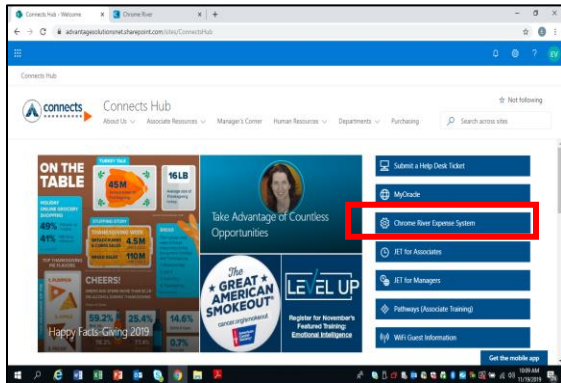
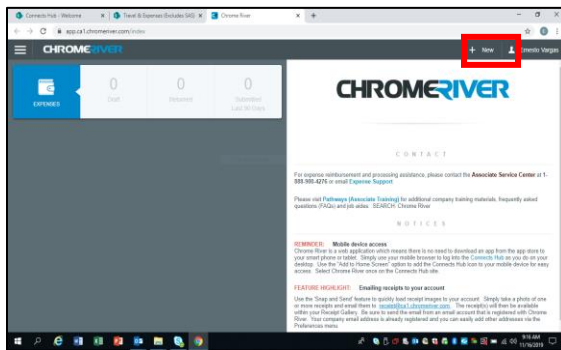


Home Center – Chrome River Expense System Mileage Guide

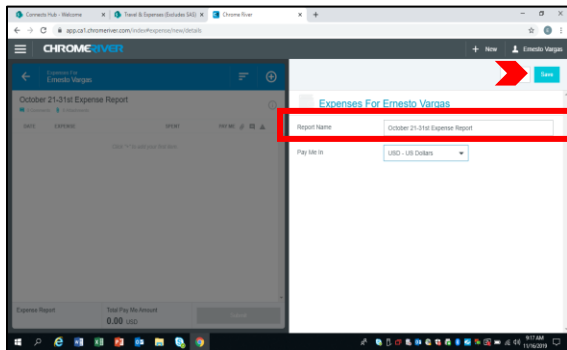
1. Log onto asmconnects.com with your company provided credentials. `firstname.lastname` then your password. Locate and Click “Chrome River Expense System”.



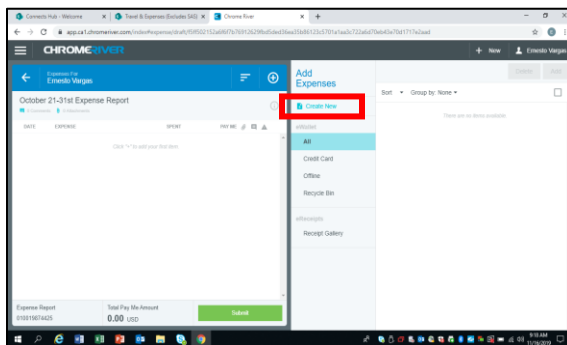
2. Click on + “NEW” tab next to your name



3. Enter Report Name in the designated field. Example “November 2019 Expense Report”. Click Save after listing report Name >

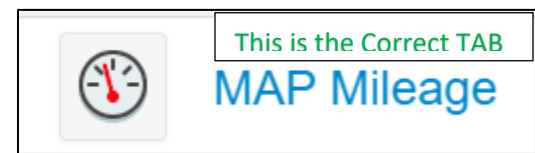
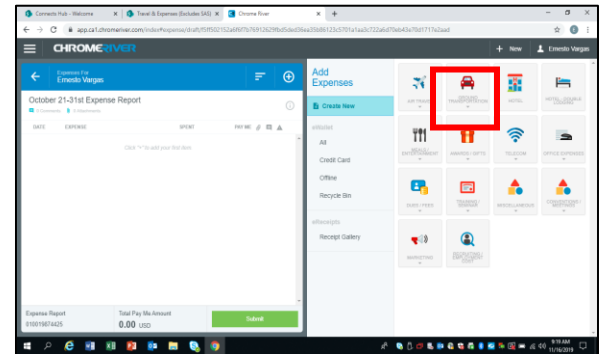


4. Under the “Add Expenses” click on “Create New”



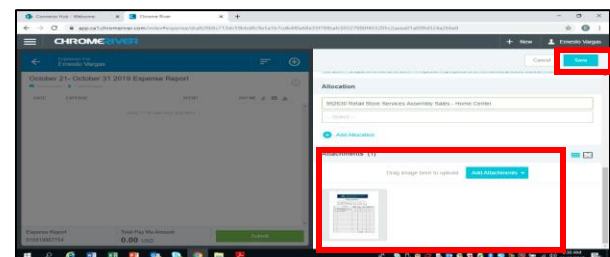
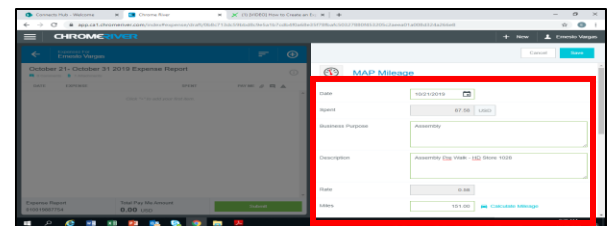
5. Locate “Ground Transportation” Tile icon and click.

- Find “MAP MILEAGE” Tile icon and click .
- **Do NOT CLICK ON “MILEAGE ICON” !**



6. Select the Date. Reports are to be completed and submitted within the first five days of every month. Example: If you are submitting expenses for the Month of November, you will submit the report with the Date of 12/01/XXXX.

- Business Purpose: “Assembly”
- Description: “Assembly at Multiple Home Depots”
- Mileage: Enter your Monthly “Business Miles” that you are reporting.
- Allocation: make sure 2nd box says Not Applicable
- Attach your mileage log at the bottom and then save and Submit. Mileage Log to be completed in excel format or typed PDF.



Quick Mileage RECAP:

Use MAP mileage tile
Enter the following:

- Date
- Business Purpose: Month End Mileage
- Description: Month End Mileage
- Miles: Enter total miles for month
- Allocation: make sure 2nd box says Not Applicable, Attach the mileage log at the bottom and then save.

Mileage Log is to be uploaded and submitted with excel or a typed PDF. Remember to subtract 40 miles each way or 80-mile round trip. (Example: 120 miles round trip – 80 = 40 business miles)

PER DIEM / MEALS - MANAGEMENT:

1. Select “Meals /Entertainment” tile
2. Select “Travel Meals” tile
3. Business Purpose: Enter “Meal Stipend.”
4. Merchant: Enter “Meal Stipend.”
5. Type: Select either “Breakfast” or “Dinner.”
6. Attach CLC Hotel Receipt
7. Save

If you have any questions or need assistance, please reach out to your manager.