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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. Requests turned in 90 days after the trip will be paid through Chrome River and taxed as income through Payroll per IRS guidelines.

Accounts Payable will approve or return the Expense Report for correction within 7 workdays.

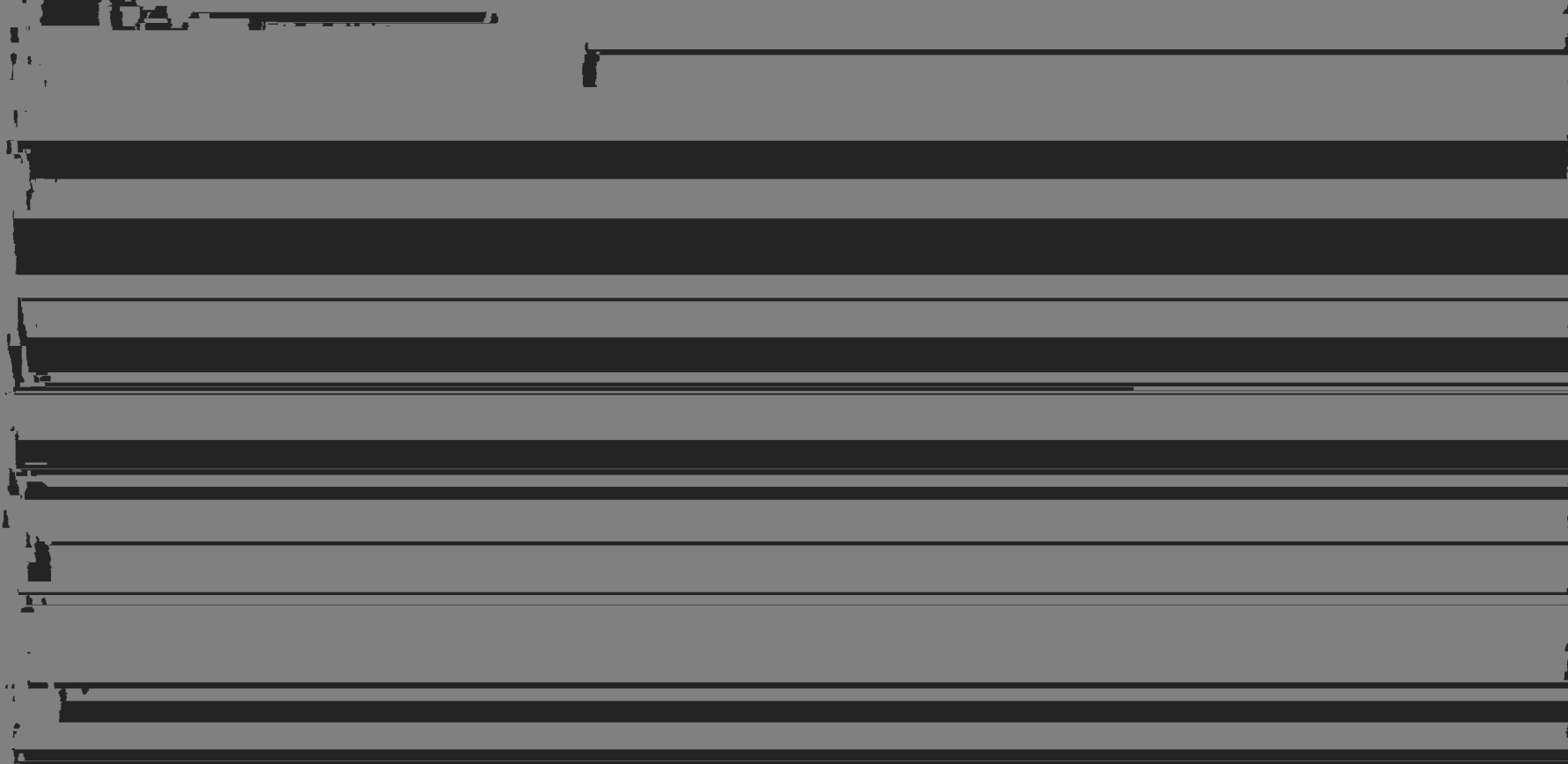
All employees must receive a receipt for all expenses. Receipts must be submitted with the Expense Report.

