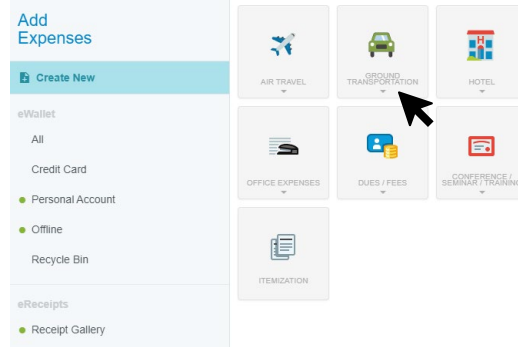
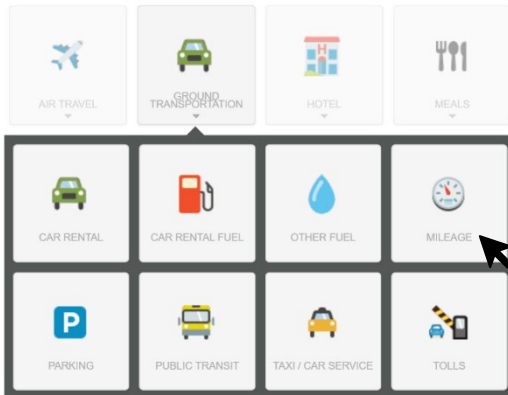


### Create Mileage Expense (Travel)

1. Select Ground Transportation tile

2. Select Mileage tile



3. Complete the expense tile form

**Date:** Click the calendar icon to select the date for the expense.

**Spent:** Auto-filled based on information entered on the calculate mileage tool.

**Vendor | Last Name | Purpose | Location:** This field will default with the information entered on the report header but can be modified on any of the expense forms. Follow instructions in the blue note above the field to concisely describe the expense.

Only the first 35 characters of this field transfers to other MSU systems of record.

**! Description:** Leave blank as this field will be populated with the actual destination information entered on the calculate mileage tool.

**Mileage Rate:** From the dropdown menu select the appropriate reimbursement rate.

**Standard Rate:** If a state employee, with their supervisor's prior approval, chooses to use a private vehicle when a government vehicle is available, the employee is reimbursed at the state standard rate.

**High Rate:** When a private vehicle is used because Enterprise Rent-a-Car or other state contracted vendor was contacted and no vehicle was available. Also assumes a state vehicle was not available for use.

This mileage rate is paid for the first 1,000 miles driven in a calendar month. Specific exemption example: Travel less than 25 miles/day.

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### Mileage

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Date

---

Spent

---

Travel Type

---

Use the following protocol as it applies: Last Name Purpose Location. (e.g., Smith ABC Conf Helena) Please limit to 35 characters and do not use punctuation.

Vendor | Last Name | Purpose | Location (as applicable)

---

Description

---

Mileage Rate

---

Rate

---

Miles

---

Deduction

---

Activity Code?

---

Please type the Index you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

**Allocation**

**Incremental over 1,000 miles in month:** For each mile driven over 1,000 miles in a calendar month, meeting same High Rate requirements, the rate is reduced slightly from the highest rate.

**Airplane Usage:** Anyone piloting a private aircraft should attach proof of mileage (do not use calculate mileage tool) and note their license # in the Mileage Compliance warning response after clicking Save on expense form.

