



Expense Reports

Expense Reports are submitted to reimburse travel expenses after the trip is completed.

Expense Reports must be submitted within 60 days after the trip is completed.

Accounts Payable will approve or return the Expense Report for correction.

Expense Reports

Steps to create an Expense Report:

1. Click on Create which is under Expense on the Dashboard

2. Complete the Expense Report Header

Report Name – Type a unique name.

i.e. – Conference Name, Location and Date

Start Date – Input the date you will depart on the trip

End Date – Input the date you will return from the trip

Travel Type - Select Domestic US, International or Small Business Expense

Travel Reason – Click the drop-down arrow to select a reason

Destination – Input the place where you will travel to

Business Purpose - Provide a business reason for the trip

3. Click Save

Expense Reports

emburse
chromeriver

Approvals Needed

2

Expenses



Create

1/1

Do you need help with finding your department's team? If so, please use our [Travel Process](#)

View All
Submitted





MELISSA SNOWDEN
Old Dominion University

3





Images

Cancel

Save

2

Expenses For MELISSA SNOWDEN

Report Name	AGA Conference/Philadelphia PA/April 2024
Pay Me In	USD - US Dollars
StartDate	04/10/2024 
EndDate	04/12/2024 
Travel Type	Domestic US 
Travel Reason	Conference 
Destination	Philadelphia PA
Business Purpose	Professional Development

Business Model

Business model	per	travel	related	du	_____	_____	_____	_____	_____
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Real Estate

Steps to input Business real estate:

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Business Meals



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Add
Expenses



All

Trips

Offline

Personal Account

S



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Old Dominion University

Cancel

Save

Business Deals

Date	3	04/19/2024
Amount	4	0.00
Comments	5	Staff meeting to discuss year-end closing

|

Steps to input Business real expenses:

6. Allowable Food Total – The allowable total will automatically populate.

7. Overage Total - The overage total will automatically populate.

8. Receipts/Doc Attached – Click on Receipts Attached and attach





Steps to input Business Meal Expenses:

10. Allocation – Input the department budget code on the first line and the subaccount (expense code) for business meals (7107) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.
11. Guests – Input the names of attendees. Internal guests are ODU employees. Click on the drop-down arrow to the right of Internal and Select External to input names of non-employees.

12. Click on the drop-down arrow to the right of Internal and Select External to input names of non-employees.

Allowable Food Total

0.00 USD

12

0.00

Receipt/Docs Attached

8

Paid on PO or University PCard

9

Allocation

10

1PC01 ACCOUNTS PAYABLE 011001

Meals (Group Business) - 7107

Add Allocation

Guests (1)



11

Internal

Upload CSV

Internal. MELISSA SNOWDEN

100%

0.00

Business Meals

Steps to input Business Meal :

13. Date – Input the date shown on the receipt
14. Location – Type the city or county and state for the physical location or address of the restaurant
15. Meal Type – Click on the meal type based on the

Business Meals

Calculate Allowable Total

Date **13** 04/19/2024

Location **14** Norfolk Norfolk (city) Virginia (VA) United States

Meal Type **15**
Lunch
Dinner

Attendees **16** 2

Per Attendee	15.00 USD
Base Total	30.00 USD
17 Allowable Food Total	30.00 USD

Business Meals

Steps to input Business Meal expenses:

18. Food – Input the cost of the food purchased as shown on the receipt

Allowable Food Total

30.00 USD

18



19



Tax/Tip

20

10.00

Food

coho

21

22

total Overages

10.00

Can

23

Steps to input Business real expenses:

24. Attachments - Save receipts as one pdf file on the desktop or individually. JPG, PNG, OFD, and TIFF files may also be uploaded. Attach the pdf file in Chrome River using one of the two methods shown below:
 - a. Drag and drop the pdf file in the area marked as Drag image here to upload, or
 - b. Click on Add Attachments and locate the pdf file to attach
25. Click Save



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25

Cancel

1PC01 ACCOUNTS PAYABLE 011001

Meals (Group Business) - 7107

Add Allocation

Guests (2)

Internal

Upload CSV

Internal	x	MELISSA SNOWDEN AP TRAVEL PROCESSING SUPV Old Dominion University	50%	20.00
Internal	x	MONIQUE JOHNSON-DOWE ACCOUNTS PAYABLE MANAGER Old Dominion University	50%	20.00
			100%	40.00

Attachments (0)

24



Add Attachments