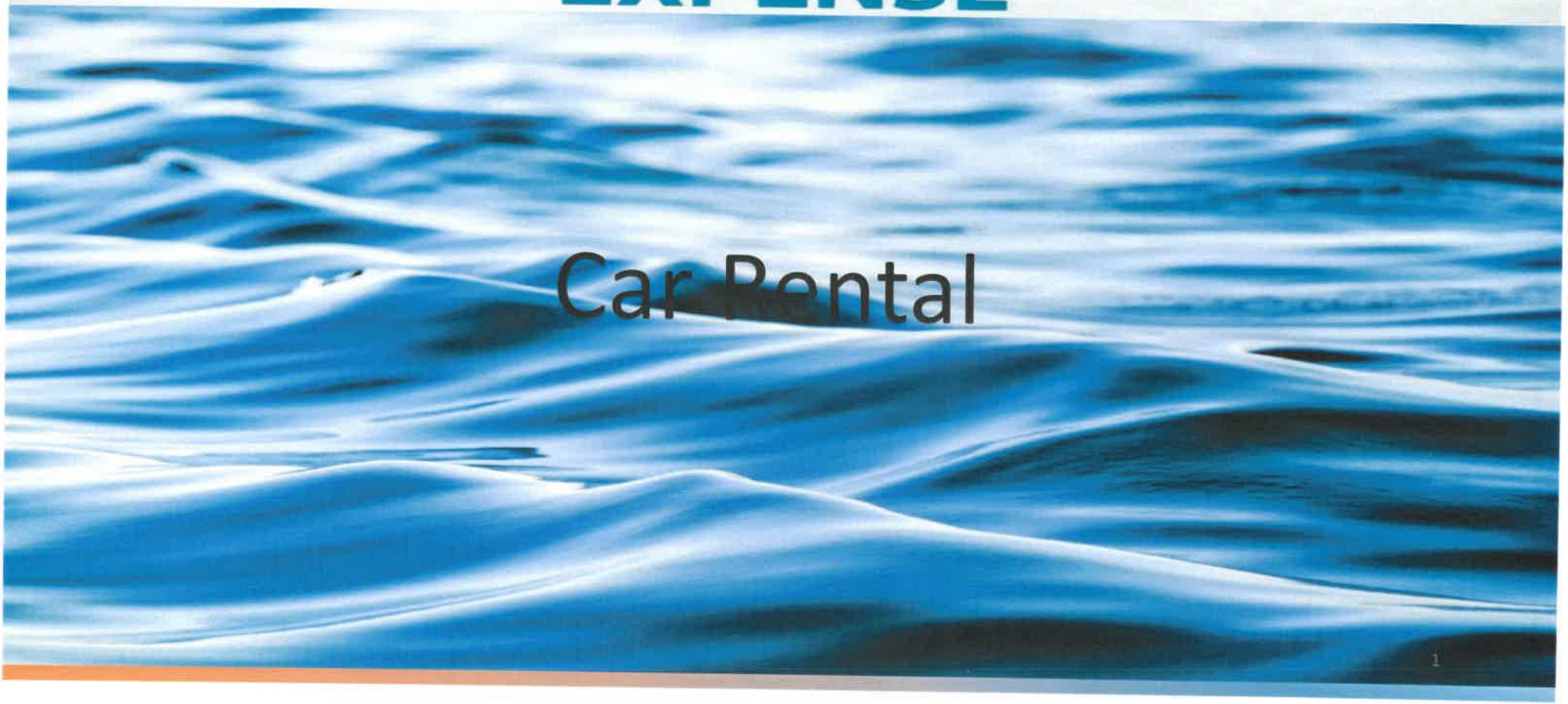
CHROMERIVER

EXPENSE



Car Rental

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.

