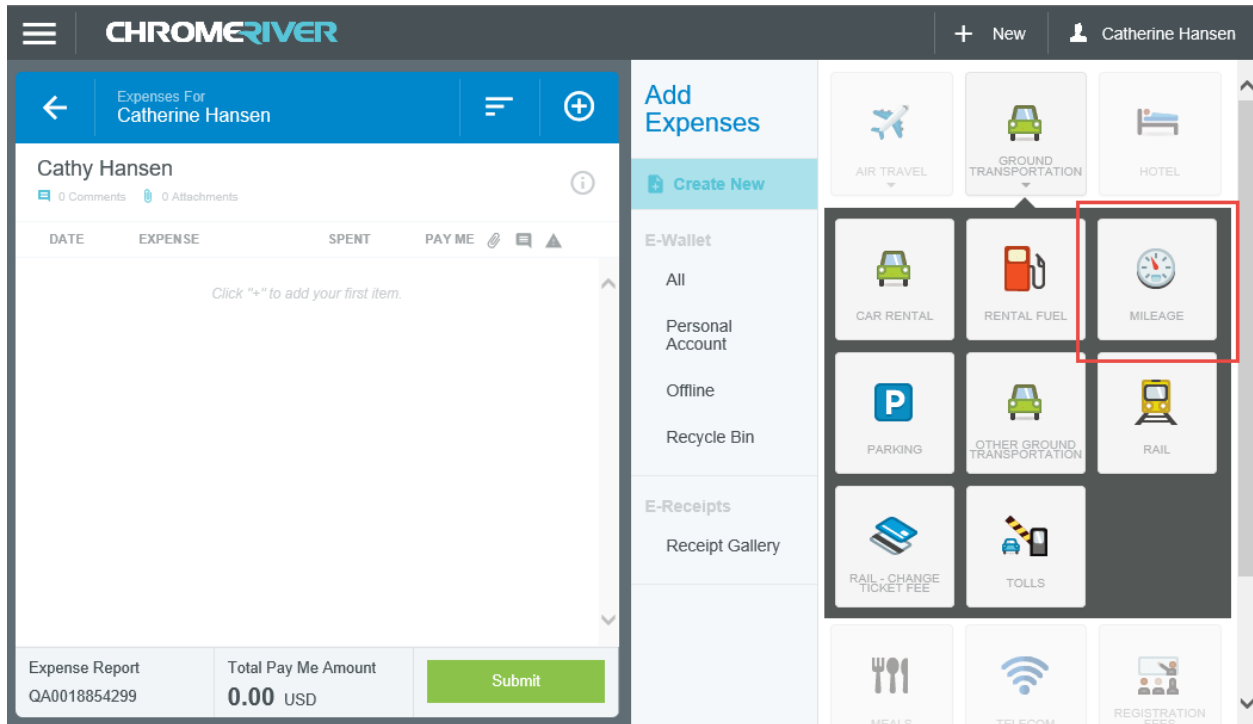# Mileage Expense Entry

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

Add a Mileage Expense

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

In the **Mileage** entry screen, enter the basic information required by the University. You will see that the **Spent** and **Rate** fields cannot be edited. This is because the reimbursement amount depends on the number of miles you traveled and the rate is set by the University.

- Optional: Use the Mileage Type drop down toggle to select either the University Mileage Rate or the Grant Mileage Rate.
- Enter the number of miles you traveled, or tap the **MAP** button to access the integrated Google Maps functionality.

