



CHROMERIVER **EXPENSE**

Business Meals

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 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

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

1
Draft

0
Resumed

View All
Submitted



Big Blue Team - Sharon Kelly
3-5435



Lion Team - Erica Paredes
3-6831

Mon:

Expense Reports



MELISSA SNOWDEN
Old Dominion University

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

3

Business Meals

Business meals or non-travel related meals may be claimed by individuals who are not in travel status. Business meal reimbursements are based on actual expenses. Utilize per diem rates posted on GSA.gov to determine the allowable per diem for the specified meal which includes taxes and tips.

Business meal expenses can be reimbursed up to 50% above the allowable GSA rate. A discretionary budget is required to reimburse any amounts that exceed 150% of the GSA rate.

The following documentation is required to reimburse business meals:

- Business meal form
- Itemized receipt
- Names of attendees
- Purpose of the business meal to include description of business discussed, and benefits to the University

CAPP Topic 20335 references Business Meals on page 26.
<https://www.doa.virginia.gov/reference.shtml#CAPP>

Business Meals

Steps to input Business Meal expenses:

1. Click on the expense tile for Meals on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
2. Select Business Meals and complete the form
3. Date - Input the date of shown on the receipt
4. Amount – The amount will automatically populate. Click on USD to select the appropriate currency if the receipt is in a foreign currency.
5. Comments – Record the purpose of the business meal including the topic of discussion and benefit to the University

Business Meals

The screenshot shows a mobile application interface for managing expenses. At the top right, the user is identified as MELISSA SNOWDEN at Old Dominion University. The main menu on the left includes 'Add Expenses' (highlighted in yellow), 'Create New', and 'eWallet' with sub-options for 'All', 'Trips', 'Offline', and 'Personal Account'. The central area features a grid of expense categories: AIR TRAVEL, GROUND, MEALS, and HOTEL. Below this is a dark grey bar containing BUSINESS MEALS, PER DIEM WIZARD, and PER DIEM. At the bottom, there are icons for TELECOM, PER-SMISC, SMALL BUSINESS EXPENSE, and NONEMPLOYEE. Two red arrows point from the top right towards the 'MEALS' and 'BUSINESS MEALS' options. A red box with the number '1' is placed above the 'MEALS' icon, and a red box with the number '2' is placed above the 'BUSINESS MEALS' icon.

Business Meals



MELISSA SNOWDEN 
Old Dominion University

Cancel

Save



Business Meals

Date

3

04/19/2024



Amount

4

0.00

USD

Comments

5

Staff meeting to discuss year-end closing

Business Meals

Steps to input Business Meal 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 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.

Business Meals

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 Calculate and complete the form

Business Meals

Allowable Food Total 6 USD 12

Overage Total 7 USD

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**
AP TRAVEL PROCESSING SUPV
Old Dominion University

Business Meals

Steps to input Business Meal expenses:

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 time of purchase or meeting time:
Breakfast (before 11am), Lunch (11am-4pm), Dinner (after 4pm)
16. Attendees – Input the number of attendees
17. Allowable Food Total – The allowable total is automatically calculated based on the allowable GSA.gov per diem rate per attendee times the number of attendees

Business Meals

Calculate Allowable Total

Date

13

04/19/2024



Location

14

Norfolk-Norfolk (city), Virginia (VA), United States

Meal Type

15

- Breakfast
- Lunch
- Dinner

Attendees

16

2

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

17

Business Meals

Steps to input Business Meal expenses:

18. Food – Input the cost of the food purchased as shown on the receipt
19. Alcohol – Input the total cost for all alcoholic beverages being reimbursed. A discretionary budget is required to reimburse alcohol.
20. Tax/Tip – Input the total amount charged for taxes and any tips paid
21. Total Spent - The total is automatically calculated based on the sum of Food, Alcohol and Tax/Tip.
22. Total Overages – The total is automatically calculated based on the difference in the Total Spent and the Allowable Food Total. Overages or excess meal costs are reimbursable up to 50% above the allowable GSA.gov rate. A discretionary budget is required to reimburse any amounts that exceed 150%
23. Click Save

Business Meals

Calculate Allowable Total ✕

Base Total	30.00 USD
Allowable Food Total	30.00 USD

Calculate Overages

		SPENT AMOUNT
Food	18	<input type="text" value="30.00"/>
Alcohol	19	<input type="text"/>
Tax/Tip	20	<input type="text" value="10.00"/>

Food
(includes 10.00 USD Tax & Tip)

Spent 40.00 USD of 30.00 USD
Over 10.00 USD

21

Total Spent

22

Total Overages

Alcohol
(includes 0.00 USD Tax & Tip)

Spent 0.00 USD
Over 0.00 USD

Total Spent	40.00 USD
Total Overages	10.00 USD

23

Business Meals

Steps to input Business Meal 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

Business Meals



MELISSA SNOWDEN
Old Dominion University

25

Cancel

Save

1PC01 ACCOUNTS PAYABLE 011001

Meals (Group Business) - 7107

+ Add Allocation

Guests (2) ⓘ

Internal

Add Clients

Upload CSV

Internal × MELISSA SNOWDEN
AP TRAVEL PROCESSING SUPV
Old Dominion University

50%

20.00

Internal × MONIQUE JOHNSON-DOWE
ACCOUNTS PAYABLE MANAGER
Old Dominion University

50%

20.00

100%

40.00

Attachments (0)

24



Drag image here to upload

Add Attachments