**Mileage – On Campus - Non BSW**

**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:** MILEAGE INCURRED BETWEEN UNIVERSITY BUILDINGS TO DO JOB INSPECTIONS - JOB CODES, PRESSURE READINGS/TESTINGS, ETC.

**Report Type:** TCard and Employee Reimbursements

**Transaction/Purchase Type:** General

**Trip Type:** In State

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

**Choose Save**

**Choose Create New**

**Select:** Ground Transportation and then 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**