- Tapping in the address fields will bring up a list of recently used addresses, if you have any.
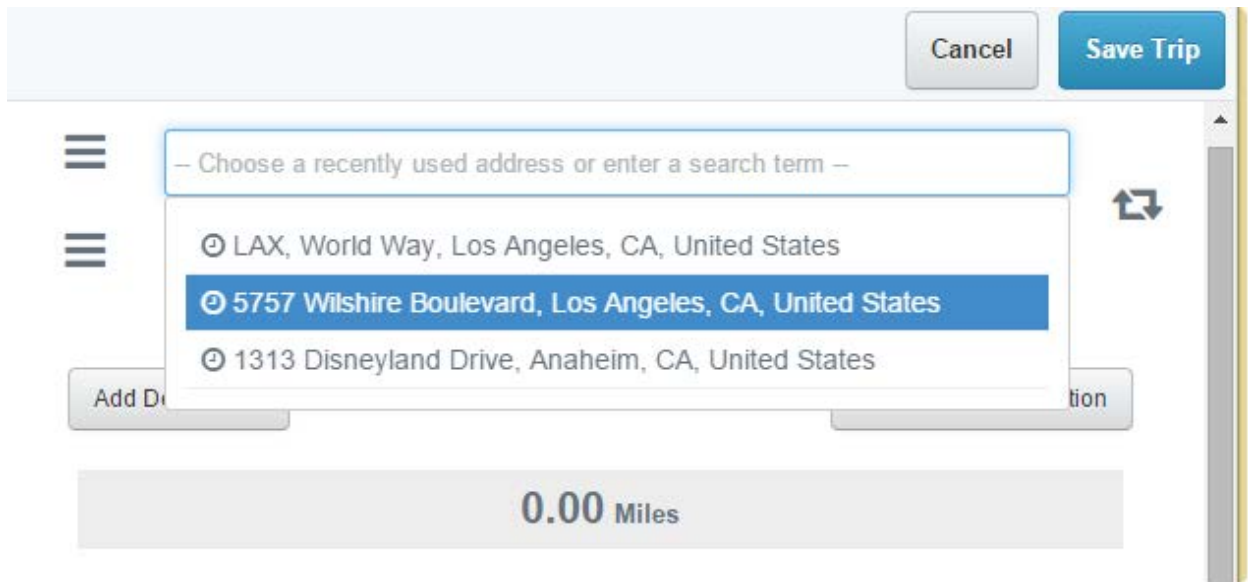
- Alternatively, you may begin entering a location name or a specific address and Google will bring up similar matches.
- The distance and map will refresh to reflect your route. It includes the same navigation features found in Google Maps online, including zoom controls and the moveable marker.
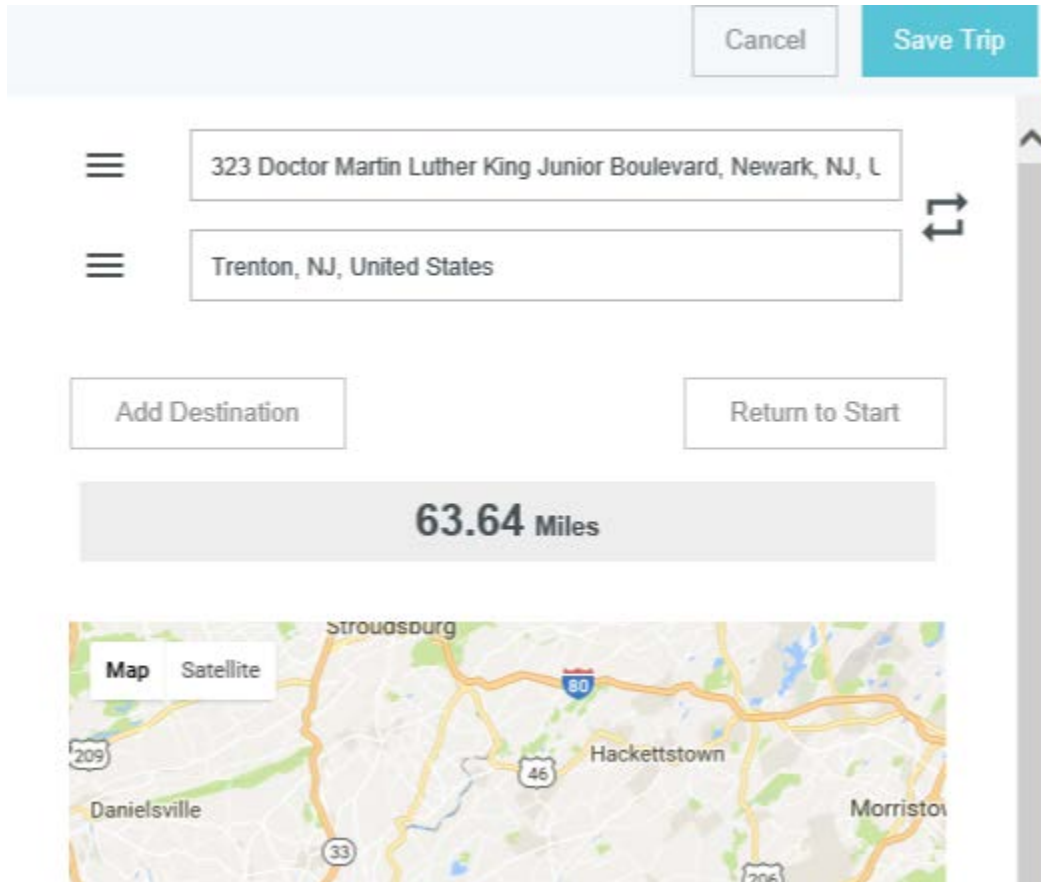
- Tap **SAVE TRIP** to return to the Mileage entry screen. You will see that the Amount has automatically calculated and the Rate is populated.

Mileage

Date	09/01/2017 📅
Spent	34.37 USD

Business Purpose

Conference

Description
Optional

From: 323 Doctor Martin Luther King Junior Boulevard, Newark, NJ, United States
To: Trenton, NJ, United States

To calculate mileage, please begin by clicking "Map".

Mileage Type
Optional	University Mileage Rate ▼
Rate
Optional	0.54
Miles	63.64 Map
Deduction	None

Personal Commute Deduction

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 only **miles** may be deducted; entering an amount is not currently an option.

To calculate mileage, please begin by clicking "Map".

Mileage Type Optional	University Mileage Rate ▼
Rate Optional	0.54
Miles	63.64 Map
Deduction	None

Tap the blue **SAVE** button to save the mileage expense to your report.

Cancel   Save

Mileage

Date	09/01/2017
Spent	34.37 USD
Business Purpose	Conference
Description Optional	From: 323 Doctor Martin Luther King Junior Boulevard, Newark, NJ, United States To: Trenton, NJ, United States