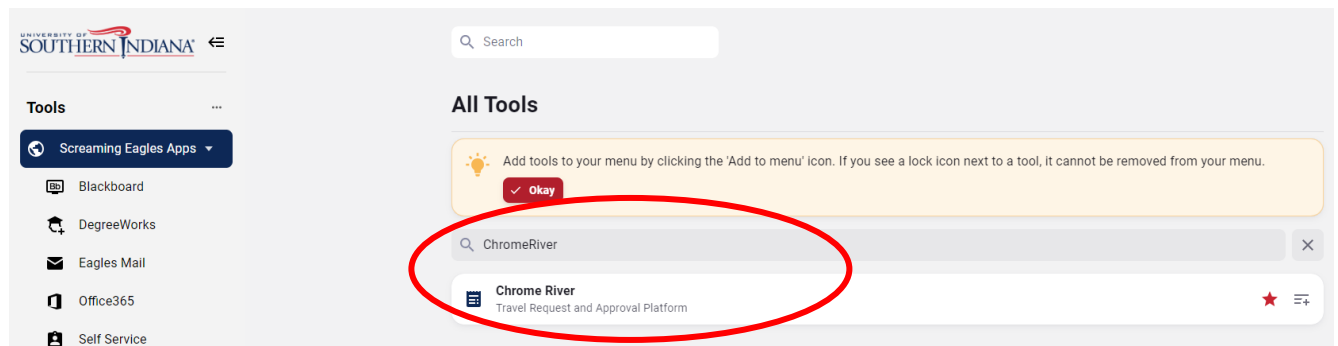
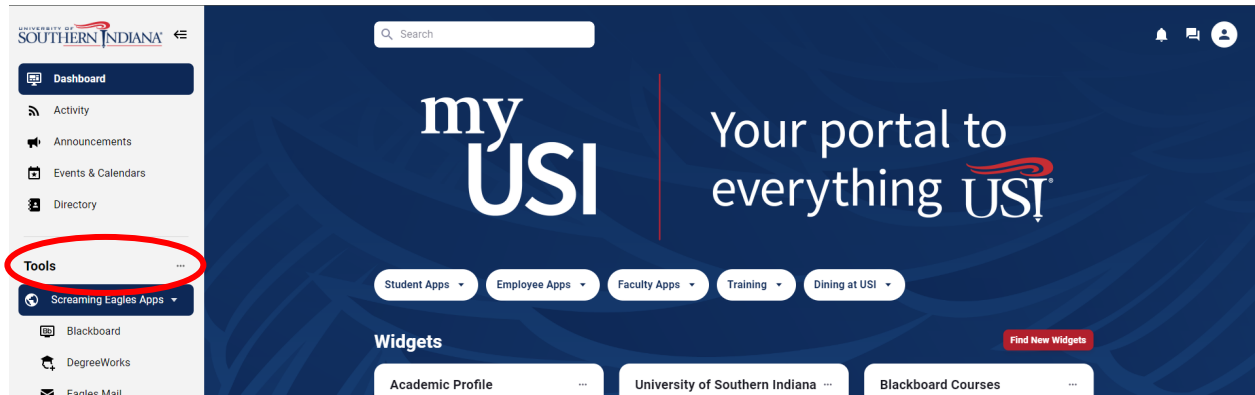
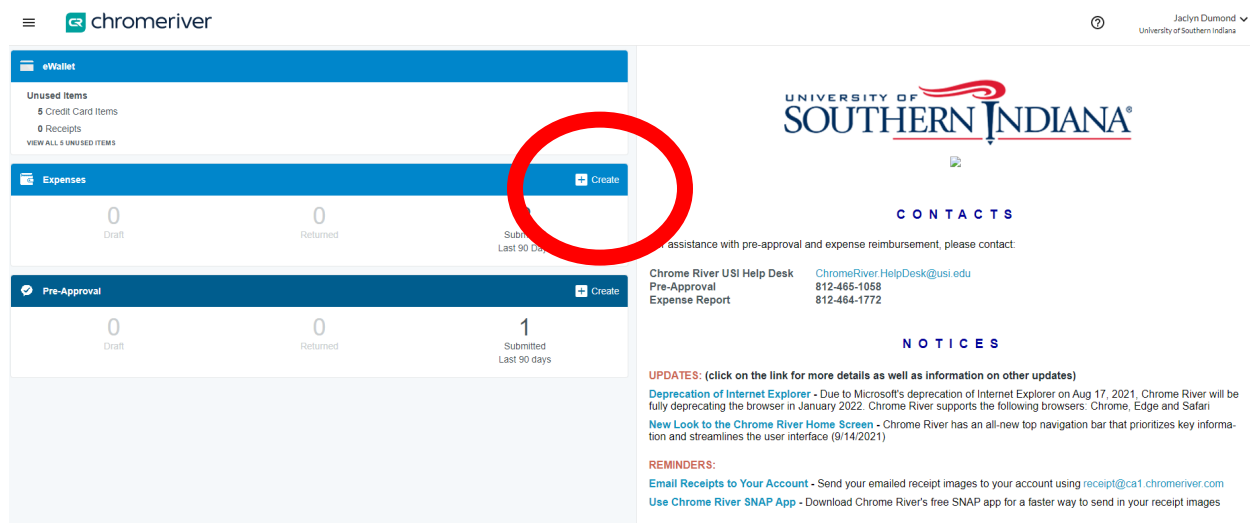


