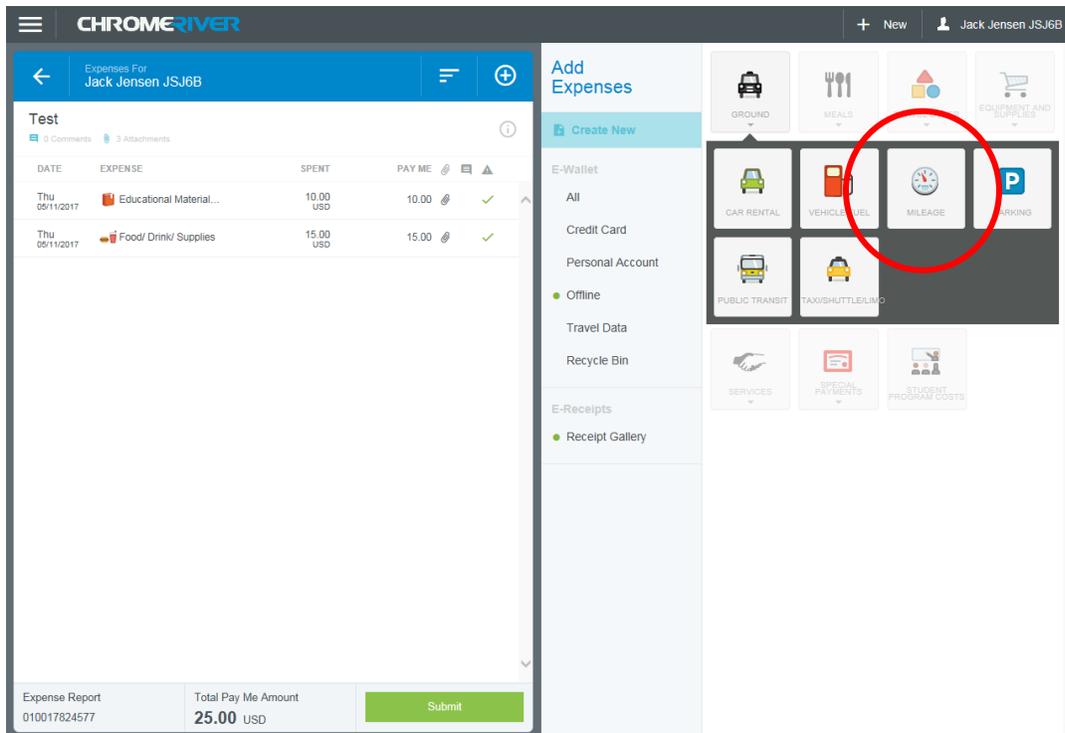# Mileage Expense Entry

Users who need to be reimbursed for mileage can take advantage of Chrome River's built-in Google Maps functionality for easy calculation of distances.

1. Tap the **GROUND** tile in the Mosaic to access its drawer.
2. Then tap **MILEAGE**.

3. In the **Mileage** entry screen, enter the basic required information. You must enter the Business Purpose. You will see that the **Amount** and **Rate** fields cannot be edited. This is because the reimbursement amount depends on the number of miles you traveled and the selected rate.
4. Enter the number of miles you traveled, or tap the **MAP** button to access the integrated Google Maps functionality.

