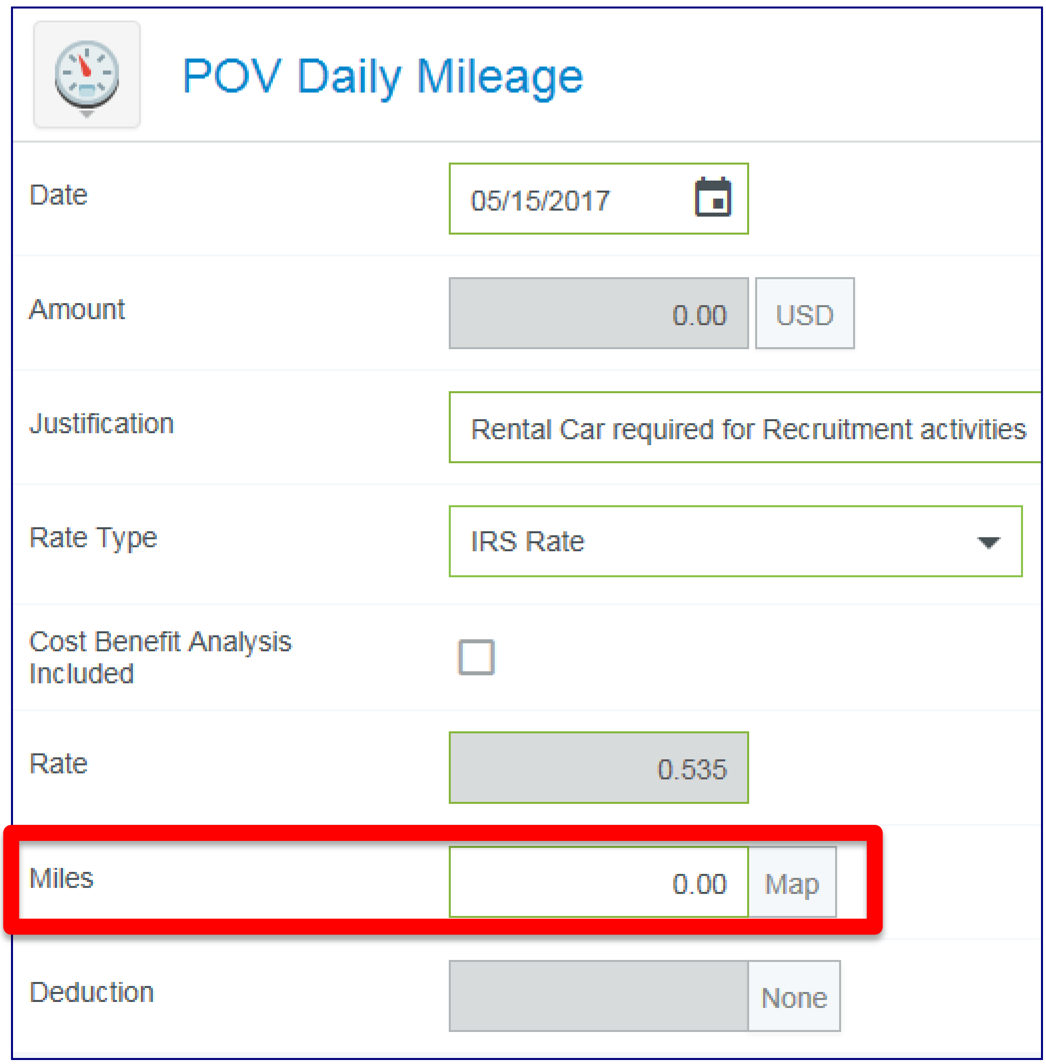
If you traveled less than 200 miles a day, you may use **POV DAILY MILEAGE** tile



