**Mileage – BSW’s**

**Login to Chrome River:** <https://app.ca1.chromeriver.com/index>

In the expense box, click the create button and enter the following items as shown.

**Report Name:** MILEAGE – Last Name, First Name – Month Year

**Business Purpose:** Building Service Mileage Incurred between University Buildings to complete assigned custodial tasks including cleaning, emptying trash, mopping floors and locking/unlocking building doors. This benefits the U of I so we do not have to buy more vehicles for BSW usage.

**Report Type:** TCard and Employee Reimbursements

**Transaction/Purchase Type:** General

**Trip Type:** In State

**Budget Fiscal Year:** Auto populates with current fiscal year

**Comment:** Enter work order/phase and badge #

**Choose Save**

**Choose Create New**

**Select:** Ground Transportation and Mileage

**Choose:** Calculate Mileage (found on lower right )

**Enter starting and ending address:** choose Save Trip for each day

**Allocation:** 301489-701002-701012 then click create preset

**Save**

**Comments:** Add work order phase, badge# in comments section

**Attachments:** Add any attachments

**Submit**