- Tapping in the address fields will bring up a list of recently used addresses, if you have any. Alternatively, you may begin entering a location name or a specific address and Google will bring up similar matches. The distance and map will refresh to reflect your route. It includes the same navigation features found in Google Maps online, including zoom controls and the moveable marker.
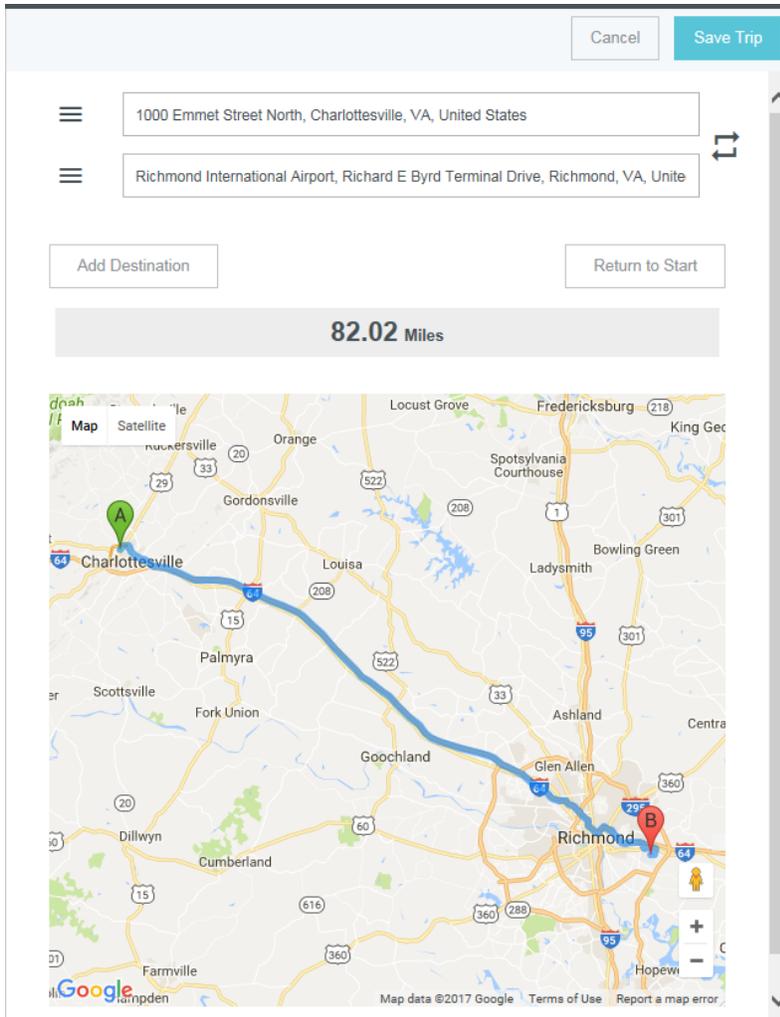
- Tap the arrows icon to reverse the order of your travel destinations.
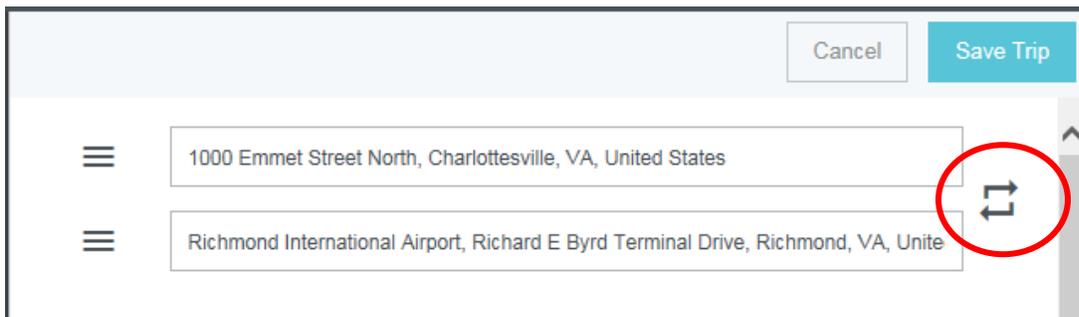
- Tap **ADD DESTINATION** to add another stop on your trip.
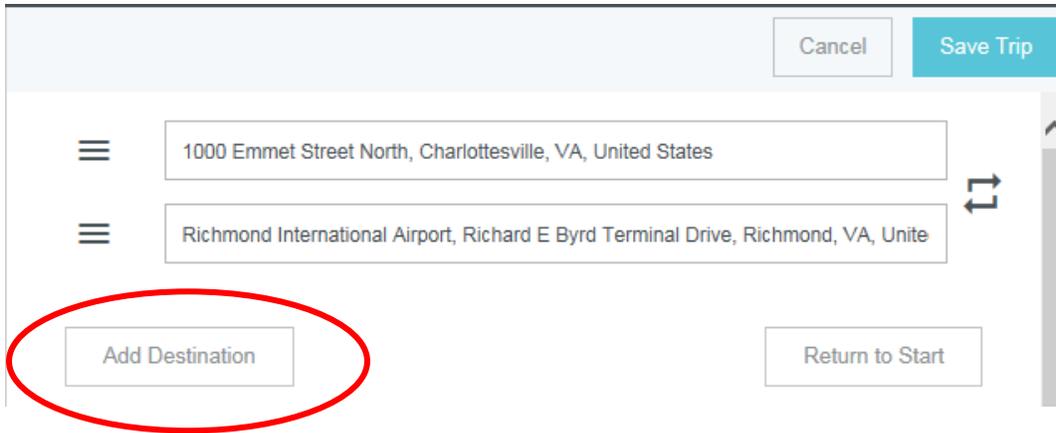
- Use the gray lines icon to grab a location and move it to a different spot in the order of destinations. Use the red circle icon to delete a destination.
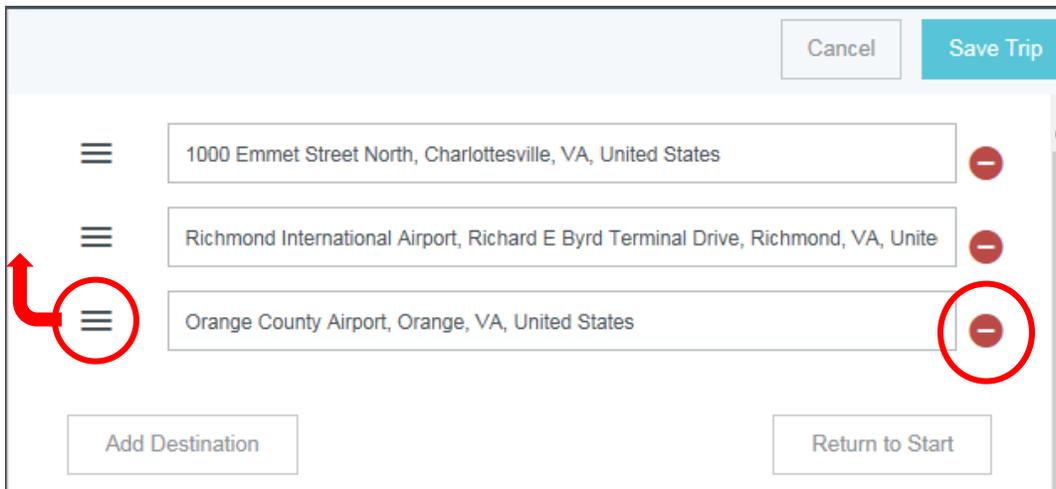

