

CHROMERIVER EXPENSE

Airfare

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 travel reimbursements via direct deposit. The Accounts Payable Direct Deposit must be set up in Leo Online.

CAPP Topic 20335 references Expense Reports on page 7 and requirements for travel reimbursements on pages 9-10.

<https://www.doa.virginia.gov/reference.shtml#CAPP>

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



Approvals

Approvals Needed

2 Expense Reports

0 Pre-Approvals

Expenses

1 Create

1
Draft

0
Returns

[View All Submitted](#)

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



Big Blue Team - Sharon Kelly
3-5435



Lion Team - Erica Paredes
3-6831

Mon:

Expense Reports



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.

Business/first class fare, preferred coach seats, travel insurance, or changes to accommodate personal comfort, convenience and taste are not reimbursable.

Documentation is required for reimbursement of air and rail expenses:

- Airfare, train or bus receipt (Confirmation – required for services procured online)
- Boarding passes, ticket stubs, or pictures of mobile passes
- Payment method – cash, check or credit (type of card and last 4 digits)
- Include an explanation for ticket change fees and excess baggage

The Travel Registry must be completed before departing on any trip. Contact Risk Management risk@odu.edu with questions.

CAPP Topic 20335 references Air and Rail tickets on pages 36-37.
<https://www.doa.virginia.gov/reference.shtml#CAPP>

Airfare

Steps to input Airfare expenses:

1. Click on the expense tile for Air Travel on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
2. Select Airfare and complete the form
3. Date - Input the receipt date or date the flight was purchased
4. Amount – Input the reimbursable amount shown on the receipt
5. Comments - Optional
6. Airline – Click on the drop-down arrow to select the airline
7. Air Class – Click on the drop-down arrow to select the air class

Airfare

The screenshot displays a mobile application interface for managing expenses. At the top right, the user's name 'MELISSA SNOWDEN' and affiliation 'Old Dominion University' are visible. A navigation bar at the top features a green '+ Add Expenses' button and a blue 'Create New' button. Below this, a grid of expense categories is shown: AIR TRAVEL, RENTALS, MEALS, and HOTEL. The 'AIR TRAVEL' category is highlighted with a red box labeled '1' and a red arrow pointing to it. Below the 'AIR TRAVEL' category, a sub-grid of specific expense types is displayed: AIRFARE, BAGGAGE FEE, CHANGE TICKET FEE, PASSPORT/VISA FEES, AIR UPGRADE FEES, and AIRPORT FEES/TAXES. The 'AIRFARE' category is highlighted with a red box labeled '2' and a red arrow pointing to it. On the left side, a sidebar menu lists 'eWallet', 'All', 'Trips', 'Offline', 'Personal Account', and 'Recycle Bin'.

Airfare

Cancel

Save



Airfare

Date

3

03/04/2024



Amount

4

550.00



USD

For approval, you MUST attach your airfare confirmation, itinerary, and boarding passes. If your trip includes flights using multiple airlines please use your departure airline in the airline drop down below.

Comments

5

Optional

Airline

6

-- Select --



Air Class

7

-- Select --



Airfare

Steps to input Airfare expenses:

8. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
9. Paid on PO or University PCard – Click the box to check it if the department charged the PCard or a PO. Expenses paid on a PO or PCard will not be reimbursed. Leave the box unchecked if the fee was charged to a personal card or an individual travel card.
10. Allocations – Input the department budget code on the first line and the subaccount (expense code) for airfare training (7109) or non-training (7103) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

Airfare

Cancel

Save

8

Receipt/Docs Attached

9

Paid on PO or University PCard

Allocation 10

1PC01 ACCOUNTS PAYABLE 011001

Airfare (Training) - 7109

Add Allocation

Airfare

Steps to input Airfare expenses:

11. 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
12. Click Save
13. Additional Information - Type a response to provide the reason the PCard was not used.
14. Click Save

Airfare



MELISSA SNOWDEN ▾
Old Dominion University

12

Cancel

Save

Attachments (1)



11

Drag image here to upload

Add Attachments ▾

Airfare



MELISSA SNOWDEN
Old Dominion University

14

Cancel

Save

ADDITIONAL INFORMATION

Please complete additional information.

13

Provide reason for not using the PCard

PCard holder not available