

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.

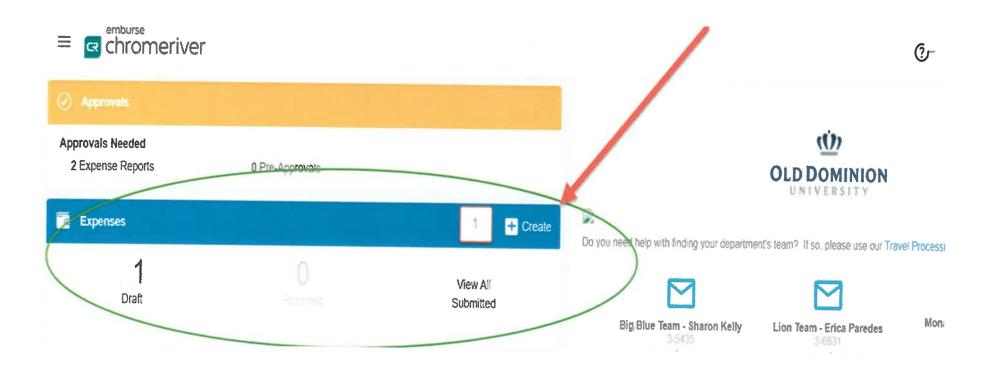
Accounts Payable will approve or return the Expense Report for correction within 7 workdays.

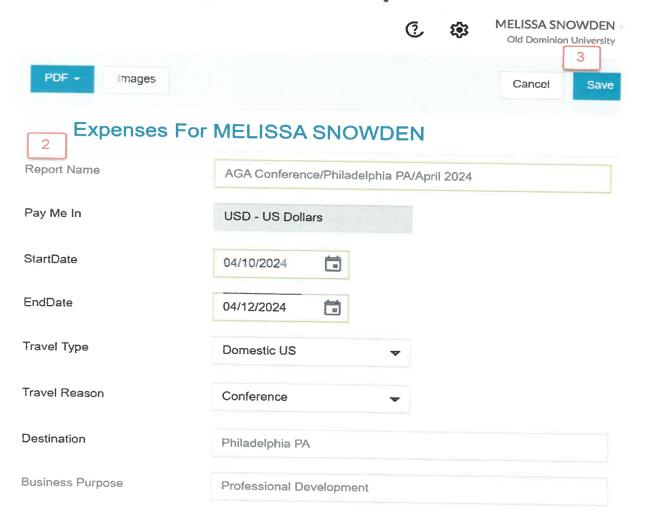
All employees must receive travel reimbursements via direct deposit. The Accounts Payable Direct Deposit must be set up in Leo Online.

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

#### 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





## Air and Rail Tickets

Economy or Coach tickets must be procured for air and rail tickets.

Business/first class fare, preferred coach seats, travel insurance, or changes to accommodate personal comfort, convenience and taste are not reimbursable.

Documentation is required for reimbursement of air and rail expenses:

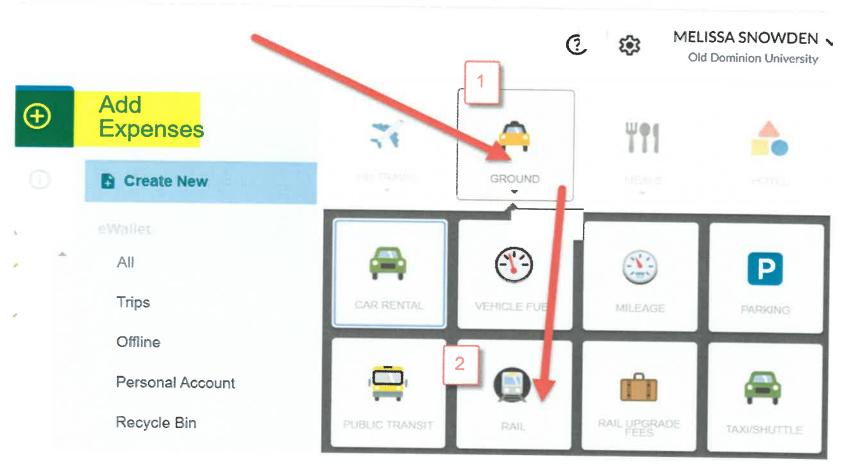
- Airfare, train or bus receipt (Confirmation required for services procured online)
- Boarding passes, ticket stubs, or pictures of mobile passes
- Payment method cash, check or credit (type of card and last 4 digits)
- Include an explanation for ticket change fees and excess baggage

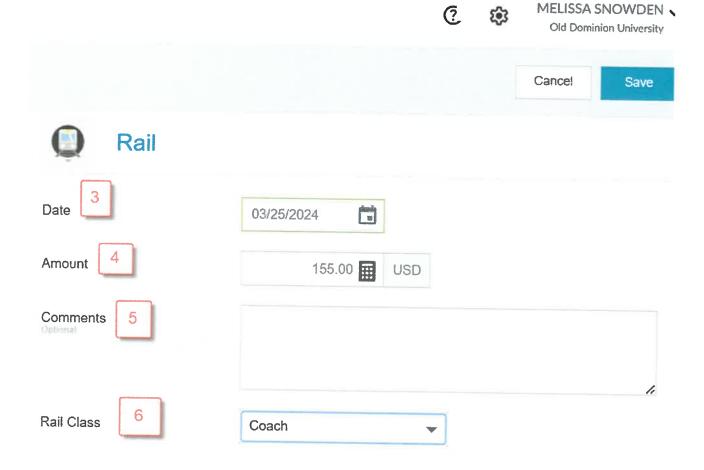
The Travel Registry must be completed before departing on any trip. Contact Risk Management <u>risk@odu.edu</u> with questions.

CAPP Topic 20335 references Air and Rail tickets on pages 36-37. <a href="https://www.doa.virginia.gov/reference.shtml#CAPP">https://www.doa.virginia.gov/reference.shtml#CAPP</a>

#### **Steps to input Train fare 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 Rail and complete the form
- 3. Date Input the date the train ticket was purchased
- 4. Amount Input the reimbursable amount shown on the receipt
- 5. Comments Optional
- 6. Rail Class Click on the drop-down arrow to select the class





#### **Steps to input Train Fare 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 train fare training (7109) or non-training (7103) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

#### **Steps to input Train Fare 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
- 12. Additional Information Type a response to provide the reason the PCard was not used.
- 13. Click Save

