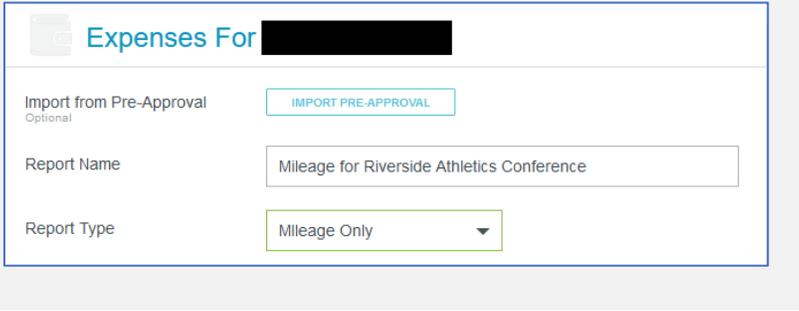
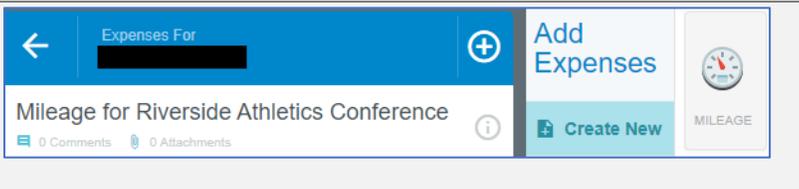
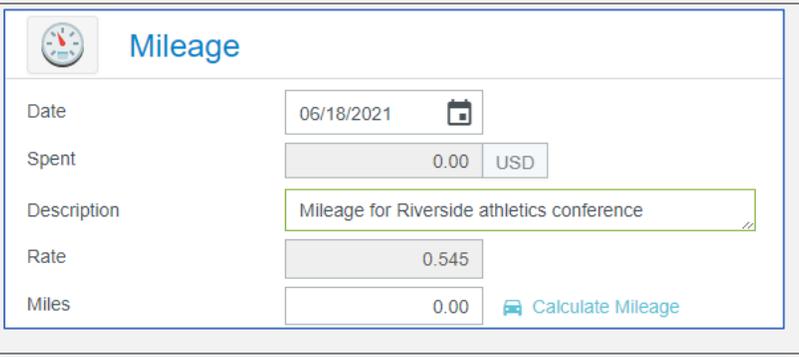
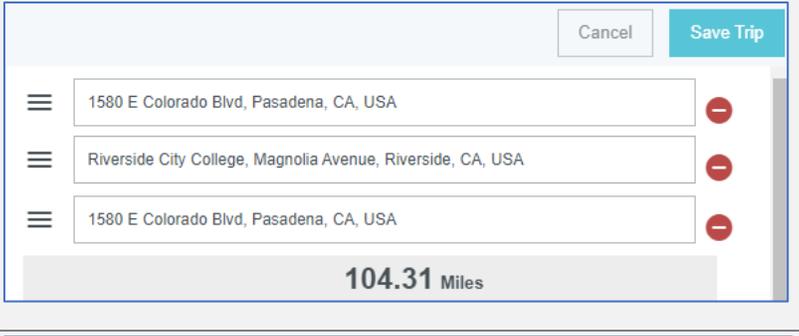


# MILEAGE REIMBURSEMENT REQUISITION PROCESS

The Chrome River expense reporting process normally involves two steps - the submission of a pre-approval report in Chrome River before you travel and the submission of an expense report for reimbursement after you travel. For mileage reimbursement, however, only an expense report is required.

## SUBMITTING A MILEAGE EXPENSE REPORT

<p>1. Log into <a href="#">Chrome River</a> and then click the <b>New Expense Report</b> button on the <b>+New</b> drop-down list.</p> <p>Select <b>Mileage Only</b> for the Report Type, fill out the rest of the form, and then click the <b>Save</b> button.</p>	
<p>2. Click the <b>Mileage</b> button on the <b>Create New</b> tab of the <b>Add Expenses</b> menu.</p>	
<p>3. Click <b>Calculate Mileage</b> on the Mileage page.</p>	
<p>4. Add the starting and end points of your trip and then click the <b>Save Trip</b> button.</p> <p>The mileage calculation will populate onto the page. Fill out the rest of the form and click <b>Save</b>.</p>	
<p>5. Click the <b>Submit</b> button to submit the report.</p>	