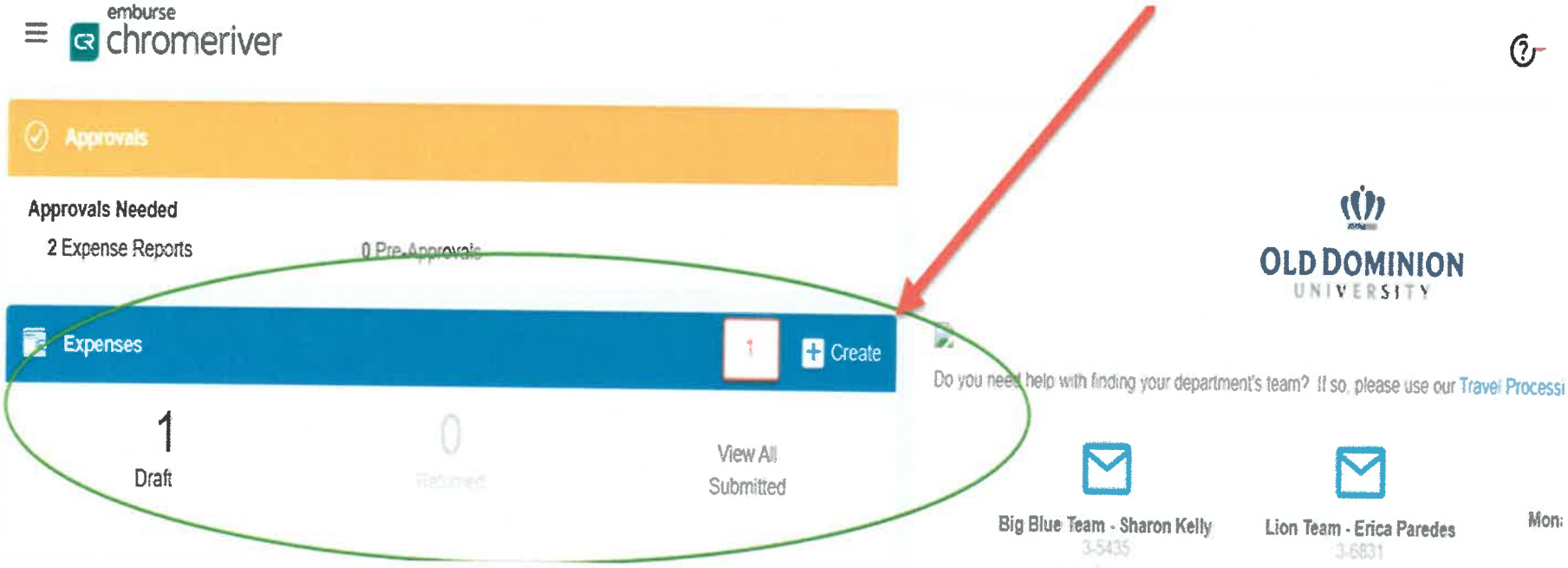
CAPP Topic 20335 references Expense Reports on page 7 and requirements for travel reimbursements on pages 9-10.
https://www.doa.virginia.gov/reference.shtml#CAPP

