



**CHROMERIVER**  
**EXPENSE**

Conference Registration

# 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

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

1  
Draft

0  
Submitted

View All  
Submitted



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

## Expenses For MELISSA SNOWDEN

2

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

# Conference Registration Fees

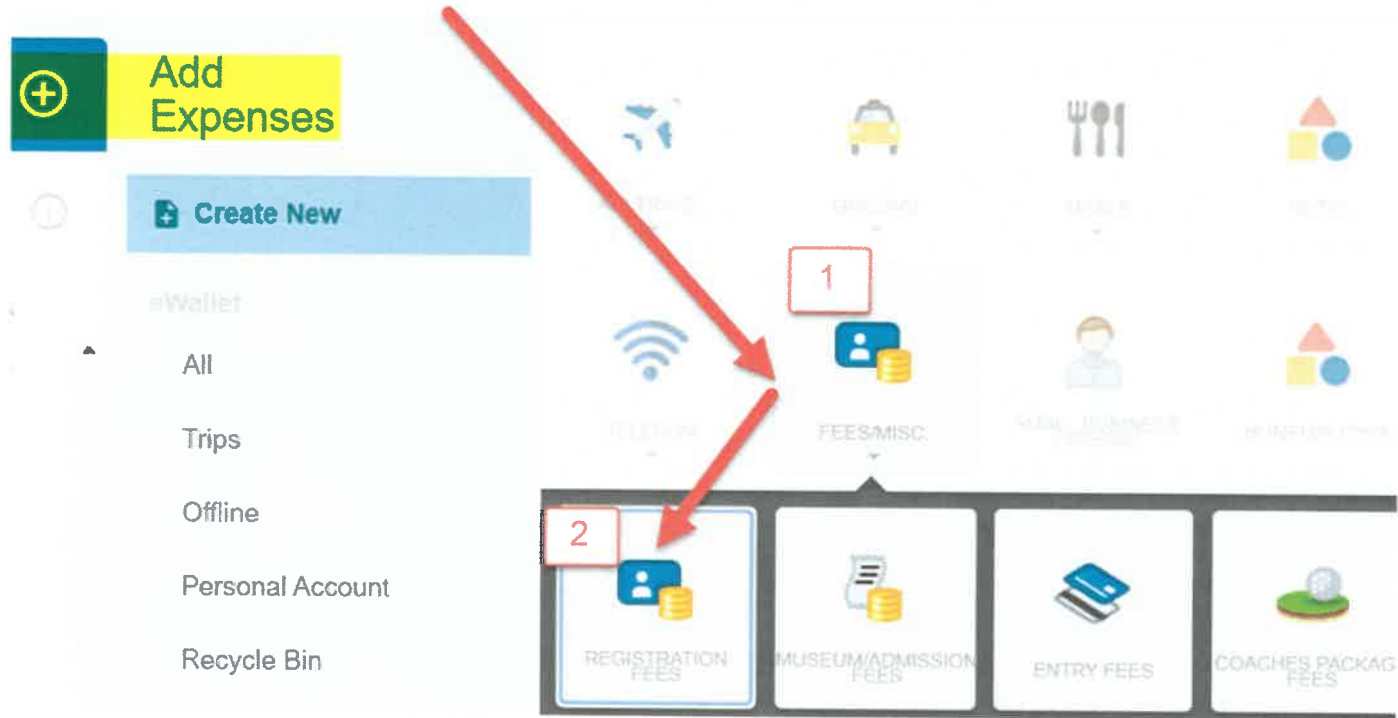
## **Steps to input a Conference Registration Fee:**

1. Click on the expense tile for Fees/Misc on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
2. Select Registration Fees and complete the form
3. Date - Input the receipt date for payment of the fee
4. Amount – Input the amount paid for the registration fee. If the registration fee included membership dues, attach an approval from the AVP or the responsible person in the organization who is one level below the VP.
5. Comments – Optional

# Conference Registration Fees



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# Conference Registration Fees



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Old Dominion University

Cancel

Save



## Registration Fees

Date

3

04/12/2024



Amount

4

200.00



USD

Comments

5

*Optional*



# Conference Registration Fees

## **Steps to input a Conference Registration Fee:**

6. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
7. 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 individual travel card.
8. Allocations – Input the department budget code on the first line and the subaccount (expense code) for conference registration (5103) or IT (5106) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

# Conference Registration Fees

## **Steps to input a Conference Registration Fee:**

9. 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
10. Click Save
11. Additional Information - Type a response to provide the reason the PCard was not used.
12. Click Save

# Conference Registration Fees



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10

Cancel Save



6

Receipt/Docs Attached

7

Paid on PO or University PCard

Allocation 8

1PC01 ACCOUNTS PAYABLE 011001

Conference Registration - 5103

Add Allocation

Attachments (1)

9



Drag image here to upload

Add Attachments

# Conference Registration Fees



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12

Cancel

Save

## ADDITIONAL INFORMATION

11

Provide reason for not using the PCard

Please complete additional information.

I do not have a PCard