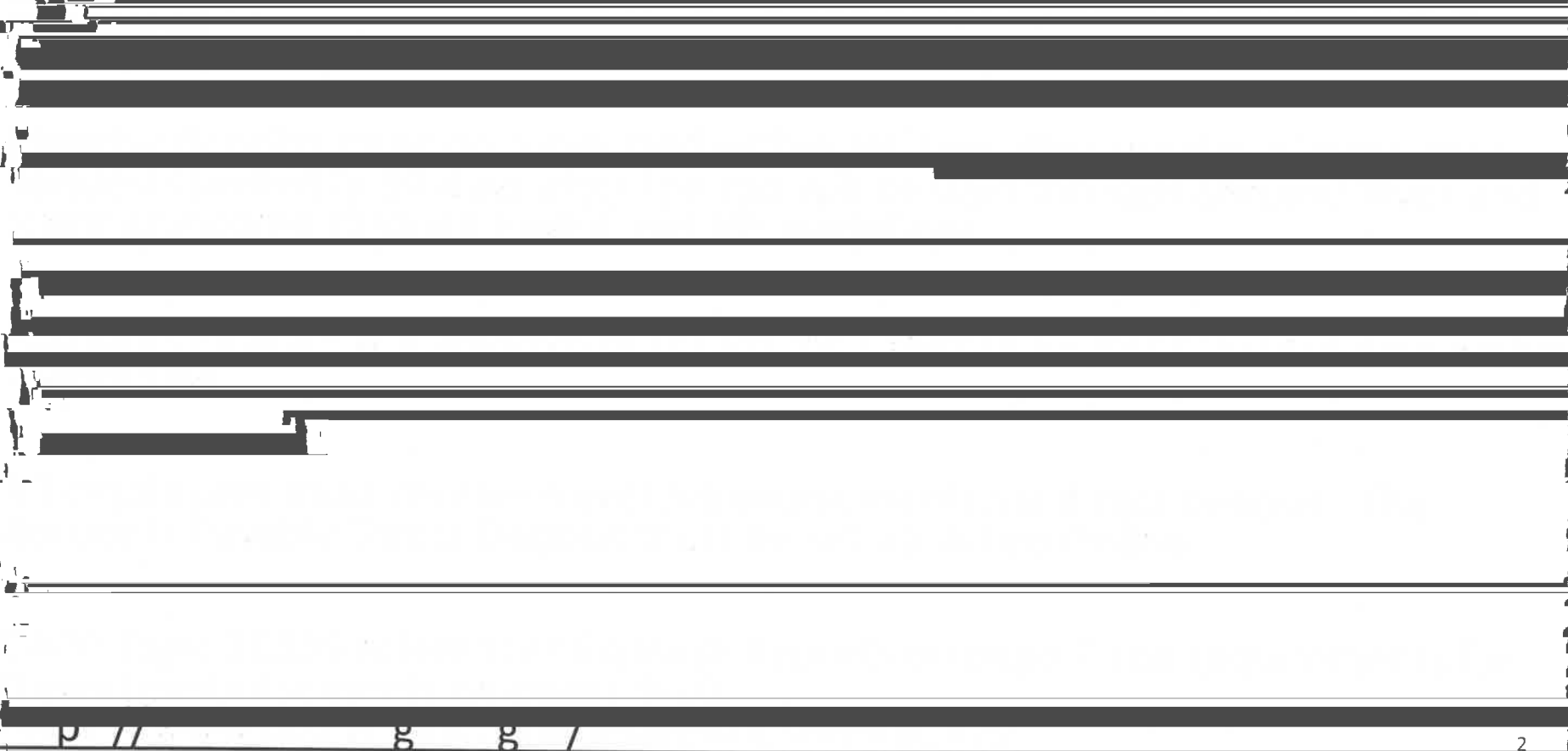




Expense Reports

Expense Reports are submitted to reimburse travel expenses. Credit card statements



8 /

2

Expense Reports

Steps to create an expense report:

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

2. Complete the Expense Report form



Expense Reports



Approvals Needed
2 Expense Reports

View All



Expenses

+ Create

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

1
Draft

View All
Submitted



Big Blue Team - Sharon Kelly



Lion Team - Erica Pender

None

Expense Reports

PDF ▾

Cancel

Save

2

Expenses For MELISSA SNOWDEN

Pay Me In

USD - US Dollars

EndDate

04/12/2024

Travel Type

Domestic US ▾

Travel Reason

Conference ▾

Destination

Philadelphia PA

Business Purpose

Professional Development

Taxi and Shuttle

Receipts are required for reimbursement of each taxi fare that is \$75 or more.

If receipts are not available for expenses less than \$75, record the amount on the expense report.

Steps to input Taxi and Shuttle expenses:

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 expense tiles

2. Select Taxi/ Shuttle and enter the amount



100% of your data is
securely encrypted

All

Trips

Offline

Personal Account

Recycle Bin

P

Cancel

Taxi/Shuttle

Date	<input type="text" value="04/12/2024"/>	<input type="text" value="04/12/2024"/>
Business Purpose	<input type="text" value="Transport from airport to hotel"/>	
Transport From	<input type="text" value="Denver airport"/>	
Transport To	<input type="text" value="Westin hotel"/>	
Taxi Fare	35.00	7
Other Fees and Surcharges	7.00	8
Sub Total	42.00	
Tip	6	9
Tip %	14.29	
Amount	48.00	JSD



MELISSA SNOWDEN
Old Dominion University

Receipt/Docs Attached 10

Paid on PO or University PCard 11

Allocation

1PC01 ACCOUNTS PAYABLE 011001

Taxi/Shuttle (Training) - 7109

[Add Allocation](#)

Attachments (0)

13



[Add Attachments](#) ▼

Taxi and Shuttle Fares

Steps to input Taxi and Shuttle expenses:

13. 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: