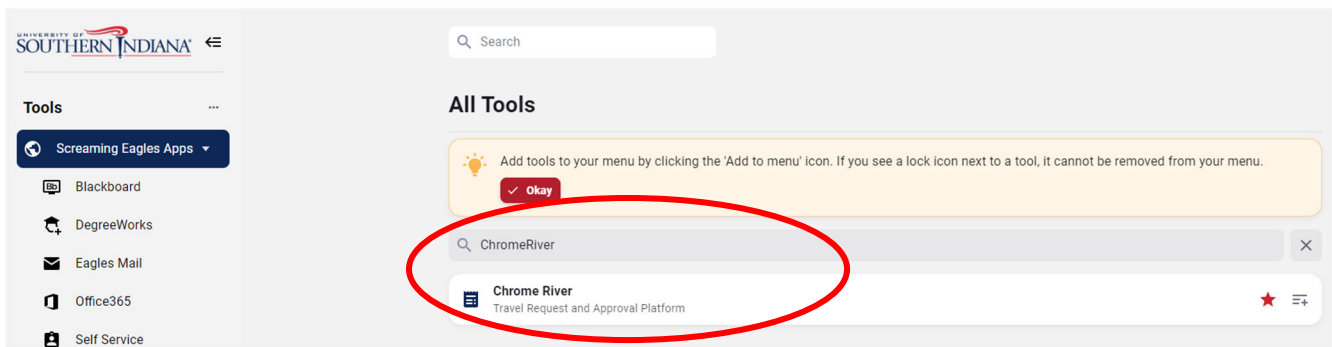
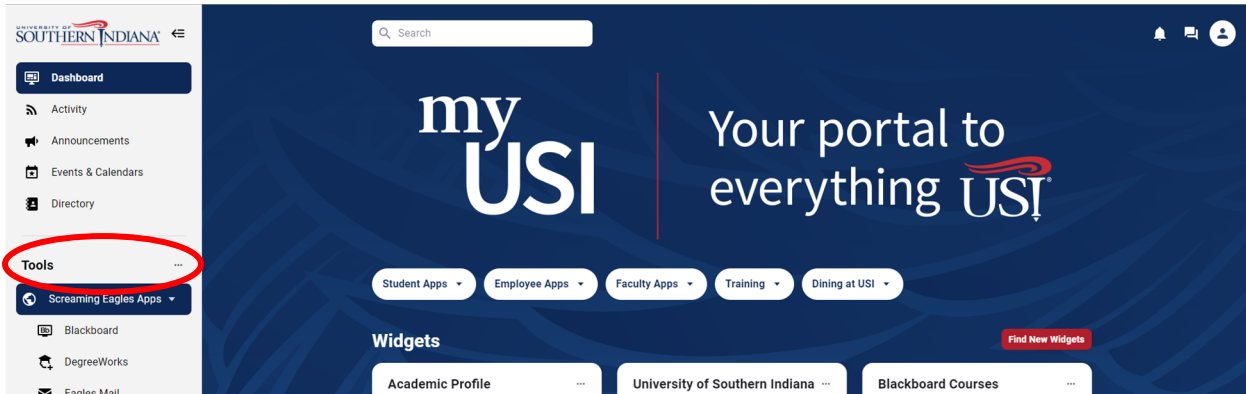
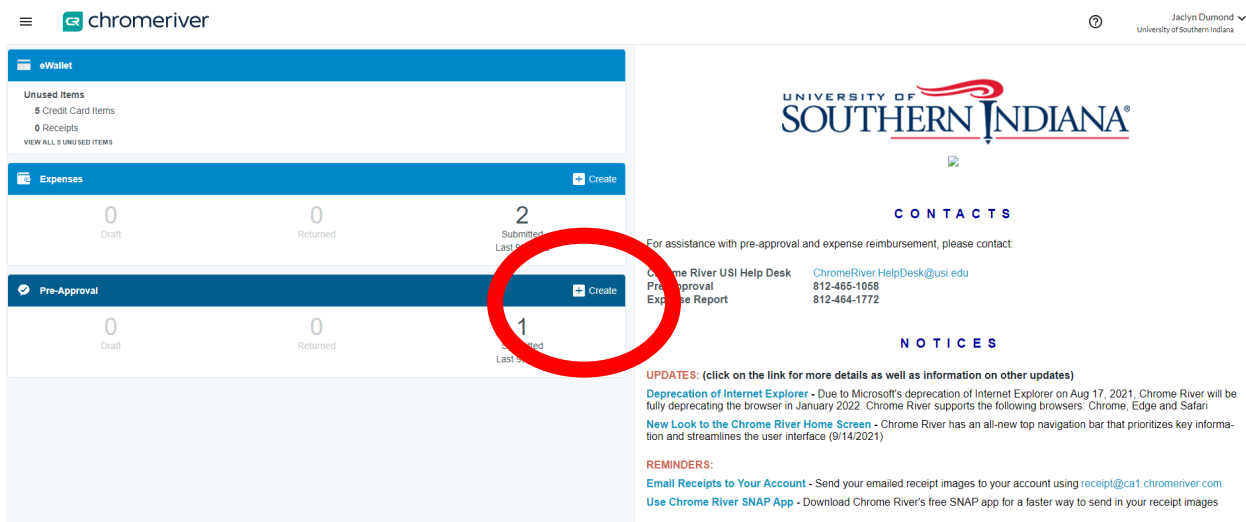


