



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

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

Steps to create an Expense Report:

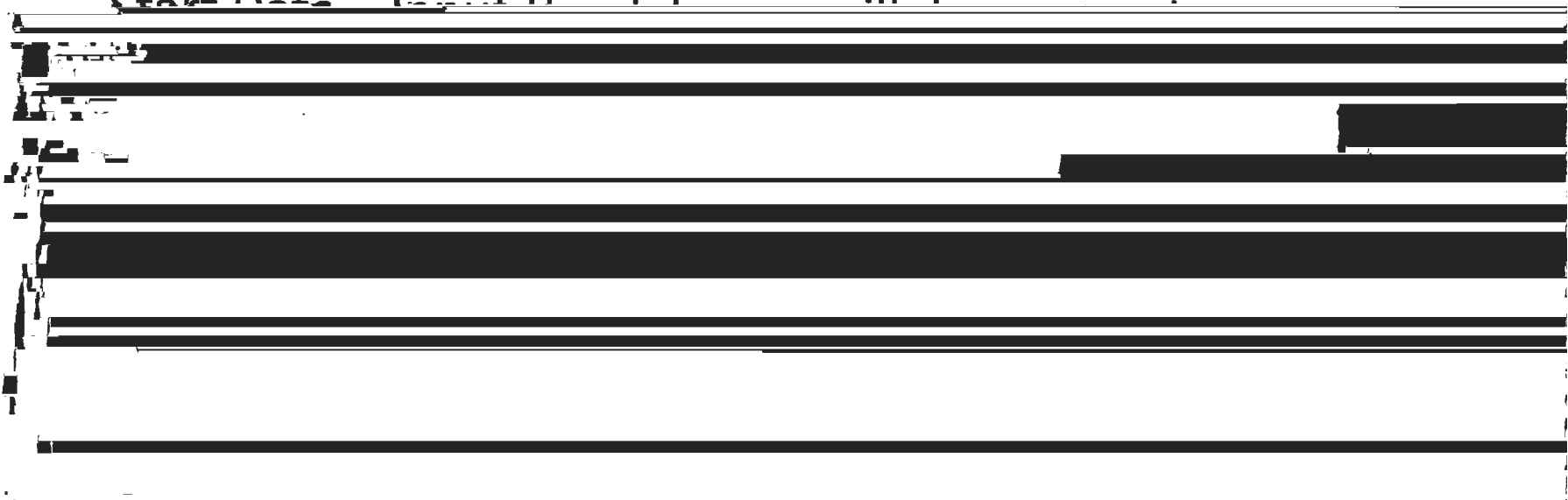
1. Click on Create which is under Expense on the Dashboard

2. Complete the Expense Report Header

Report Name – Type a unique name.

i.e. – Conference Name, Location and Date

Start Date – Input the start date



Expense Reports

emburse
chromeriver



Expenses

+ Create

OLD DOMINION

1/1/2020

Big Blue Team - Sharon Kelly

Lion Team - Erica Paredes

Mon

Expense Reports



MELISSA SNOWDEN
Old Dominion University

3

PDF ▾

Images

Cancel

Save

2

Expenses For MELISSA SNOWDEN

Report Name AGA Conference (Philadelphia PA) 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

The traveler must select the most appropriate response to each of the following statements:

1. I would accept a bribe to get my job done.

2. I would accept a bribe to get my job done.

3. I would accept a bribe to get my job done.

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20. I would accept a bribe to get my job done.

Car Rental and Vehicle Fuel

Risk Management requires the completion of a driver authorization form when driving or borrowing any vehicle for business travel.

[risk odu.edu](http://risk.odu.edu)

Steps to input Car Rental

1. Click on the expense tile for Ground on the right or click on the plus symbol (+) to the left of Add Expenses to view the



Add Expenses

Create



All



Trips



Offline

Personal Account

Personal Card



MELISSA SNOWDEN 
Old Dominion University



Car Rental



MELISSA SNOWDEN
Old Dominion University

Cancel

Save

Car Rental

Date

3

04/12/2024



Amount

4

97.00



USD

Comments

5

6

Does your receipt contain any optional add-ons offered by the car rental agency? (eg. Gas, Insurance, GPS, etc)

No



Steps to input Car Rental expenses:

7. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually

8. Paid on PO or University DCard – Click on [redacted]

Car Rental

Steps to input Car rental expenses:

1. Attachments
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MELISSA SNOW EN ▾

11

Cancel

Save

Receipt/Docs Attached 7

Paid on PO or University PCard 8

Allocation 9

1PC01 ACCOUNTS PAYABLE 011001

Car Rental (Training) - 7109

[Add Allocation](#)

Attachments (0)

10



o a Add Attachments ▾