# Entering Miles Driven

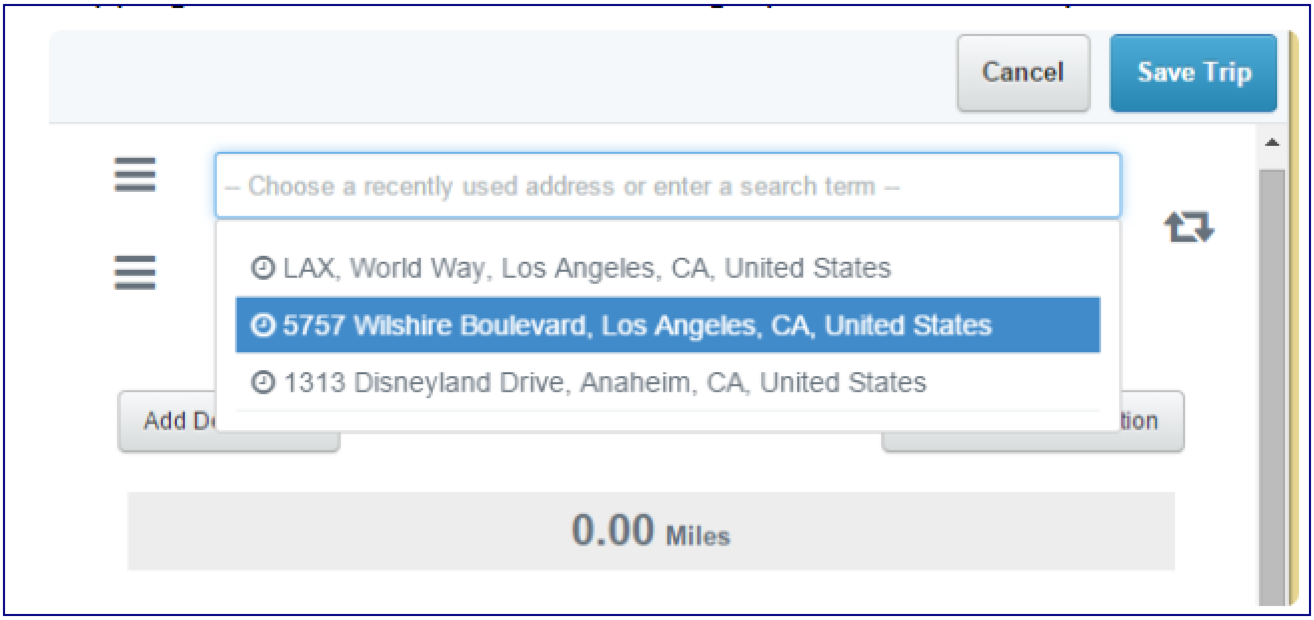
Enter the number of miles you traveled, or tap the **MAP** button to access the integrated Google Maps functionality.

Note – that if you do not use the google Maps functionality, you will be required to attach documentation to support the miles driven.

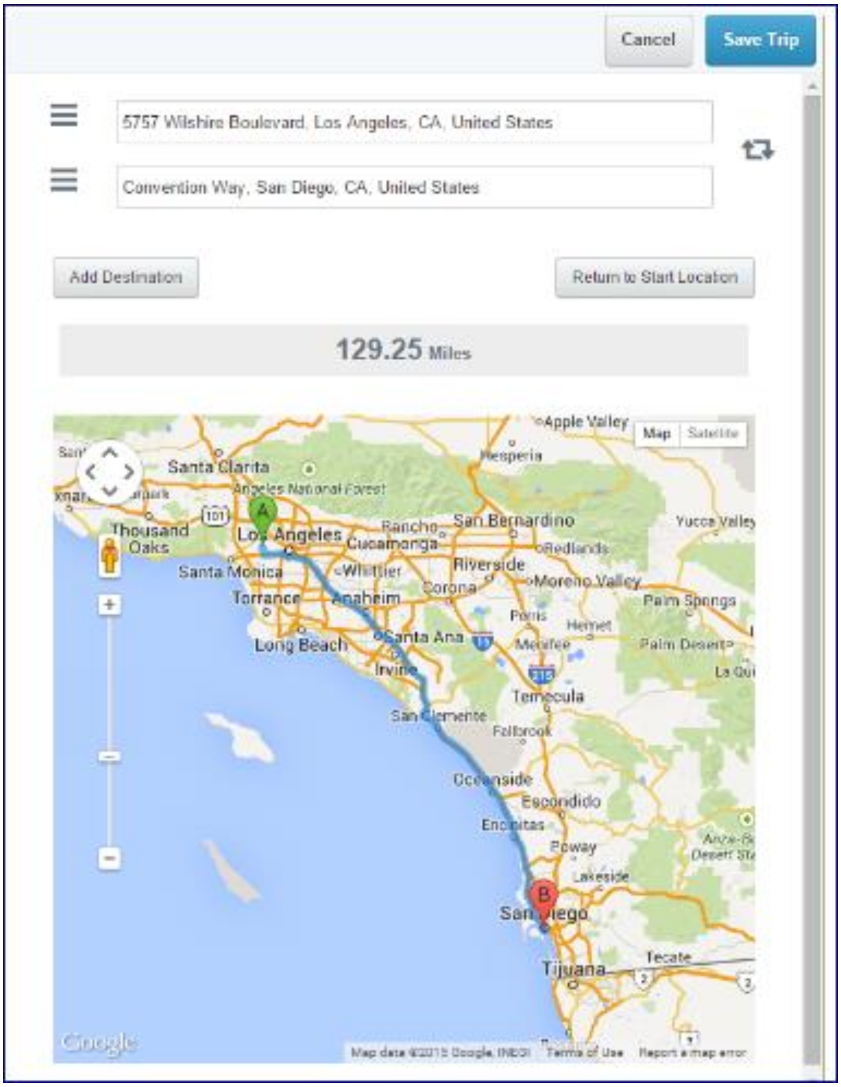



Once you tap the MAP button a new screen will populate.

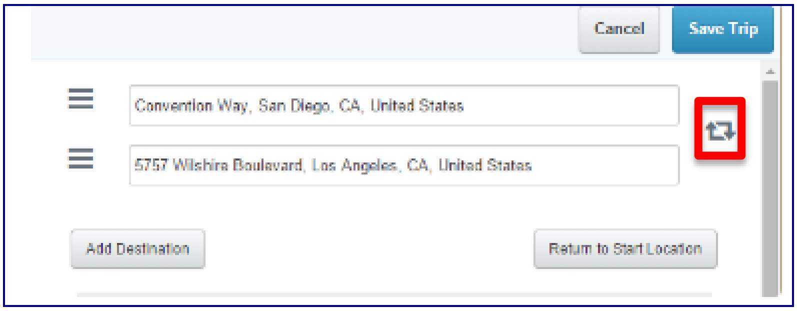
Tapping in the address fields will bring up a list of recently used addresses, if you have any. If not, just may begin entering a location name or a specific address and Google will bring up your matches. Chrome River will save all the addresses you use over the year.



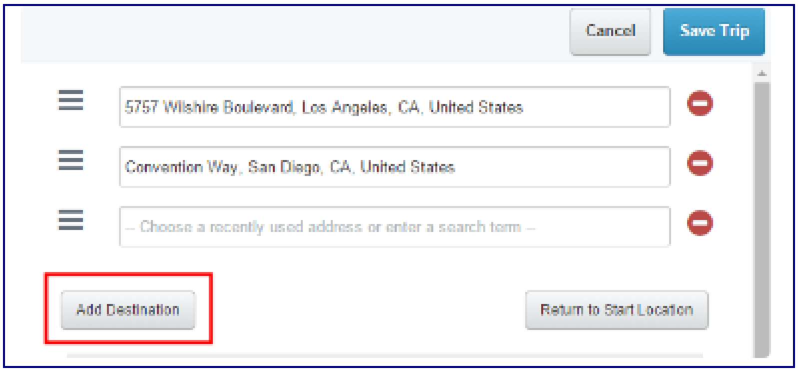

The distance and map will refresh to reflect your route. It includes the same navigation features found in Google Maps online, including zoom controls and the moveable marker.



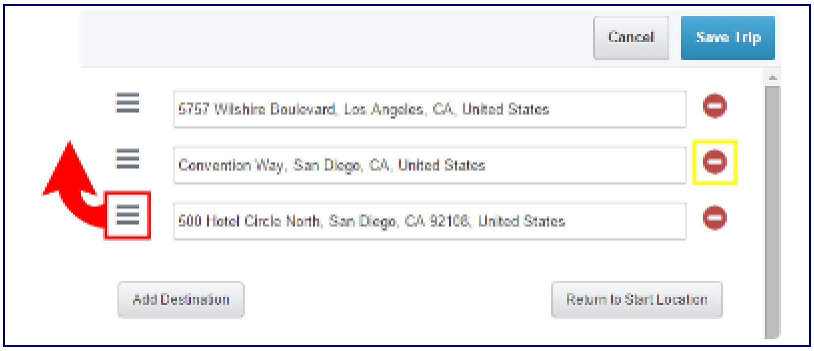

Tap the arrows icon to reverse the order of your travel destinations.



