



CHROMERIVER **EXPENSE**

Lodging Expenses

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

1
Draft

0
Returned

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

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

Lodging Expenses

Lodging may be reimbursed when an individual is traveling overnight on official business and more than 25 miles outside of the official work location.

Utilize the lodging and per diem rates posted on GSA.gov to determine the allowable rate for the physical location of the hotel. Lodging can be reimbursed up to 100% over the allowable GSA rate. The rate does not include taxes and surcharges which are reimbursable.

Lodging Requirements:

- Select lodging in the economy class
- Request the government rate
- The Travel Registry must be completed in advance of any travel. Contact Risk Management with any questions. risk@odu.edu
- A Pre-approval request must be approved before any international trip or travel to areas outside of the 48 contiguous US
- Alternate lodging locations like Airbnb are not reimbursable.

Lodging Expenses

Reimbursement of Lodging:

- Attach a final hotel receipt showing the balance paid in full or a balance due of zero
- If hotel services were obtained through an internet provider, attach a confirmation or copy of the final page from the internet site showing total cost, confirmed services, and the payment method
- If 2 or more people lodged in the room, provide the single room rate and the additional cost for occupancy.
- An estimated cost for a hotel in the same area is required to reimburse alternate lodging for places like dorms or campsites.
- If the hotel rate exceeded the allowable GSA per diem, provide the reason for excess lodging. A discretionary budget is required for any excess hotel rate and applicable tax that is more than 200% over the allowable GSA rate.

Justification for excess lodging:

- conference hotel
- nearest hotel within reasonable distance
- conference hotel full
- other – provide explanation


Lodging Expenses


Steps to input Hotel charges:

1. Click on the expense tile for Hotel on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
2. Date – Input the hotel check-in date
3. Amount - Input the total amount to be reimbursed for room charges and taxes
4. Comments – Optional

Lodging Expenses

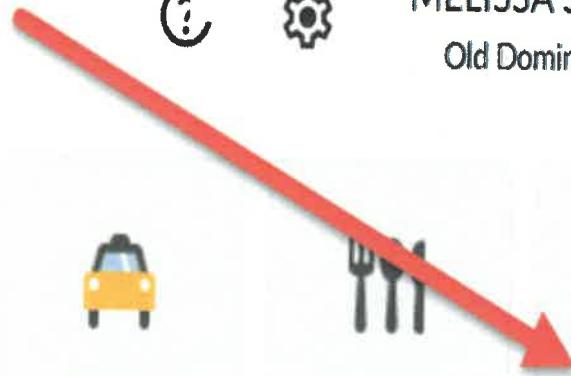
MELISSA SNOWDEN 
Old Dominion University


 **Add Expenses**


 **Create New**


eWallet


All





 AIR TRAVEL


 GROUND


 MEALS

 HOTEL 1

 TELECOM

 FEES/MISC.

 SMALL BUSINESS EXPENSE

 NONEMPLOYEE

Lodging Expenses

Cancel

Save

Itemize



Hotel

Date

2

04/17/2024



Amount

3

250.00



USD

Comments

4

Optional

Lodging Expenses

Steps to input Hotel charges:

5. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
6. 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.
7. Allocations – Input the department budget code on the first line and the subaccount (expense code) for lodging training (7109) or non-training (7105) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

Lodging Expenses

Steps to input Hotel charges:

8. 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
9. Click Save

Lodging Expenses

9

Cancel

Save

Itemize

Receipt/Docs Attached 5

Paid on PO or University PCard 6

Allocation 7

1PC01 ACCOUNTS PAYABLE 011001

Lodging (Training) - 7109

[+ Add Allocation](#)

Attachments (0)

8



Drag image here to upload

[Add Attachments](#) ▼

Lodging Expenses

Steps to input Room Charges:

10. Itemize - Click on Itemize to record daily Room Charges
11. Click on Room Charge
12. Date - Input the date for the daily room charge shown on the receipt
13. Amount – Input the amount for the daily room rate. If lodging multiple nights and the daily rates are the same, the amount can be combined to record the total of the daily room rates for multiple days.
14. Allowable Total – The allowable total will automatically populate.
15. Comments – Optional
16. Hotel – Click on the drop-down arrow to select the name of the hotel. Choose Other if the hotel is not listed.

Lodging Expenses

Images Edit 10 Itemize ...



Hotel

TOTAL AMOUNT
250.00

REMAINING
250.00



Amount of expense needs to be fully itemized.

#HC01

Amount of expense needs to be fully itemized.

