

How to Create an Expense Report in ChromeRiver – CAP Travel

1. Log into myUSI and select the ChromeRiver icon.

Eagle Apps



2. The opening view, or Dashboard, should show three horizontal bars on the left. Under the second, Expenses, select the plus sign/Create.

chromeRiver

University of Southern Indiana

eWallet

Unused Items

- 5 Credit Card Items
- 0 Receipts

VIEW ALL 5 UNUSED ITEMS

Expenses + Create

0	0	Submitted Last 90 days
Draft	Returned	

Pre-Approval + Create

0	0	1
Draft	Returned	Submitted Last 90 days

CONTACTS

assistance with pre-approval and expense reimbursement, please contact:

Chrome River USI Help Desk	ChromeRiver.HelpDesk@usi.edu
Pre-Approval	812-465-1058
Expense Report	812-464-1772

NOTICES

UPDATES: (click on the link for more details as well as information on other updates)

Deprecation of Internet Explorer - Due to Microsoft's deprecation of Internet Explorer on Aug 17, 2021, Chrome River will be fully deprecating the browser in January 2022. Chrome River supports the following browsers: Chrome, Edge and Safari

New Look to the Chrome River Home Screen - Chrome River has an all-new top navigation bar that prioritizes key information and streamlines the user interface (9/14/2021)

REMINDERS:

- Email Receipts to Your Account** - Send your emailed receipt images to your account using receipt@ca1.chromeriver.com
- Use Chrome River SNAP App** - Download Chrome River's free SNAP app for a faster way to send in your receipt images

3. Click the Import Pre-Approval button and select the pre-approval that you made for CAP. It should be named something like "Last Name In-State Mileage Semester Year." Then click the green import button on the bottom right.

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

4. Click Save in the upper right corner.

Cancel Save

Expenses For Zoe Meuth


Report name should be traveler's last name, destination (city state or city) Meuth In-State Mileage Fall 2023


5. Click on Ground Transportation and then Mileage, circled in red below.

Add Pre-Approval Types

AIR TRAVEL	GROUND TRANSPORTATION	LODGING	MEALS	REGISTRATION FEE	MISCELLANEOUS
CAR RENTAL	FUEL	MILEAGE	PARKING	BUS/SHUTTLE	SUBWAY/TRAIN
TAXI / RIDE SHARE	TOLL				

6. Enter the date your travel to USI took place. If you want, in Description, you can list the school(s) you visited for CAP.

 **Mileage**

Date	05/18/2023 
Spent	0.00 USD
Business Purpose	Conducting CAP classroom observations at High School I, High School B, High School C, and High School D.
Description <small>Optional</small>	

7. Click Calculate Mileage.

Miles	0.00	 Calculate Mileage 
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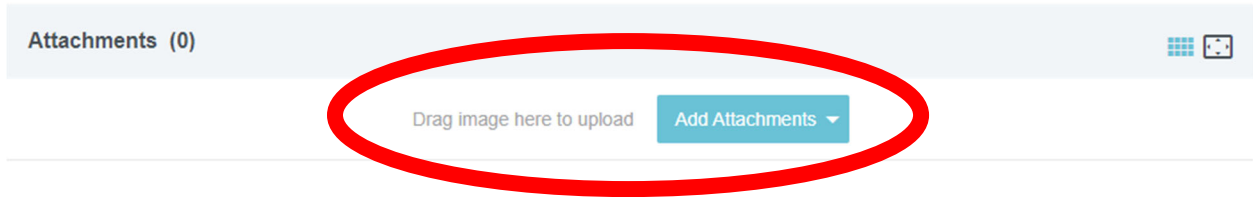
8. In the screen that pops up, enter the address of the location you left to go to the school in the top box. For example, if you left USI, enter USI's address, 8600 University Blvd, Evansville, IN, USA. In the second box, enter the address of the school you visited. After both addresses are entered, click the Return to Start button for a roundtrip visit.

The screenshot shows a trip planning interface. At the top right, there are two buttons: "Cancel" and "Save Trip". Below these are two input fields. The first field contains the address "8600 University Boulevard, Evansville, IN, USA". The second field is empty and contains the placeholder text "-- Choose a recently used address or enter a search term --". Below the input fields are two buttons: "Add Destination" and "Return to Start". In the center, a grey bar displays "0.00 Miles". Below this is a map of the Evansville, Indiana area, showing major roads and cities like Chicago, St. Louis, and Nashville. A red pin is placed on the map at the location of Evansville. The map includes a "Map" and "Satellite" toggle, a zoom-in/out control, and a person icon.

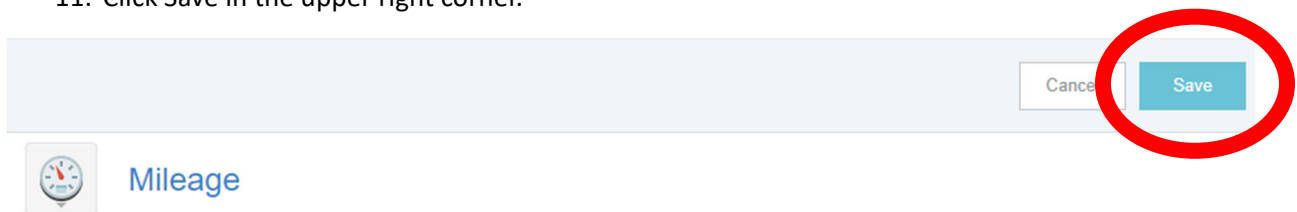
9. Click the blue Save Trip button in the upper right corner.

This screenshot is identical to the one above, but the "Save Trip" button in the top right corner is circled in red to indicate it should be clicked.

10. Upload documentation that shows you traveled to the school. You can upload and attach a copy of the instructor observation form you fill out and send to CAP staff.
- a. Tip: Dragging and dropping the documentation is a very easy method to upload the attachment.



11. Click Save in the upper right corner.



12. Click the green Submit button. Another screen will pop up. Click submit on that screen as well.