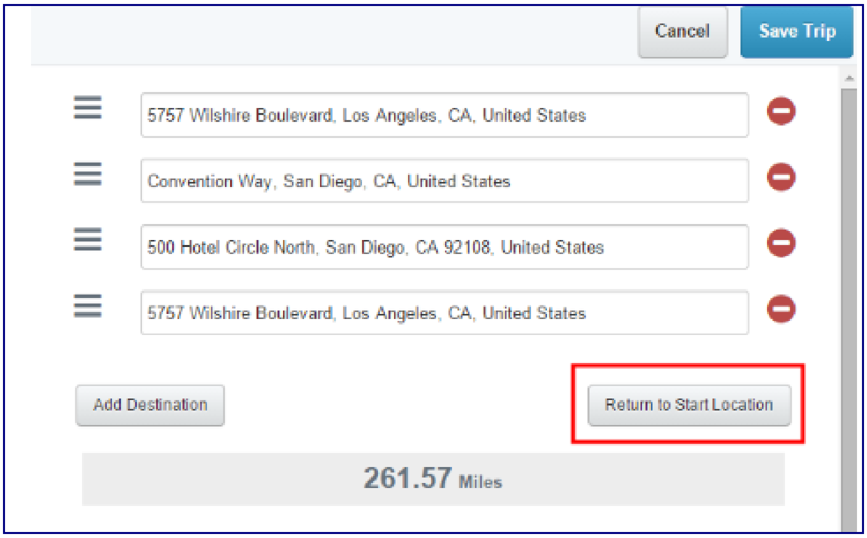
To **ADD DESTINATION** to add another stop on your trip.



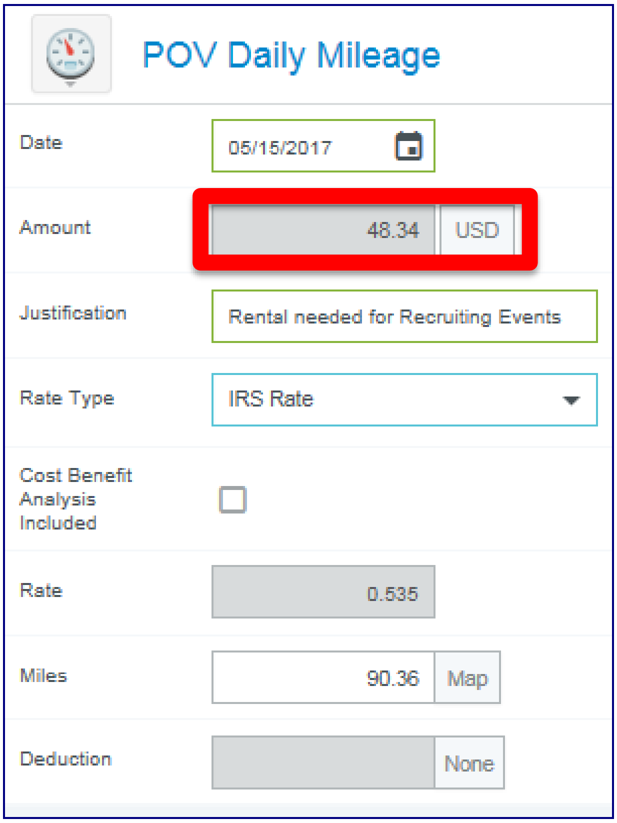

Use the gray lines to grab a location and move it to a different spot in the order of destinations.  Use the red circle icon to delete a destination.



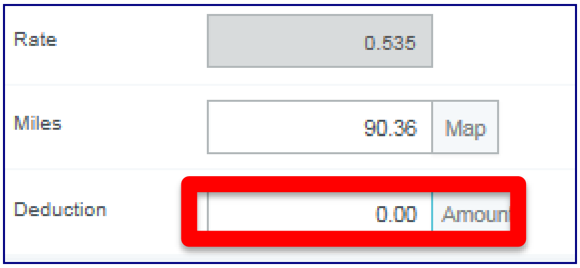

Tapping **RETURN TO START LOCATION** will add the first location as a new destination at the bottom of the list



Tap **SAVE TRIP** to return to the Mileage entry screen. You will see that the Amount has automatically calculated based on the Rate Type.