Date 04/17/2024


Amount 250.00 USD






Comments

Receipt/Docs Attached

Lodging Expenses

Add Itemization Done

 Hotel	TOTAL AMOUNT 250.00	REMAINING 250.00
--	--------------------------------------	-----------------------------------

 11				
ROOM CHARGE	ROOM TAX/FEES	HOTEL-PARKING	TELECOM	HOTEL-BUSINESS MEALS

Lodging Expenses

Cancel

Save



Room Charge

Date

12

04/17/2024



Amount

13

200.00



USD

Allowable Total

14

0.00

USD

Calculate

Comments

Optional

15

Hotel

16

Marriott



Lodging Expenses

Steps to input Room Charges:

17. Receipt/Docs Attached – The receipts attached will automatically populate based on information input on the Hotel header
18. Paid on PO or PCard – The information will automatically populate based on information input on the Hotel header
19. Allocation – Input the department budget code on the first line and the subaccount (expense code) for Lodging training (7109) or non-training (7105) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

Lodging Expenses

Steps to input Room Charges:

20. 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

21. Click Calculate

Lodging Expenses

Cancel

Save

Allowable Total

0.00

USD

Calculate

21

Comments

(Optional)

Hotel

Marriott

Receipt/Docs Attached

17



Paid on PO or University PCard

18



Allocation

19

1PC01 ACCOUNTS PAYABLE 011001

Lodging (Training) - 7109

+ Add Allocation

Attachments (0)

20

Drag image here to upload

Add Attachments

Lodging Expenses

Steps to input Room Charges:

22. Start Date - Input the date of the room charge as shown on the receipt. If combining room charges for multiple days, input the check-in date or date of the first night of lodging.
23. End Date – Input the next day as the end date if recording only 1 night of lodging expenses. If combining room charges for multiple days, input the check-out date or the date for the next day following the last night of lodging.
24. Location – Type in the city or county and state based on the physical location of the hotel or place where you lodged.
25. Rooms – Record the number of rooms charged for lodging

Lodging Expenses

Steps to input Room Charges:

26. Nights – The number of nights for lodging is calculated based on the start and end dates
27. Average Daily Room Rate – The average rate is based on the GSA allowable lodging rate
28. Base Total – Average Daily Room Rate multiplied by the number of nights for lodging
29. Allowable Total – The allowable total is a calculation of the allowable GSA rate multiplied by the number of nights for lodging.
30. Click Save

Lodging Expenses

Calculate Allowable Total

Start Date

End Date

Location

Rooms

Nights	<input type="text" value="26"/>	2
Average Daily Room Rate	<input type="text" value="27"/>	258.00 USD
Base Total	<input type="text" value="28"/>	516.00 USD
Allowable Total	<input type="text" value="29"/>	516.00 USD

Save

Lodging Expenses

Steps to input Room Charges:

31. 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
32. Click Save

Lodging Expenses

32

Cancel

Save

Allowable Total

516.00 USD

Calculate

Comments

(Optional)

Hotel

Marriott

Receipt/Docs Attached

Paid on PO or University PCard

Allocation

1PC01 ACCOUNTS PAYABLE 011001

Lodging (Training) - 7109

[+ Add Allocation](#)

Attachments (0)

31



Drag image here to upload

Add Attachments

Lodging Expenses

Steps to input Room Taxes and Fees:

33. Click on Room Tax/Fees
34. Date - Input the date shown on the receipt for room taxes and fees
35. Amount – Input the total amount for room taxes and fees for the specific date
36. Comments – Optional
37. Receipt/Docs Attached – The receipts attached will automatically populate based on information input on the Hotel header
38. Paid on PO or PCard – The information will automatically populate based on information input on the Hotel header


Lodging Expenses

Steps to input Room Taxes and Fees:


39. Allocation – Input the department budget code on the first line and the subaccount (expense code) for Lodging Tax training (7109) or non-training (7105) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.
40. 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
41. Click Save


Lodging Expenses


Add Itemization Done


 TOTAL AMOUNT **250.00** REMAINING **50.00**


33

 ROOM CHARGE

 ROOM TAX/FEES

 HOTEL-PARKING

 TELECOM

 HOTEL-BUSINESS MEALS

Lodging Expenses

Cancel

Save



TOTAL AMOUNT REMAINING
250.00 **50.00**



Room Tax/Fees

Date

34

04/17/2024



Amount

35

50.00



USD

Comments

Optional

36

Lodging Expenses

41

Cancel

Save

Receipt/Docs Attached 37

Paid on PO or University PCard 38

Allocation 39

1PC01 ACCOUNTS PAYABLE 011001

Lodging Tax (Training) - 7109

[+ Add Allocation](#)

Attachments (0)

40



Drag image here to upload

Add Attachments ▾