Account	Amount	Receipt #	Date
Travel	100.00	12345	12/12/2023
Travel	200.00	67890	12/15/2023
Travel	150.00	11111	12/18/2023

Expense Report

Steps to create an Expense Report:

1. Click on Create which is under Expense Report button



Expense Reports



Approvals Needed

2 Expense Reports

20/02/20

OLD DOMINION

Expenses

+ Create

Do you need help with finding your department's team? If so, please use our Travel Process!

1
Draft

View All
Submitted



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MELISSA SNOWDEN
Old Dominion University

3

PDF

Images

Cancel

Save

2

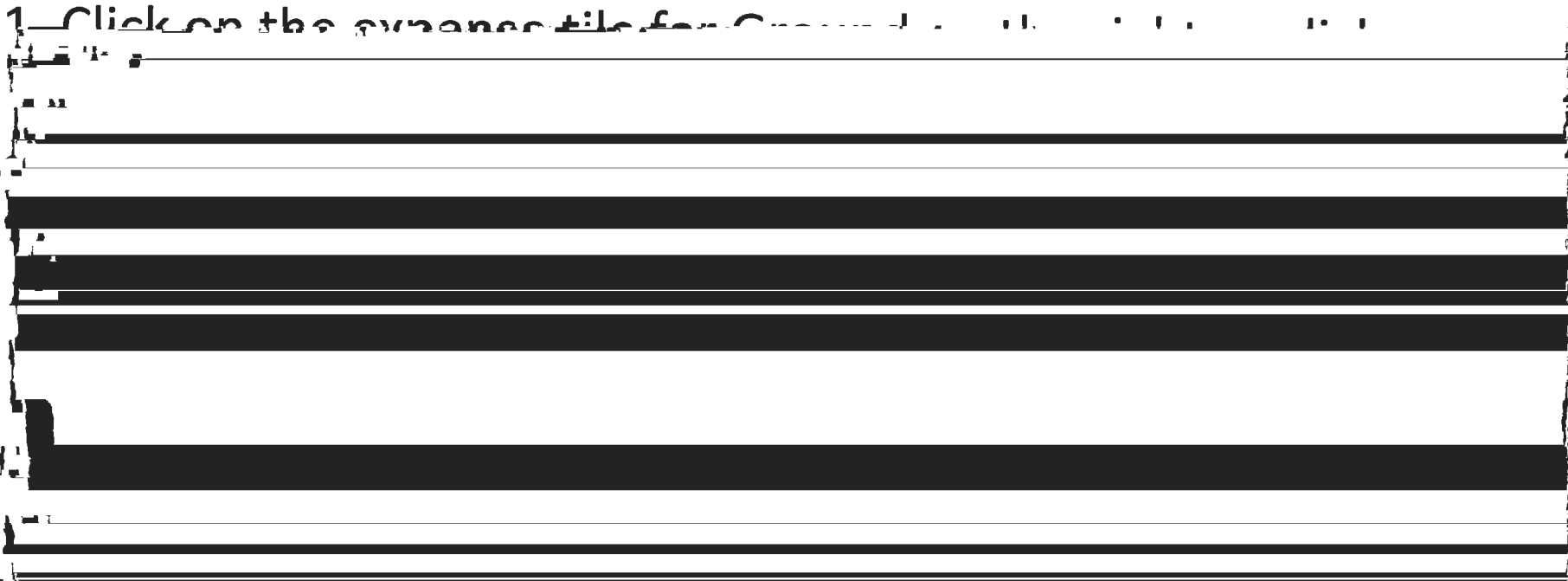
Expenses For MELISSA SNOWDEN

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

Air and Rail Tickets

Economy or Coach tickets must be procured for air and rail tickets.

