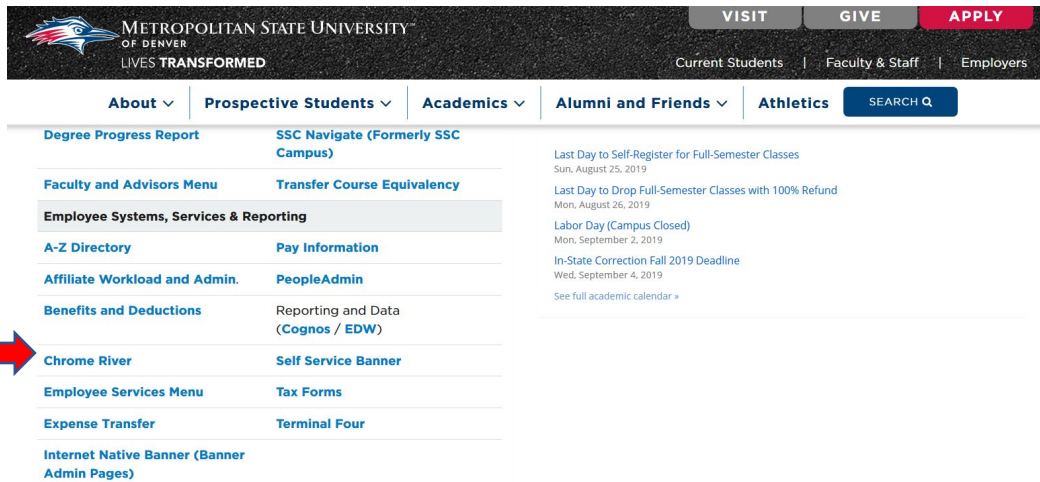


# CREATING A MILEAGE EXPENSE REPORT

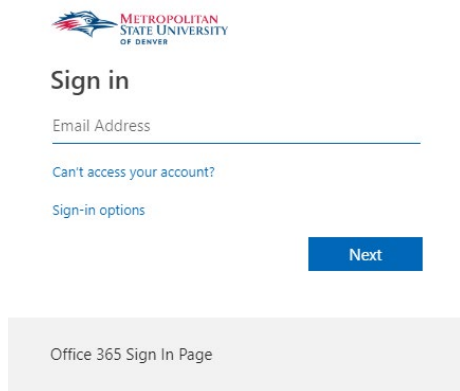
Logging into Chrome River:

Launch the Chrome River application from any web browser (Chrome and Safari are preferred) at <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=msudenver.edu> or from the Faculty & Student hub.



The screenshot shows the top navigation bar of the Metropolitan State University of Denver website. The header includes the university logo, the name 'METROPOLITAN STATE UNIVERSITY OF DENVER', the slogan 'LIVES TRANSFORMED', and buttons for 'VISIT', 'GIVE', and 'APPLY'. Below the header is a main navigation menu with categories: 'About', 'Prospective Students', 'Academics', 'Alumni and Friends', and 'Athletics'. A search bar is also present. The 'Employee Systems, Services & Reporting' section is expanded, showing a list of links. A red arrow points to the 'Chrome River' link. Other links in this section include 'Degree Progress Report', 'Faculty and Advisors Menu', 'A-Z Directory', 'Affiliate Workload and Admin.', 'Benefits and Deductions', 'Employee Services Menu', 'Expense Transfer', 'Internet Native Banner (Banner Admin Pages)', 'SSC Navigate (Formerly SSC Campus)', 'Transfer Course Equivalency', 'Pay Information', 'PeopleAdmin', 'Reporting and Data (Cognos / EDW)', and 'Self Service Banner'. To the right of the menu, there are several informational links with dates, such as 'Last Day to Self-Register for Full-Semester Classes' and 'Last Day to Drop Full-Semester Classes with 100% Refund'.

The login is Single-Sign On, meaning your network ID & password are your credentials.



The screenshot shows the Single-Sign On login page for Metropolitan State University of Denver. The page features the university logo at the top left, followed by the heading 'Sign in'. Below the heading is an 'Email Address' input field with a blue underline. Underneath the input field are two links: 'Can't access your account?' and 'Sign-in options'. A blue 'Next' button is positioned to the right of the input field. At the bottom of the page, there is a grey box containing the text 'Office 365 Sign In Page'.

## Navigation:

Welcome to the Chrome River **Dashboard**.



At the top of your dashboard, you will find your navigation bar. This navigation bar will allow you to move throughout the application or return to your dashboard at any time.

By selecting **+ New**, you can access the following:

- **New Expense Report:** Allows you to create a new expense report for Mileage expenses

### CREATING AN EXPENSE REPORT – Report Type: (ML) Non-Travel: Mileage, Parking, and Transit Only

**Import Pre-Approval:** Do NOT Import a Pre-Approval for mileage reports.

**Report Number:** ML + MMDDYY (first date of mileage you are claiming)

**Description/Business Purpose:** Provide appropriate information for the purpose of this expense report  
**("Student Teacher Observations")**

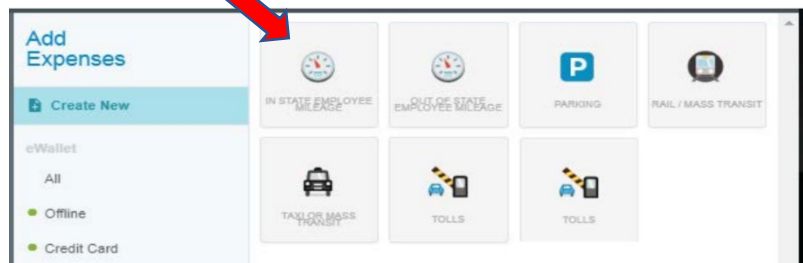
**Report Type:** Non-Travel Mileage, Parking, and Transit Only.

