CHROMERIVER
EXPENSE

Taxi and Shuttle

1

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.
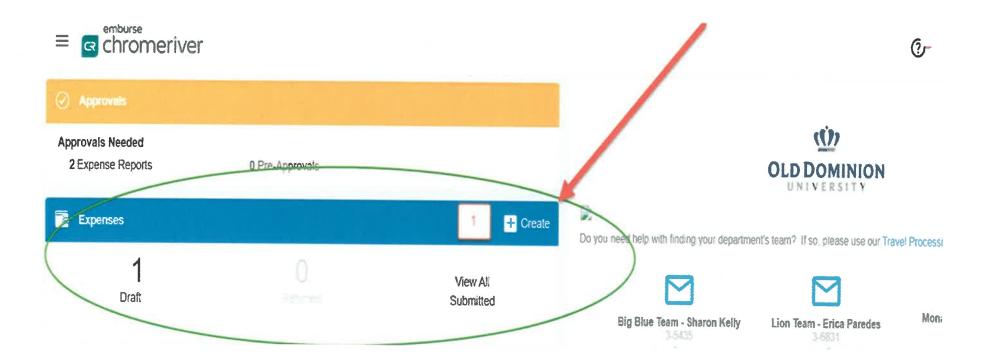
Accounts Payable will approve or return the Expense Report for correction within 7 workdays.
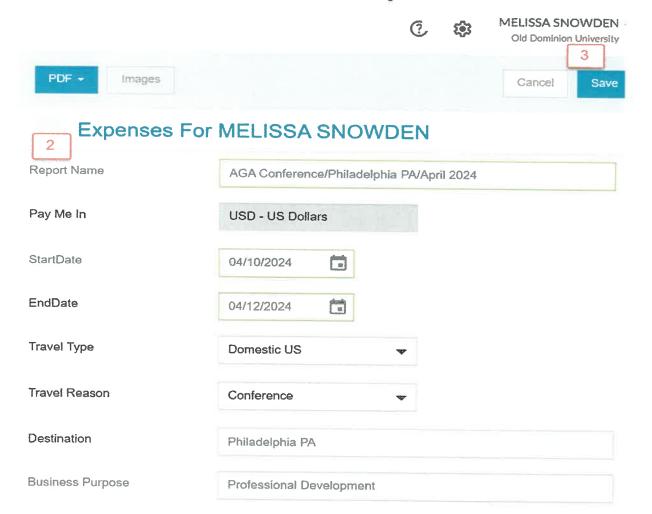
All employees must receive travel reimbursements via direct deposit. The Accounts Payable Direct Deposit must be set up in Leo Online.

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

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

5

Taxi and Shuttle Fares

Receipts are required for reimbursement of each taxi fare that is $75 or more.

If receipts are not available for expenses less than $75, record the name of the service provider.
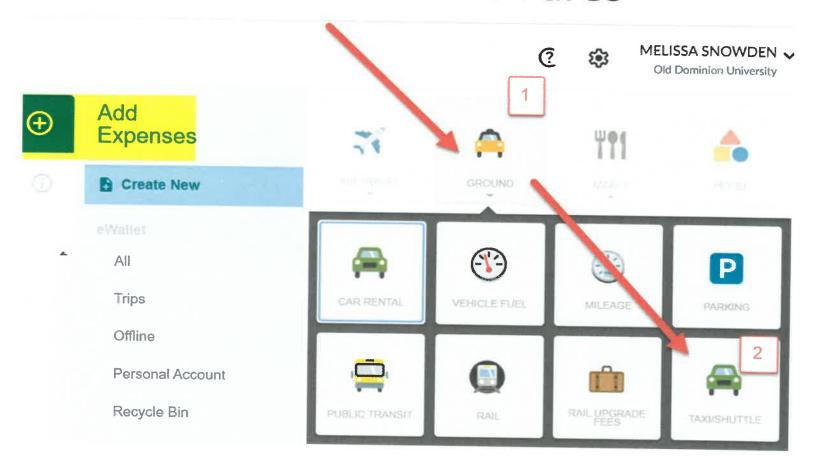
Tips are limited to a maximum of 15%.