Steps to input Train fare :



Train Fare



Add Expenses

Create

All

Trips

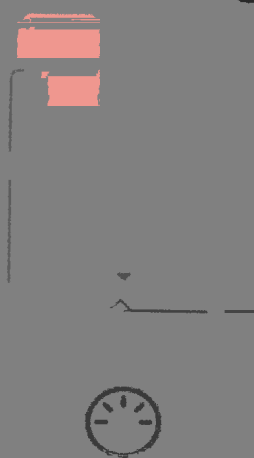
Offline

Personal Account

Recycle Bin



MELISSA SNOWDEN



P



2



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Old Dominion University

Cancel

Save

Rail

Date 3 03/25/2024 

Amount 4 155.00  USD

Comments 5

Rail Class 6 Coach 



Train Fare

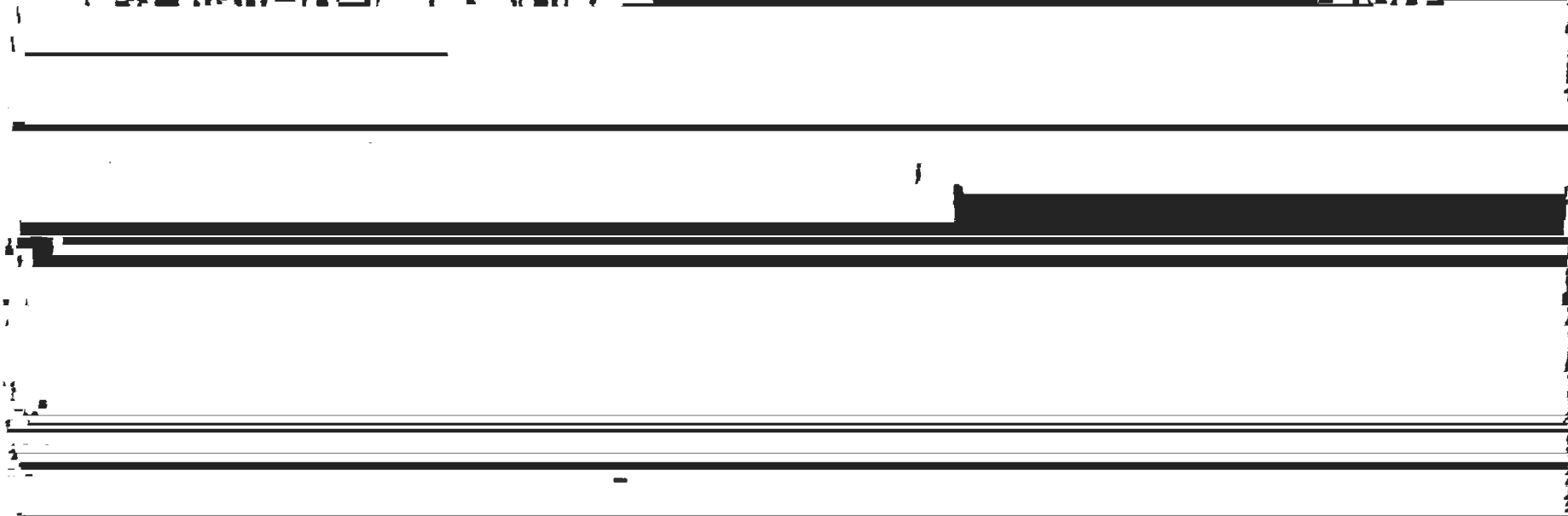
Steps to input Train Fare expenses:

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 PCard – Click the box to check it if the department charged the PCard or a PO. Expense



Steps to input Train Fare expenses:

10. Attachments - Save receipts as one pdf file on the desktop or individually. JPG, PNG, ODF and TIF files may also be uploaded



Attach the pdf file in Chrome River using one of the two methods

Train Fare



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11

Cancel

Save

Receipt/Docs Attached 7

Paid on PO or University PCard 8

Allocation 9

1PC01 ACCOUNTS PAYABLE 011001

Train Fare (Training) - 7109

Add Allocation

Attachments (0) 10



Page 1 of 1

Add Attachments ▾



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13

Cancel

Save

12

Please complete additional information.

Provide reason for not using
the PCard

PCard holder forgot PIN