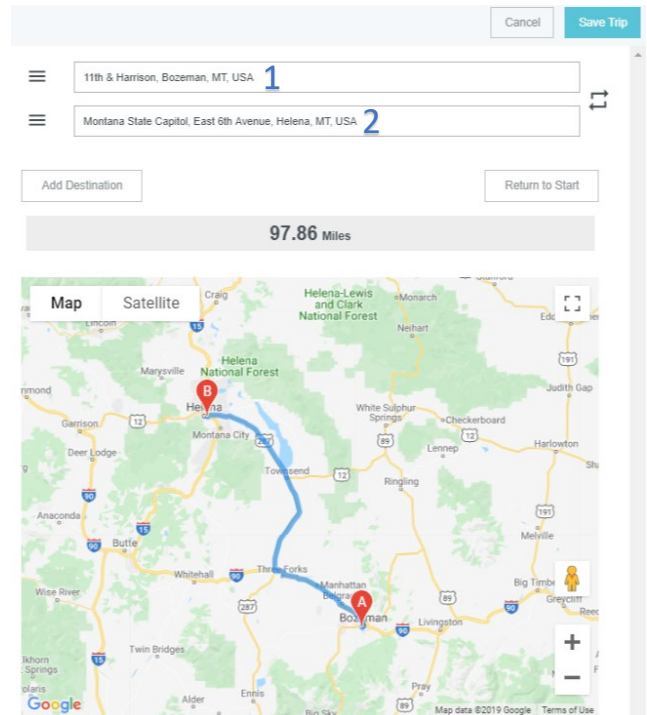
**Miles:** This field will populate based on information entered on the calculate mileage tool. If you cannot utilize the tool (e.g. tool will not allow you to select specific or correct location or route) enter in miles traveled and attach documentation/proof of your mileage (see "Attachments" below).


**3.a.** Click on the **Calculate Mileage** link next to the Miles field to access the calculate mileage tool (1)

**3.b.** Enter the address of the location you are leaving from (1).  
 When you begin typing, the system will provide selections.

**3.c.** Enter the address of the location you are going to (2).  
 When you begin typing, the system will provide selections.

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 ability to change the route, if required.



 If your destination does not have an address or location that is recognized by the map tool, see the tip below. Otherwise, proceed to step 3.d.

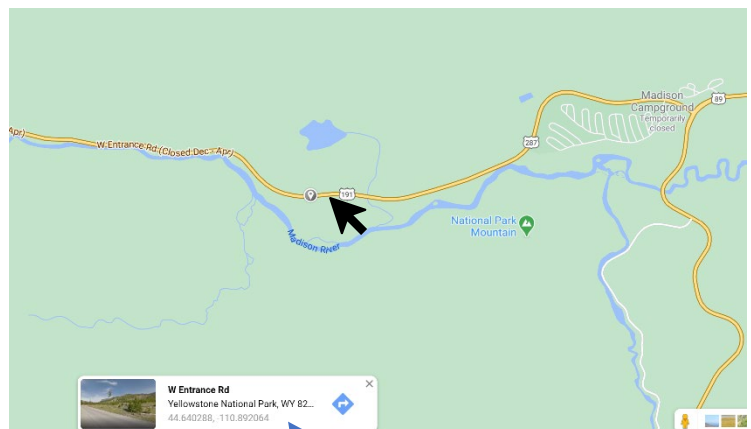
**TIP:**

**Using Google Maps to get exact location:**

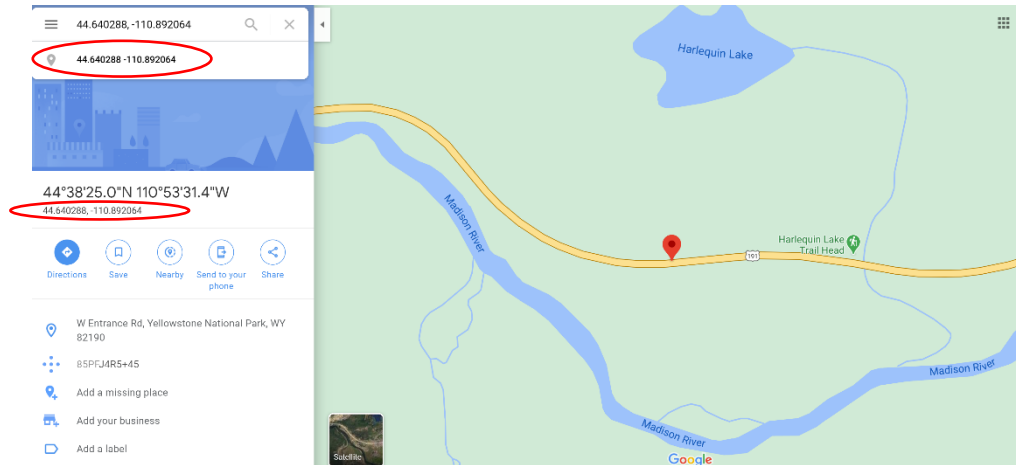
Sometimes your destination is "off the grid" and the built in tool doesn't allow you to mark exactly where you drove.

