



# CHROMERIVER EXPENSE

Train Fare

# 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

## 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

# 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 [risk@odu.edu](mailto:risk@odu.edu) with questions.

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

# Train Fare

## 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

# Train Fare

The screenshot displays an expense management application interface. At the top right, the user's name 'MELISSA SNOWDEN' and affiliation 'Old Dominion University' are visible. A red arrow labeled '1' points to the 'GROUND' category icon, which is highlighted with a red box. Below this, a grid of expense categories is shown, with a red arrow labeled '2' pointing to the 'RAIL' category icon, also highlighted with a red box. On the left side, there is a sidebar with a green 'Add Expenses' button and a blue 'Create New' button. Below these are several menu items: 'eWallet', 'All', 'Trips', 'Offline', 'Personal Account', and 'Recycle Bin'. The main grid of categories includes 'AIR TRAVEL', 'GROUND', 'MEALS', 'HOTELS', 'CAR RENTAL', 'VEHICLE FUEL', 'MILEAGE', 'PARKING', 'PUBLIC TRANSIT', 'RAIL', 'RAIL UPGRADE FEES', and 'TAXI/SHUTTLE'.



# Train Fare



MELISSA SNOWDEN  
Old Dominion University

Cancel

Save



## Rail

Date

3

03/25/2024



Amount

4

155.00



USD

Comments

Optional

5

Rail Class

6

Coach



# Train Fare

## 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.

# Train Fare

## **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

# Train Fare



MELISSA SNOWDEN   
Old Dominion University

11

Cancel

Save

Receipt/Docs Attached

7



Paid on PO or University PCard

8



Allocation

9

1PC01 ACCOUNTS PAYABLE 011001

Train Fare (Training) - 7109

 Add Allocation

Attachments (0)

10



Drag image here to upload

Add Attachments 

# Train Fare



MELISSA SNOWDEN   
Old Dominion University

13

Cancel

Save

## ADDITIONAL INFORMATION

12

Please complete additional information.

Provide reason for not using the PCard

PCard holder forgot PIN