

Chrome River Mileage Reporting Procedures

Log onto asmconnects.com

Click on Chrome River Expense System

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Click on “+ New” tab next to your name in the upper right hand corner

Give the report a name i.e. “October 2019 Mileage Report”

Click on the “Save” button in the upper right hand corner

Under “Add Expenses” click on “Create New”

Click on the “Ground Transportation” icon

Click on the “MAP Mileage” icon only

DO NOT CLICK ON THE “MILEAGE” ICON!

Select the Date, Generally the first of the following month.

Fill in the “Business Purpose” dialog box i.e. “Travel to Home Depot Stores”

Fill in the “Description” dialog box. i.e. “Assembly”

Fill in the “Mileage” dialog box. This figure should come from your Mileage Reporting sheet.

The “Spent” dialog will now self-populate

Leave the “Deduction” dialog box on “None”

Leave the “Is Billable” check box blank

The “Allocation” dialog box will self-populate.

Click on the –Select– drop down menu and select “Not Applicable”

Click on the “Attachments” button to add attachments. I.e. your Mileage Reporting Form

Click the “Save” button in the upper right hand corner

Confirm your data and figures

Click on the “Submit” button

Confirm you want to submit the report and click on the “Submit” button again.