Google Maps outside of the CR application can help:

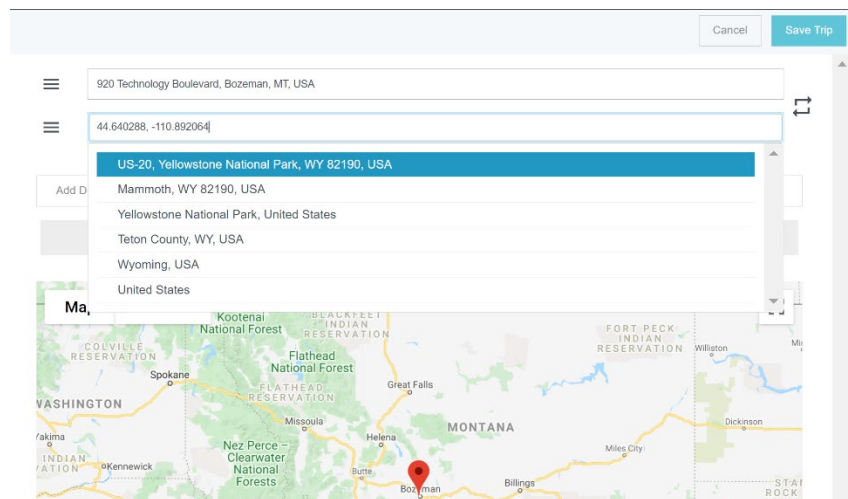
- a) Open Google Maps in a new browser tab or window <https://www.google.com/maps>
- b) On the map, click the exact location of your destination. Note the pop-up with a description/Latitude and Longitude
- c) Tap on the latitude and longitude in the pop-up



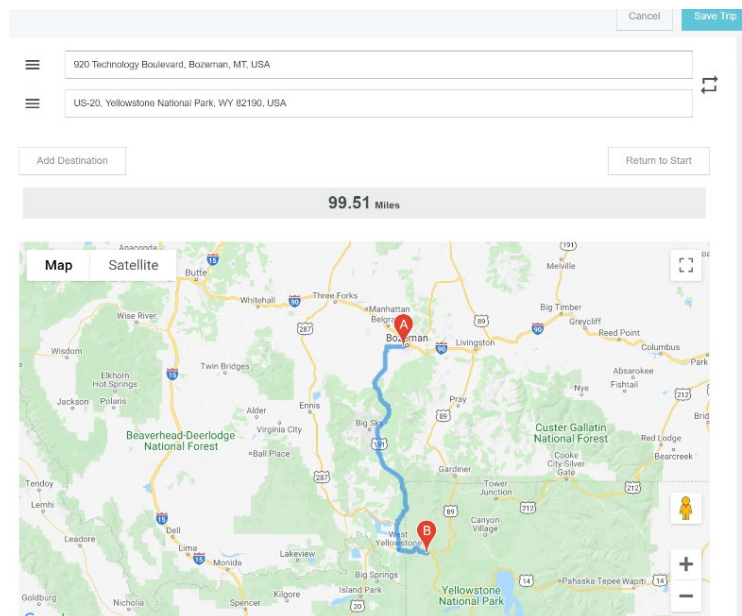
- d) Copy the latitude and longitude coordinates on the subsequent page, **do not** select the coordinates with N and W



- e) Paste the coordinates in Chrome River and select the place-name at the top of the dropdown menu.



- f) Ensure that this leg of the trip is accurate. Continue at step 3.d.



### 3.d. Complete trip info.

**Return to Start:** Click this button to automatically add an entry returning to your beginning location—i.e. simple round trip.

