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