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

1. Log into <u>Chrome River</u> and then click the New Expense Report button on the	Expenses For
+New drop-down list.	Import from Pre-Approval IMPORT PRE-APPROVAL Optional
Select Mileage Only for the Report Type,	Report Name Mileage for Riverside Athletics Conference
fill out the rest of the form, and then click the Save button.	Report Type Mileage Only
 Click the Mileage button on the Create New tab of the Add Expenses menu. 	← Expenses For ← Add Expenses Mileage for Riverside Athletics Conference i Image Create New Image of the optimized optized optized optimized optized optimized optimized op
 Click Calculate Mileage on the Mileage page. 	Mileage
	Date 06/18/2021
	Spent 0.00 USD
	Description Mileage for Riverside athletics conference
	Rate 0.545
	Miles 0.00 🛱 Calculate Mileage
4. Add the starting and end points of your trip and then click the Save Trip button.	Cancel Save Trip
-	= 1580 E Colorado Blvd, Pasadena, CA, USA
onto the page. Fill out the rest of the	Riverside City College, Magnolia Avenue, Riverside, CA, USA
form and click Save.	= 1580 E Colorado Blvd, Pasadena, CA, USA
	104.31 Miles
5. Click the Submit button to submit the	Expenses For
report.	← → → Mileage for Riverside Athletics Conference SPENT PAY ME DATE EXPENSE SPENT Fri Image 56.85 56.85 56.85 6
	06/18/2021 Immediage USD 50.05 (g) Immediage Expense Report Total Pay Me Amount Coderation
	QA0023032453 56.85 USD Submit