How to Claim Mileage in Emburse – Use of Personal Vehicle for In-State Day Trips

1. Log into myUSI and select Chrome River – Emburse on the left side bar. If it's not under your shortcuts, click on Tools and then search for Chrome River – Emburse.



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



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 explain exactly why you were on campus. For example, "Attended yearly professional development workshop."



Mileage

Date	05/18/2023
Spent	0.00 USD
Business Purpose	Attending CAP related meetings and events
Description Optional	

7. Click Calculate Mileage.

Miles	0.00	Calculate Mileage
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8. In the screen that pops up, enter your permanent home address in the top box. In the second box, enter USI's address, 8600 University Blvd, Evansville, IN, USA. After both addresses are entered, click the Return to Start button for a roundtrip visit.

Cancel

Save Trip

ENTER YOUR PERMANENT HOME ADDRESS HERE

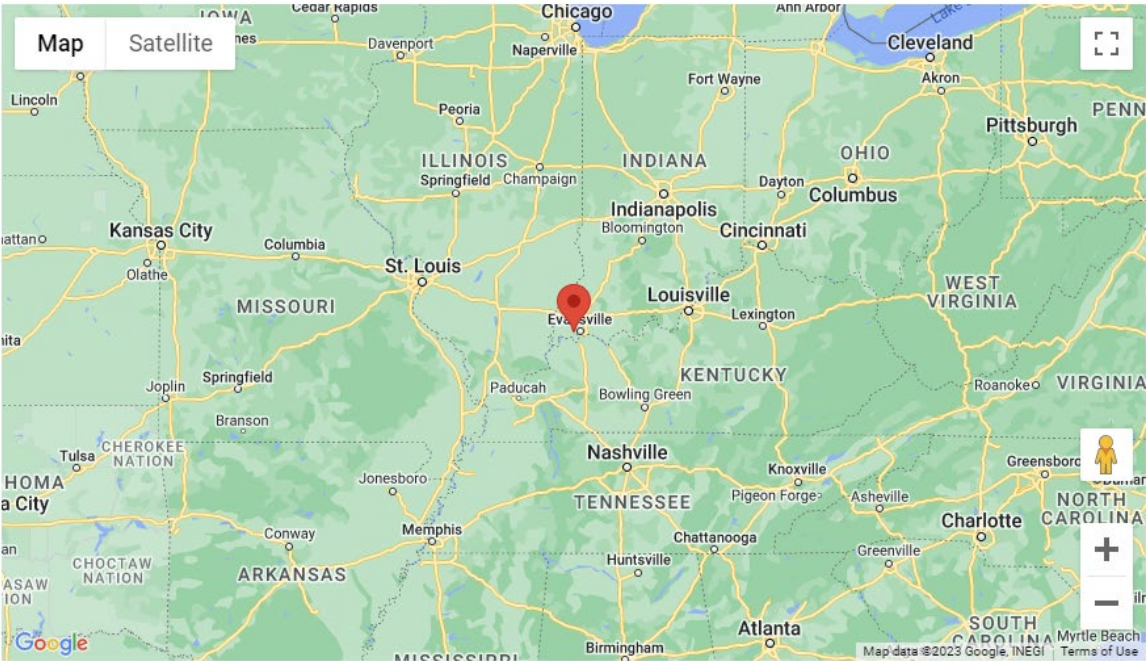
8600 University Blvd, Evansville, IN, USA

Add Destination

Return to Start

0.00 Miles

MapSatellite



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

Cancel

Save Trip

— Choose a recently used address or enter a search term —

8600 University Blvd, Evansville, IN, USA

10. Upload documentation that shows you traveled to USI. You can upload and attach a copy of the professional growth point documentation we provide.
- a. Tip: Dragging and dropping the documentation is a very easy method to upload the attachment.

Attachments (0)  

Drag image here to upload 

11. Click Save in the upper right corner.

 Mileage

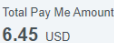
Click the green Submit button. Another screen will pop up. Click submit on that screen as well. Once you submit the expense report, it will go through an official approval process. Once the expense report has been approved by the appropriate parties, you will receive the mileage reimbursement. Contact the CAP Office if you have any questions.

← Expenses For  

DATE	EXPENSE	SPENT	PAY ME
Thu 05/18/2023	 Mileage	6.45 USD	6.45 

Expense Report  6.45 USD 