- Tapping **RETURN TO START LOCATION** will add the first location as a new destination at the bottom of the list.

			Cancel	Save Trip

☰ 1000 Emmet Street North, Charlottesville, VA 22903, USA ⊖

☰ 11398 Bloomsbury Rd, Orange, VA 22960, USA ⊖

☰ Richmond International Airport, Richard E Byrd Terminal Drive, Richmond, VA, Unite ⊖

☰ 1000 Emmet Street North, Charlottesville, VA 22903, USA ⊖

Add Destination		Return to Start

- Tap **SAVE TRIP** to return to the Mileage entry screen. You will see that the Amount has automatically calculated and the Rate is populated.

		Cancel	Save

Mileage

Field	Value
Date	05/11/2017 📅
Spent	112.17 USD
Business Purpose	Training Conference Trip -- Mileage to Airport
Description Optional	From: 1000 Emmet Street North, Charlottesville, VA, United States To: 11398 Bloomsbury Road, Orange, VA, United States
FM Work Order # Optional	
Mileage Rate	-- Select -- ▼
Rate Optional	0.535
Miles	209.66 Map
Deduction	None

Allocation

Personal Commute Deduction

You can easily deduct personal mileage for a portion of your total trip distance or the amount for your standard commute. Simply enter the number of miles or amount in the **DEDUCTION** box.
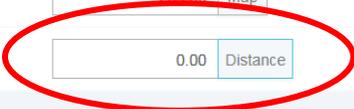
Tap the blue **SAVE** button to save the mileage expense to your report.

+ New   👤 Jack Jensen JSJ6B

← Expenses For
Jack Jensen JSJ6B

Cancel   Save

Test

💬 0 Comments   📎 3 Attachments   ⓘ

DATE	EXPENSE	SPENT	PAY ME	📄 ⚠
Thu 05/11/2017	📕 Educational Material...	10.00 USD	10.00 📎	✓
Thu 05/11/2017	🍱 Food/ Drink/ Supplies	15.00 USD	15.00 📎	✓

⏱ **Mileage**

Date   05/11/2017 📅

Spent   112.17   USD

Business Purpose   Training Conference Trip -- Mileage to Airport

Description   From: 1000 Emmet Street North, Charlottesville, VA,
Optional   United States
                        To: 11398 Bloomsbury Road, Orange, VA, United
                        States

FM Work Order #
Optional

Mileage Rate   -- Select --   ▼

Rate   0.535
Optional

Miles   209.66   Map

Deduction   0.00   Distance

Allocation

Expense Report	Total Pay Me Amount	
010017824577	**25.00** USD	Submit