## Creating a Pre-Approval in Chrome River - Use of Personal Vehicle for In-State Day Trips

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



2. The opening view, or Dashboard, should show three horizontal bars on the left. Under the third, Pre-Approval, select the plus sign/Create.



3. Complete the Pre-Approval as shown, below, titling the report with your last name, In-State Mileage, Semester (Fall or Spring) and Year.
- a. Fall dates are 7/1 through 12/31.
  - b. Spring dates are 1/1 through 6/17.
  - c. Travel from June 17-30 ultimately is submitted on a Fall pre-approval.

 Pre-Approvals For Zoe Meuth

Report name should be traveler's last name, destination (city, state or city, country) and trip departure date

Meuth In-State Mileage Fall 2023

Start Date

07/01/2023



End Date

12/31/2023



Number of Days

184

Pay Me In

USD - US Dollars

Business Purpose

Attending CAP related meetings and events

Business Purpose needs to include name of conference or activity. Upload supporting documentation in Attachment section.

Request Type

Employee Travel



Travel Type

Employee Travel In State



Primary Reason for Travel

Other



Please detail your primary reason for travel, not listed above:

CAP Instructor

This trip needs an activity code. Faculty need to click the button and add department

Is there personal time included in this trip?

No



Are you being compensated/reimbursed for any part of this trip from outside of USI fund/orgn?

No



**Allocations**

01040 U-10001-01040-1100 College Achievement Program

 [Add Allocation](#)

4. Click Save in the upper right corner.

Cancel Save

Pre-Approvals For Zoe Meuth

Report name should be traveler's last name, destination (city, state, or city)

Meuth In-State Mileage Fall 2023

5. Add an expense type, using the '+' sign, select the ground transportation mosaic, and the mileage icon.

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

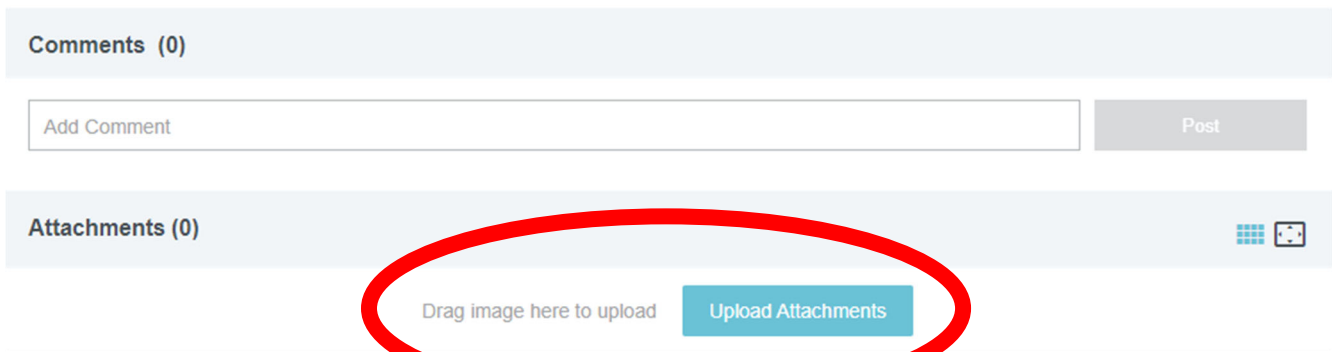
- a. Use Google Maps to map your **round trip** from your permanent home address to USI. When you have your total mileage, multiply that mileage by \$0.49 (current mileage rate). Add \$5 or \$10 to the total just in case there are construction detours.
- b. Contact the CAP Office for help with your estimates.

6. Once you've successfully added the expense to your PA, the left side of your screen will look like this. Click on the attachments paperclip.

≡  chromeriver



7. Scroll to the bottom of the screen and find where it says Upload Attachments. Upload documentation that has the date and location of what you are claiming mileage for. You can upload a copy of the workshop agenda and add it as an attachment.
  - a. Tip: Dragging and dropping the documentation is a very easy method to upload the attachment.



8. Save and click the green submit button on the lower edge of the screen.