



Expense Reports are submitted to reimburse travel expenses after the trip is

## 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

 Click Here



Approvals Needed  
2 Expense Reports



[Expenses](#)

1

Create

Do you need help w. finding your department's team? If so please use our [Travel Process](#)

1  
Draft

View A  
Submitted



Blue Team - Sharon Kelly

Lion Team - Eric Brader

Mon:

# Expense Report



MELISSA SNOWDEN  
Old Dominion University

PDF ▾

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

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

# Airfare

## Steps to input Airfare expenses:

1. Click on the expense tile for Air Travel on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
2. Select Airfare and complete the form
3. Date - Input the receipt date or date the flight was purchased
4. Amount - Input the reimbursable amount shown on the receipt



MELISSA SNOWDEN   
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Add Expenses

Create

All

Trips

Offline

Personal Account

Recycle Bin

1





# Airfare

Cancel



## Airfare

Date

3

03/04/2024



Amount

4

550.00 USD



For approval, you MUST attach your airfare confirmation, itinerary, and boarding passes. If you fail to

5

Airline

6

-- Select --



Air Class

7

-- Select --



# Airfare

## Steps to input airfare expenses:

8. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
9. 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.
10. Allocations – Input the department budget code on the first line and the subaccount (expense code) for airfare training (7100) on the

# Airfare

Cancel

Save

8 ] Receipt/Docs Attached



**Allocation** 10

1PC01 ACCOUNTS PAYABLE 011001

Airfare (Training) - 7109

[Add Allocation](#)

**Steps to input i are nses:**

11. Attachments - Save receipts as one pdf file on the desktop or individually. JPG, PNG, OFD, and TIFF files may also be uploaded.



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Attachments (1)



11

Add Attachments

# Airfare

EDIT



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14

Cancel

Save

13

Provide reason for not using



Cardholder not available