Transportation to places for individual meals are reimbursed as incidentals which is included in the meals and incidental per diem.
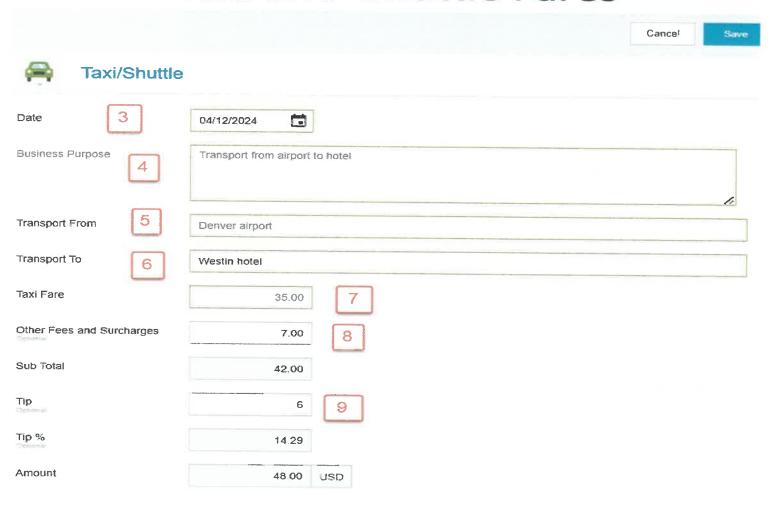
Reimbursement for limousine or other forms of luxury transportation services are not allowed.

CAPP Topic 20335 references Taxi and Shuttle fares on page 35.
https://www.doa.virginia.gov/reference.shtml#CAPP

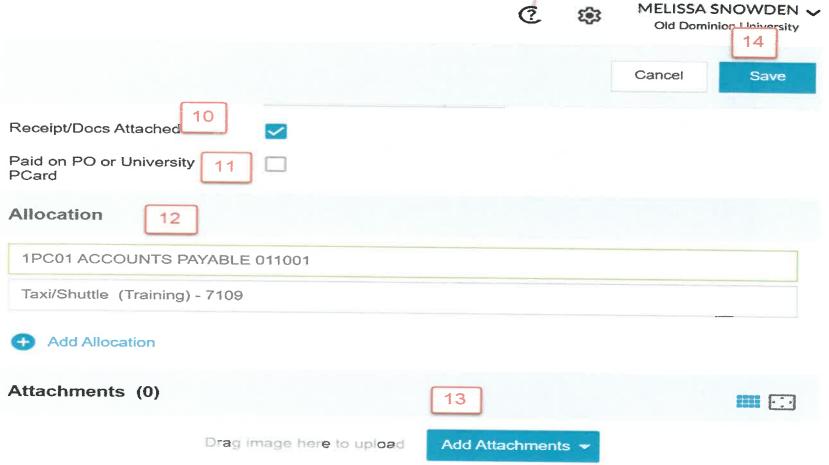# Taxi and Shuttle Fares

Steps to input Taxi and Shuttle 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 Taxi/Shuttle and complete the form
3. Date - Input the receipt date
4. Business Purpose – Input the reason transportation was needed
5. Transport From – Input the place of departure
6. Transport To – Input the destination
7. Taxi Fare – Input the amount of the taxi fare shown on the receipt
8. Fees and Surcharges – Input the total taxes, fees and surcharges
9. Tip – Input the amount of the tip. The maximum tip is 15%.

Taxi and Shuttle Fares

Taxi and Shuttle Fares

Cancel   Save

🚗 **Taxi/Shuttle**

Date	**3**	04/12/2024 📅
Business Purpose	**4**	Transport from airport to hotel
Transport From	**5**	Denver airport
Transport To	**6**	Westin hotel
Taxi Fare		35.00 **7**
Other Fees and Surcharges Optional		7.00 **8**
Sub Total		42.00
Tip Optional		6 **9**
Tip % Optional		14.29
Amount		48.00 USD

Taxi and Shuttle Fares

Steps to input Taxi and Shuttle expenses:

10. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually

11. 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.

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

Taxi and Shuttle Fares

14

Cancel   Save

Receipt/Docs Attached **10** ☑

Paid on PO or University **11** ☐
PCard

Allocation   **12**

1PC01 ACCOUNTS PAYABLE 011001

Taxi/Shuttle (Training) - 7109

➕ Add Allocation

Attachments (0)   **13**

Drag image here to upload   **Add Attachments ▾**

11

Taxi and Shuttle Fares

Steps to input Taxi and Shuttle expenses:

13. 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

14. Click Save