Expense Reports

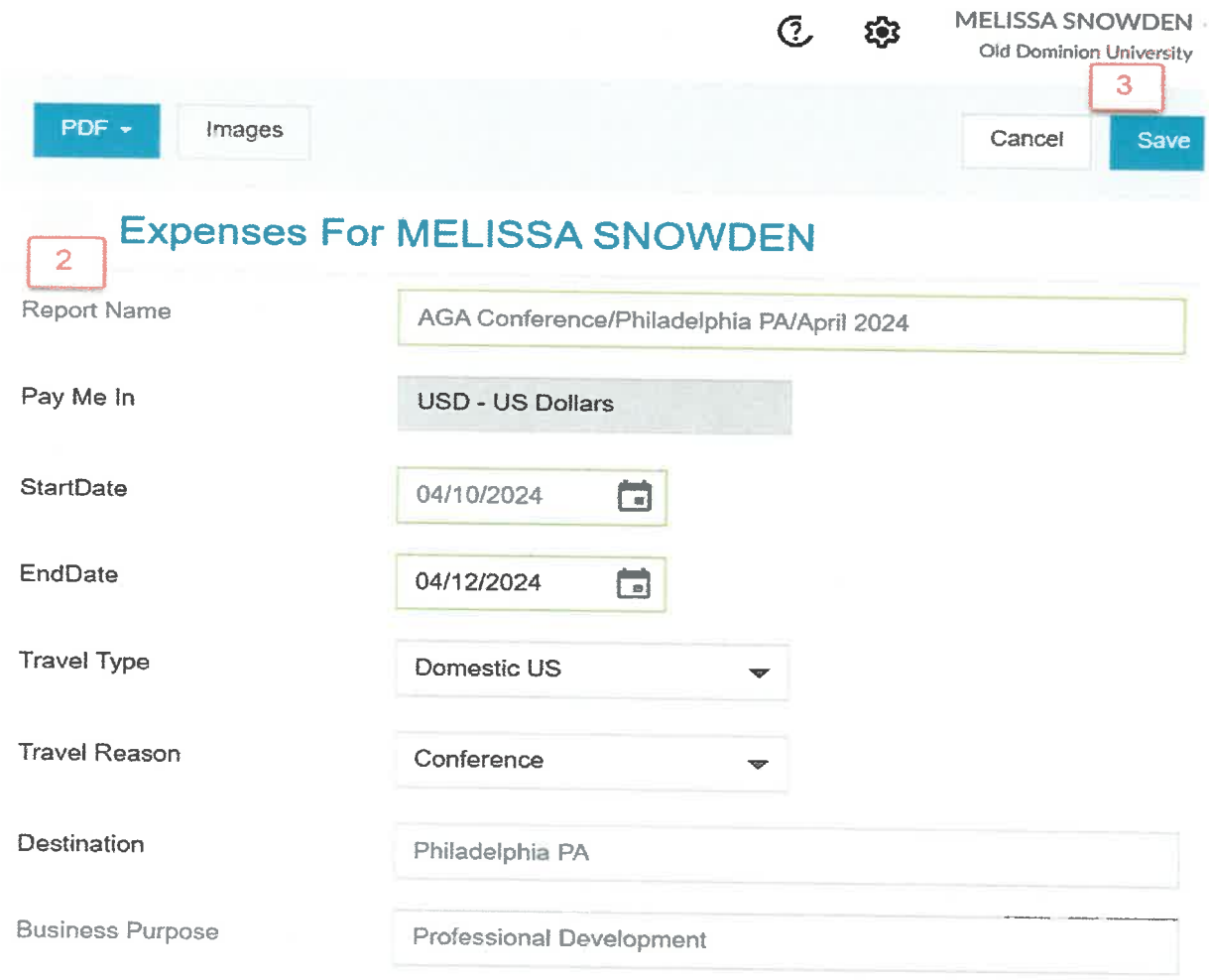
Steps to create an Expense Report:

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



Expense Reports



Car Rental and Vehicle Fuel

The traveler must select the most economical contractor and vehicle (economy or compact)

Employees must decline the refueling option offered by the rental agency. Gasoline will be reimbursed based on actual receipts from self-service stations for regular or unleaded fuel.

State employees must decline insurance coverage when traveling in the US.

State employees must request collision and liability insurance if traveling outside of the US.

The traveler will not be reimbursed for additional options like GPS or roadside assistance.

The traveler must provide the final receipt for reimbursement of rental car expenses and attach the reservation confirmation if a free upgrade is received.

Car Rental and Vehicle Fuel

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

Refer to ODU's Vehicle Use Policy #3250 and contact risk@odu.edu with questions.