Click **SAVE**.

Selecting Report Type: Non-Travel Mileage, Parking, and Transit Only opens the following expense tiles for reimbursement:

#### Expense Tiles:

Select **"IN STATE EMPLOYEE MILEAGE"**.



After selecting the **In-State Employee Mileage Expense tile**, you must enter the following items:

1. **Date:** This is the date of the mileage claiming. When you enter the date, the correct mileage rate is selected for mileage reimbursement calculations.
2. **Miles\*:** Select **“Calculate Mileage”** Once you add your start/end destinations, the miles will autofill.

The screenshot shows a form for entering mileage expense information. The fields are: Date (calendar icon), Amount (0.00 USD), Description / Business Purpose (text area), Rate (0), Miles (0.00), and Deduction (None). A red arrow points to the 'Calculate Mileage' button next to the Miles field. Below the Miles field is a section for FOAPAL Allocation with a search bar and an 'Add FOAPAL Allocation' button. At the bottom, there is an 'Attachments (0)' section with a 'Drag image here to upload' area and an 'Add Attachments' button.

\*When you select **“Calculate Mileage”** on the Miles line, the mapping feature opens.

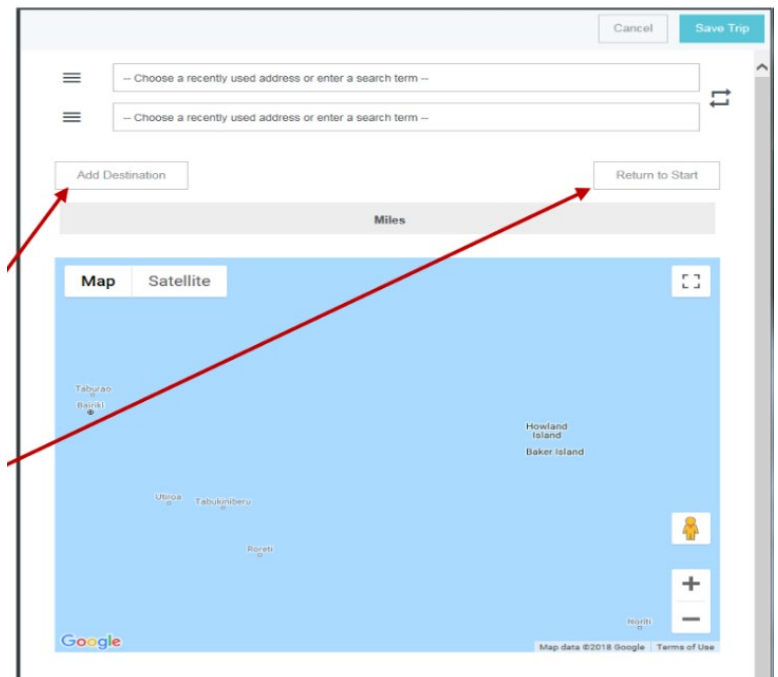
Enter your starting and ending addresses. The system will automatically calculate your mileage. The From: & To: locations will autofill to your description/business purpose. The map will also be included as an attachment.

Using this feature, you can add multiple destinations by clicking on **Add Destination**.

You can also calculate round trip mileage or return your trip to your starting point, by clicking on **Return to Start**. After you select Submit, the expense report will automatically route for approval.

Use **“1201 5th Street, Denver, CO 80204”** as the MSU Denver starting/return address (if needed).

Even if you leave from your home or return to your home, you may only use your home address if it is closer to your observation destination than 1201 5th Street.



3. **Description/Business Purpose:** Leave this field blank, until after you click on Calculate Mileage, you will use the mapping feature for the mileage calculations. The To: and From: locations entered in the mapping feature will autofill this field. You may edit the information to include the **name of the School**, after the calculation.
4. **Amount:** This field will autofill after you calculate your miles below.
5. **Rate:** This field will autofill based off the Date entered above.
6. **Deduction:** Leave the box at **“none”**.

7. **Check Box if Banner Location Code is required?** [Always check the box!](#) Then search for the appropriate Location Code:

Type in **FLD** for all **Field Observation Mileage**

Type in **STU** for all **Student Teaching Observation Mileage**

8. **FOAPAL Allocation:** Add your Fund/Org combination that you are expecting the mileage to be charged to. Once you've selected the Fund/Org, the Program & Activity Codes will open. Add as many allocations as necessary.

For **undergraduate student observations** please use the following FOAPAL Allocation:

**FOAPAL Allocation**

170060 EDUC-School of Education SCF Elem Educ SOE Non Exempt

1100 - Instruction

CLD - Culturally & Linguistically Dvrs Ed

**Please Note: The Above FOAPAL is an example only, and you must enter the correct FOAPAL for the student(s) you are Supervising.**

**Attachment:** You may add any additional supporting documentation needed for your mileage. This is not required for your mileage calculation since the map ping feature is used and an image will automatically be attached to your report.

After adding all expenses and supporting documentation to your mileage/parking/transit expense report, select **Submit**.

You will receive a prompt to confirm submission. At this point, you can cancel, add pre-approval (do NOT use), or submit.

**Submit Confirmation**

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

After you select Submit, the expense report will automatically route for approval.