

1

2

# 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 C...



## Steps to create an Expense Report:

The table contains several rows of data, but the content is almost entirely obscured by thick black redaction bars. Only a few small fragments of text are visible at the beginning of some rows, such as "DATE" and "AMOUNT".



Approvals Needed  
2 Expense Reports

Approved



Expense

1 + Create

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

1  
Draft

View All  
Submitted



Rijp Rijk Team - Sharon Kalu

Lian Team - Erico Doreado

Mon:



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

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

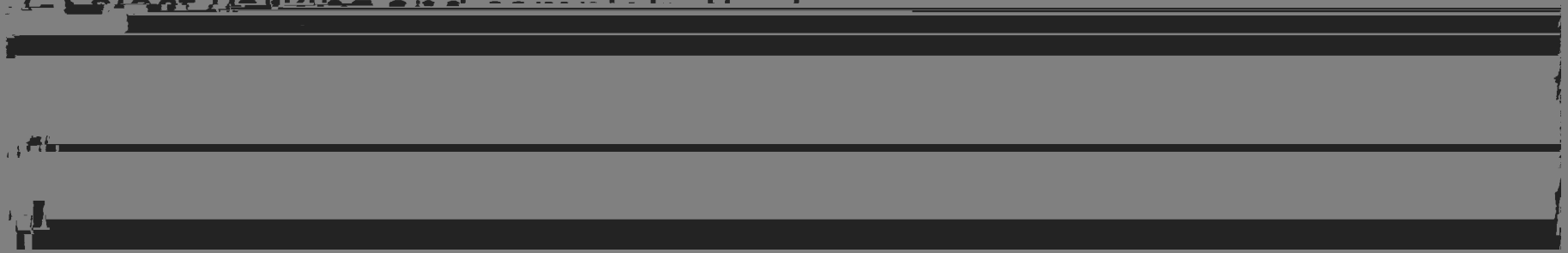
[REDACTED]



## 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



# Parking Fees



MELISSA SNOWDEN  
Old Dominion University



Add  
Expenses

All

Trips

Offline

Personal Account

Recycle Bin



2



# Parking Fees



ADULT (12-17) (WAZ) (CST)

10/1 8/11 20

## Parking

Date

3

04/14/2024

4



USD

5

7

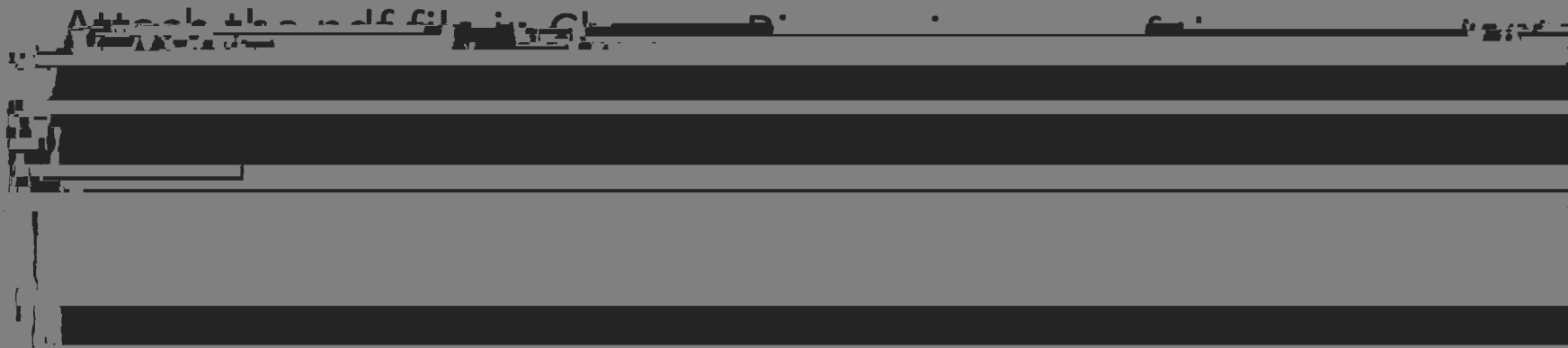
put

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

# 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.



# Parking



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Old Dominion University

10



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



Add Attachments