**Add Destination:** Click this button to add additional destinations.

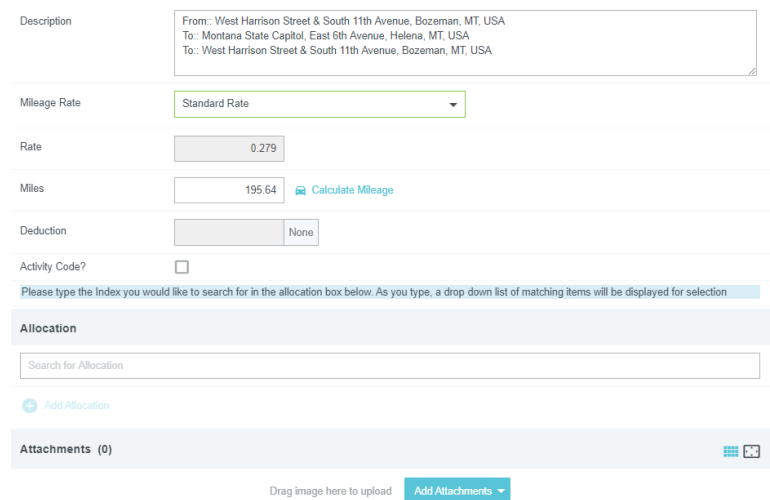
### 3.e. Click the **Save Trip** button in the top right corner of the tool.

### 3.f. Note the Description and Miles fields are now populated on the expense form.

**Deduction:** Clicking on the “None” button will open up an option to select either distance or amount. If you need to reduce the calculated mileage, select the appropriate option and enter either the amount of miles or the amount you need to deduct.

**Activity Code:** (optional/not common—if you aren’t certain, leave blank) Select this check box if you would like to add an Activity Code. After checking the box, place the cursor in the Activity Code field and type to search for appropriate code. You may search by code or keyword.

**Allocation:** Place the cursor in the Search for Allocation field and type to search for appropriate funding index. You may search by index number or keyword. Example: type “LRES” to see all indices with LRES in the title/description.

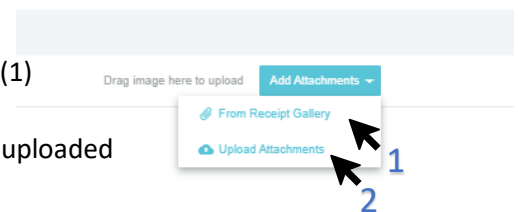


The screenshot shows the expense form with the following populated fields:


- Description:** From: West Harrison Street & South 11th Avenue, Bozeman, MT, USA  
To: Montana State Capitol, East 6th Avenue, Helena, MT, USA  
To: West Harrison Street & South 11th Avenue, Bozeman, MT, USA
- Mileage Rate:** Standard Rate
- Rate:** 0.279
- Miles:** 195.64 (with a Calculate Mileage button)
- Deduction:** None
- Activity Code?**
- Allocation:** Search for Allocation


**Attachments:** Normally not required for a mileage expense/reimbursement, but you may add attachments several different ways:

- Click Add Attachments button and select **From Receipt Gallery** (1)  
Your Receipt Gallery will appear on right side of screen and you may check to add the applicable document that you previously uploaded
  - Click Add Attachments button and select **Upload Attachments** (2)  
A system window will pop up and you can select your file from a folder on your computer
  - From Windows folder, drag and drop receipt file anywhere on Expense Tile Form (right side of Chrome River window)
- See “Upload & Attach Receipts” Help Guide for more details, if needed.



4. Click **Save** at the top right corner to continue.  
The mileage expense will be added to the Expense Report and will be visible on the left side of the screen.

 **TIP:** If you made a particular trip multiple times and are reporting them on a single report, you can **duplicate** the details of mileage expense and easily create another identical line item. Saves time!

 **BONUS TIP:** If you expect to make a particular trip in the future, you can **memorize** and save the details of mileage expense in your eWallet for future use. This would be especially helpful for the “off the grid” type of trips so you don’t need to repeat the Google Maps steps above.

**Quick steps:** (See Memorizing or Duplicating Travel Reimbursement Expenses for additional details)

- 1) After saving the expense at step 4, reopen the form by clicking on the line item on the left side of screen.
- 2) Click **3-dot menu** at top right (1)
- 3) Click **Memorize Expense (2)** or **Duplicate (3)**, as desired
  - a. **Memorize** will open a popup for you to name the expense for future use and will save it to the “All” and “Offline” sections of your eWallet, where you can add to a future report (with details pre-populated) as you would with any other expense.
  - b. **Duplicate** will open a new mileage form with all the details pre-populated. Make any changes required, such as date or mileage rate or allocation, and click save. A new line item will be added to your current report.