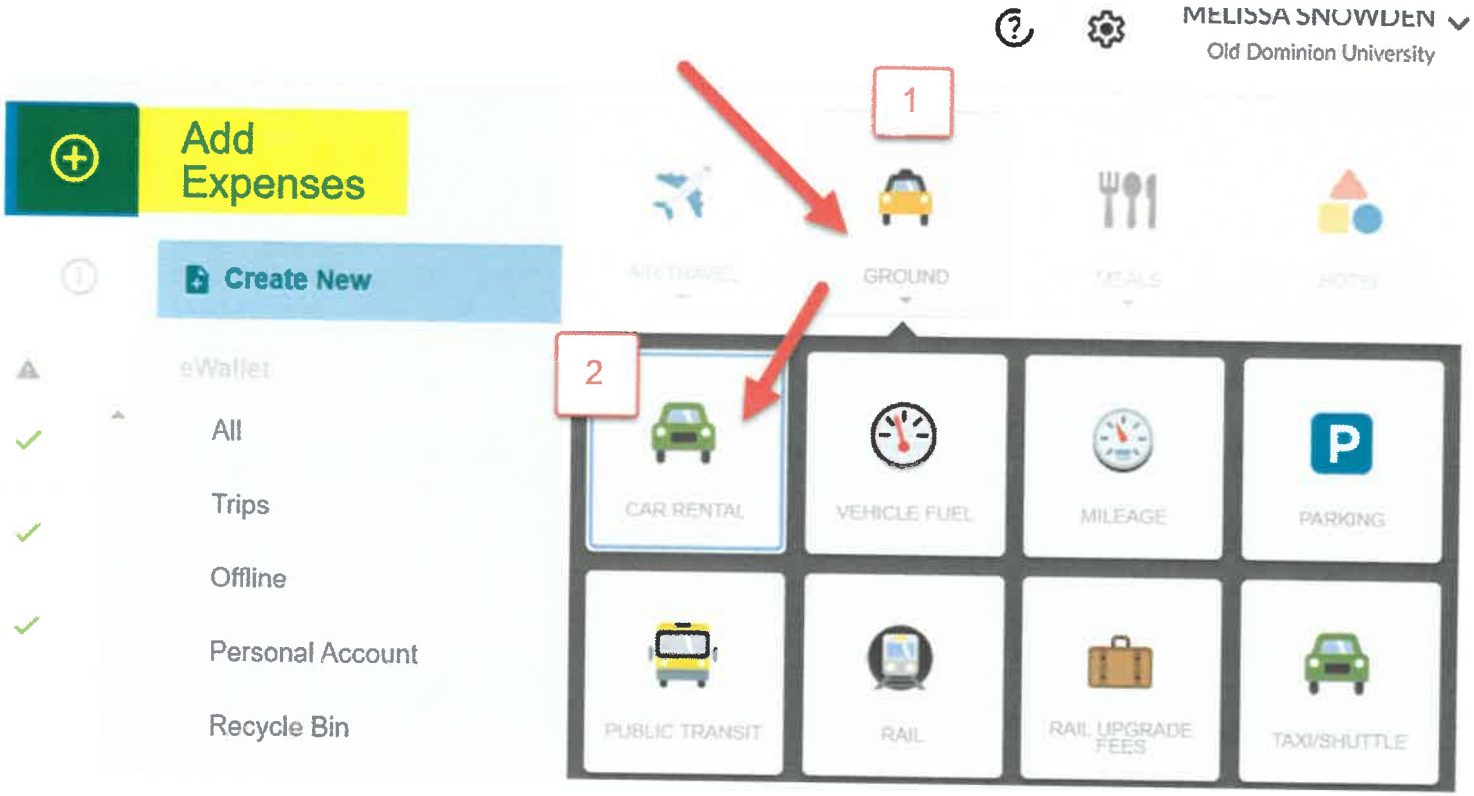
CAPP Topic 20335 references Car Rentals on pages 39-41.
https://www.doa.virginia.gov/reference.shtml#CAPP

