



CHROMERIVER **EXPENSE**

Parking and Tolls

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
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

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

Parking and Toll Fees

Travelers must select the most economical parking. Valet parking is not reimbursable unless there are no other options.

Receipts are required for reimbursement of each parking and toll fee that is \$75 or more.

If parking receipts are not available for expenses less than \$75, provide the name of the parking garage or location of the parking space, city and state.

If toll receipts are not available for expenses less than \$75, provide the name of the toll plaza, approximate time fee was incurred, city and state. Also, indicate if paying by plate or using an E-Z pass.

CAPP Topic 20335 references Parking and Toll fees on page 34.
<https://www.doa.virginia.gov/reference.shtml#CAPP>

Parking Fees

Steps to input Parking 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 Parking and complete the form
3. Date - Input the receipt date or date the parking fee was paid
4. Amount – Input the reimbursable amount shown on the receipt
5. Comments - Optional

Parking Fees

+ Add Expenses

+ Create New

eWallet

- All
- Trips
- Offline
- Personal Account
- Recycle Bin

The screenshot shows a mobile application interface for tracking expenses. At the top, there are icons for help, settings, and a user profile for Melissa Snowden at Old Dominion University. Below this is a grid of expense categories: AIR TRAVEL, GROUND, MEALS, and HOTEL. The 'GROUND' category is selected and expanded into a sub-grid. A red box with the number '1' is around the 'GROUND' icon, and a red arrow points from it to the sub-grid. Another red box with the number '2' is around the 'PARKING' icon in the sub-grid, and a red arrow points from it to the 'PARKING' icon. The sub-grid contains: CAR RENTAL, VEHICLE FUEL, MILEAGE, PARKING, PUBLIC TRANSIT, RAIL, RAIL UPGRADE FEES, and TAXI/SHUTTLE.

Parking Fees



MELISSA SNOWDEN
Old Dominion University

Cancel

Save



Parking

Date

3

04/14/2024



Amount

4

33.00



USD

Comments
Optional

5

Norfolk airport parking

Parking Fees

Steps to input Parking expenses:

6. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually. If there is no receipt to attach for the expense, leave the box unchecked
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 an individual travel card.
8. Allocations – Input the department budget code on the first line and the subaccount (expense code) for parking training (7109), non-training/personal (7105) or non-training/rental (7103) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

Parking Fees

Steps to input Parking expenses:

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

Parking



MELISSA SNOWDEN 
Old Dominion University

10

Cancel

Save

Receipt/Docs Attached

6

Paid on PO or University
PCard

7

Allocation

8

1PC01 ACCOUNTS PAYABLE 011001

Parking (Training) - 7109

 Add Allocation

Attachments (0)

9



Drag image here to upload

Add Attachments 