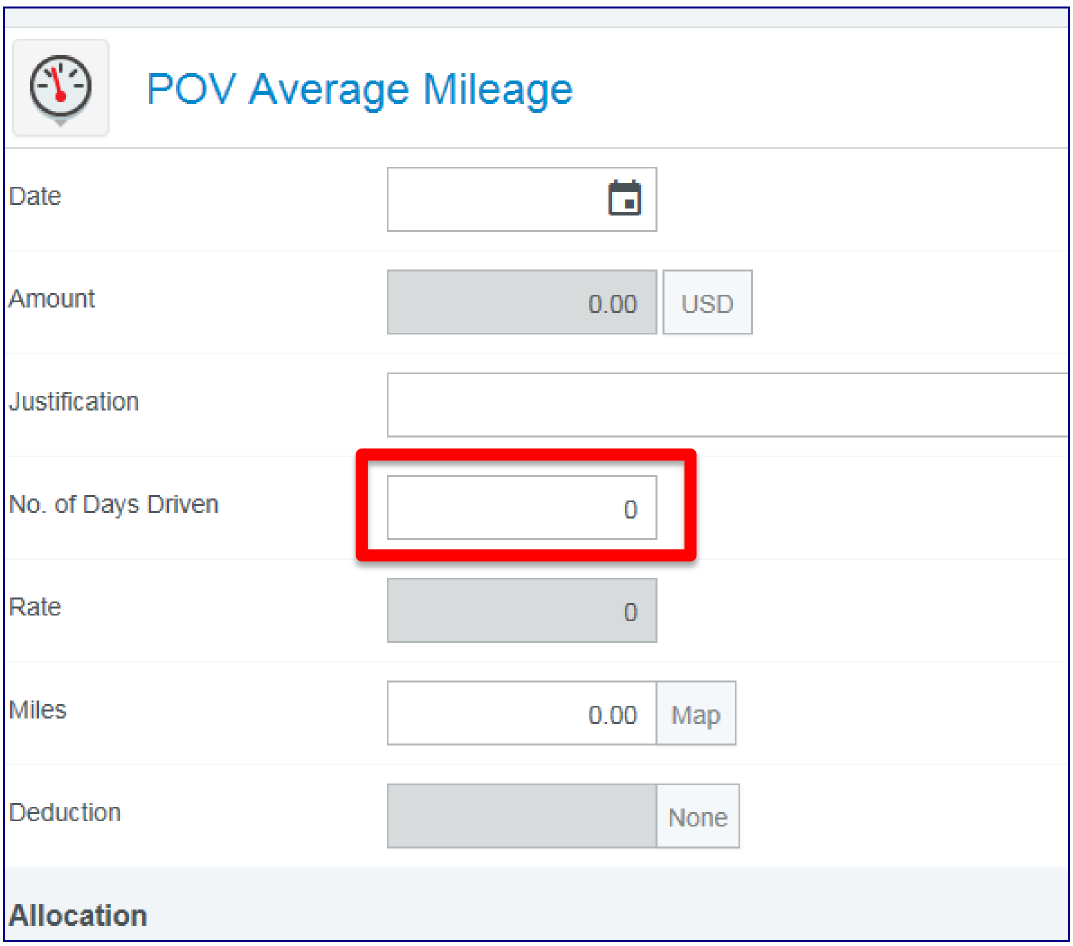



You can easily deduct personal mileage for a portion of your total trip distance or the amount for your standard commute. Simply enter the number of miles in the **DEDUCTION** box. Note that you can either deduct by amount or by distance.



# POV AVERAGE MILES

Employees may use their POV and be paid the higher mileage rate without any cost analysis when driving 200 miles or less per day. Calculate the average daily mileage of the trip by dividing the total round trip mileage by the number of official business travel days. For example, on a four day business trip with a round trip mileage of 800 miles, 800 miles divided by 4 official business travel days equals 200 average daily miles.




The only difference in this screen is the field: No. of Days Driven. You must enter this information and complete all other fields just like you did for POV Mileage. If the daily driven miles are more than 200 miles a day. You cannot use this form. You must use the POV Mileage calculator instead.