Car Rental

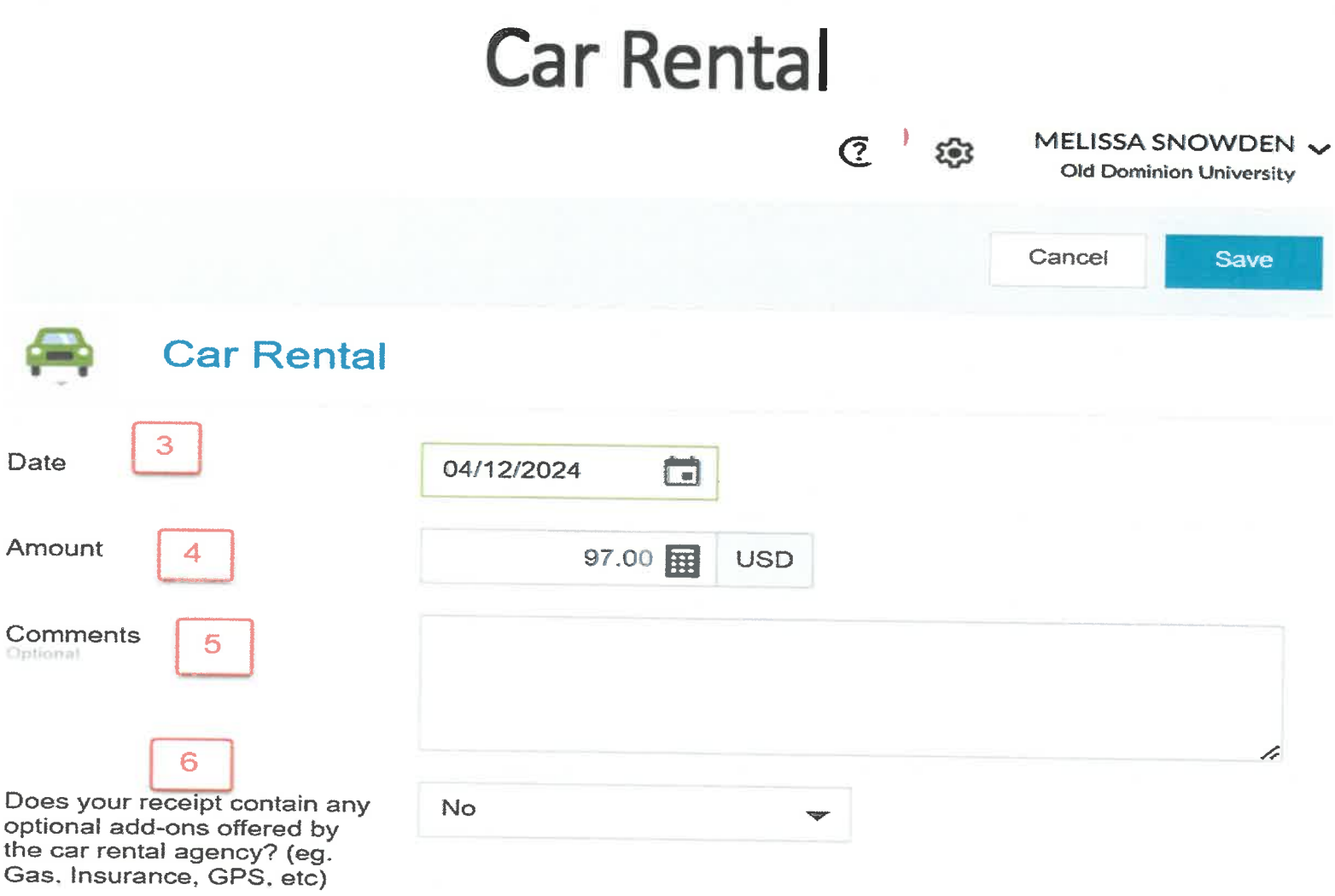
Steps to input Car Rental expenses:

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 Car Rental 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. Optional add-ons – Select Yes, if additional services offered by the rental agency like GPS, refueling service or insurance were procured. If no additional services were accepted, select No.

Car Rental


MELISSA SNOWDEN
Old Dominion University
Add Expenses
Create New
eWallet
All
Trips
Offline
Personal Account
Recycle Bin
1
GROUND
2
CAR RENTAL
VEHICLE FUEL
MILEAGE
PARKING
PUBLIC TRANSIT
RAIL
RAIL UPGRADE FEES
TAXI/SHUTTLE

Car Rental


MELISSA SNOWDEN
Old Dominion University
Cancel
Save
Car Rental
Date
3
04/12/2024
Amount
4
97.00
USD
Comments
Optional
5
6
Does your receipt contain any optional add-ons offered by the car rental agency? (eg. Gas, Insurance, GPS, etc)
No

Car Rental

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 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.
9. Allocations – Input the department budget code on the first line and the subaccount (expense code) for car rental training (7109) or non-training (7103) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

Car Rental

Steps to input Car Rental expenses:

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

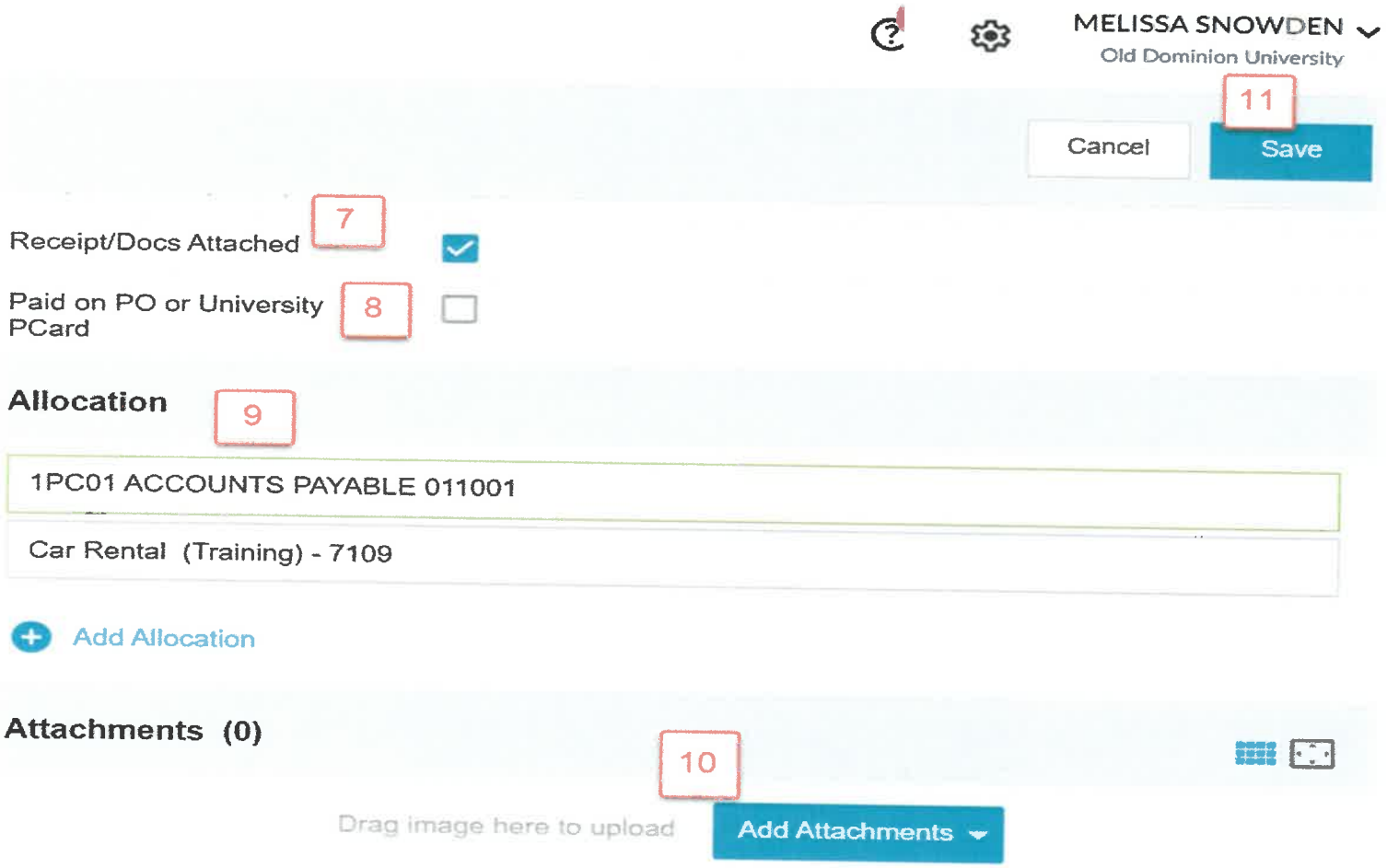
    Attach the pdf file in Chrome River using one of the two methods shown below:

    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

11. Click Save

Car Rental


MELISSA SNOWDEN
Old Dominion University
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
Drag image here to upload
Add Attachments