

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. 100% of the amount will be paid.

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.

ie. Conference Name, Location and Dates

Start Date – Input the date you will depart on the trip

Expense Reports

emburse
chromeriver

Approvals Needed
2 Expense Reports

OLD DOMINION

Expenses

+ Create

Do you need help with finding your department's team? If so, please use our Travel Process!

1
Draft

View All
Submitted



Old Dominion - Shared Only



Old Dominion - Expense Reports



MELISSA SNOWDEN
Old Dominion University

3

PDF ▾

ges



Save

2

Expenses For MELISSA SNOWDEN

Report Name	AGA Conference/Philadelphia PA/April 2024
Pay Me In	USD - US Dollars
StartDate	<input type="text" value="04/08/2024"/>
EndDate	04/12/2024
Travel Type	Domestic US ▾
Travel Reason	Conference ▾
Destination	Philadelphia PA
Business Purpose	Professional Development

Vehicle Fuel

Steps to input Vehicle Fuel 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 Vehicle Fuel and complete the form

Vehicle Fuel



MELISSA SNOWDEN 
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1



Add
Expense

Create



All



2

P



Trips



Offline



Personal Account

Recycle Bin

Vehicle Fuel



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Cancel

Save



Vehicle Fuel

Date 3 04/14/2024

Amount 4 25.00  USD

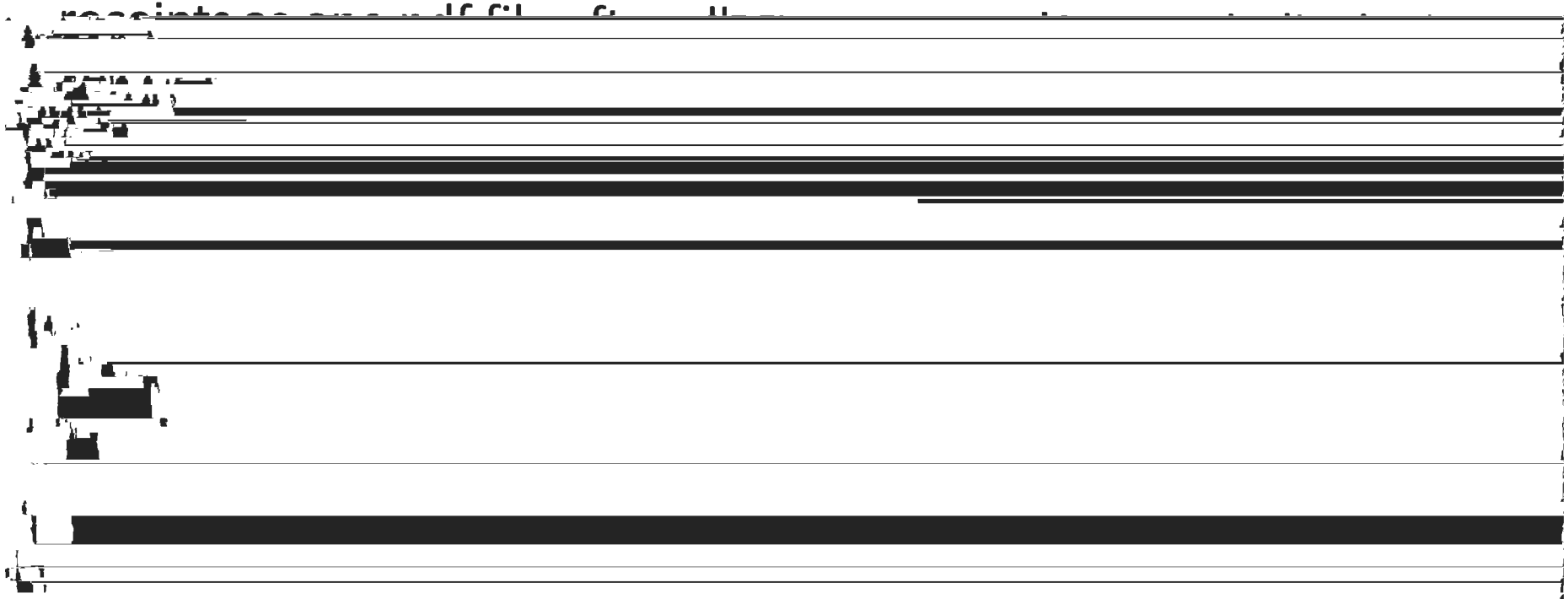
Fuel For: 5 Rental 

Comments 6



Steps to input Vehicle Fuel Expenses:

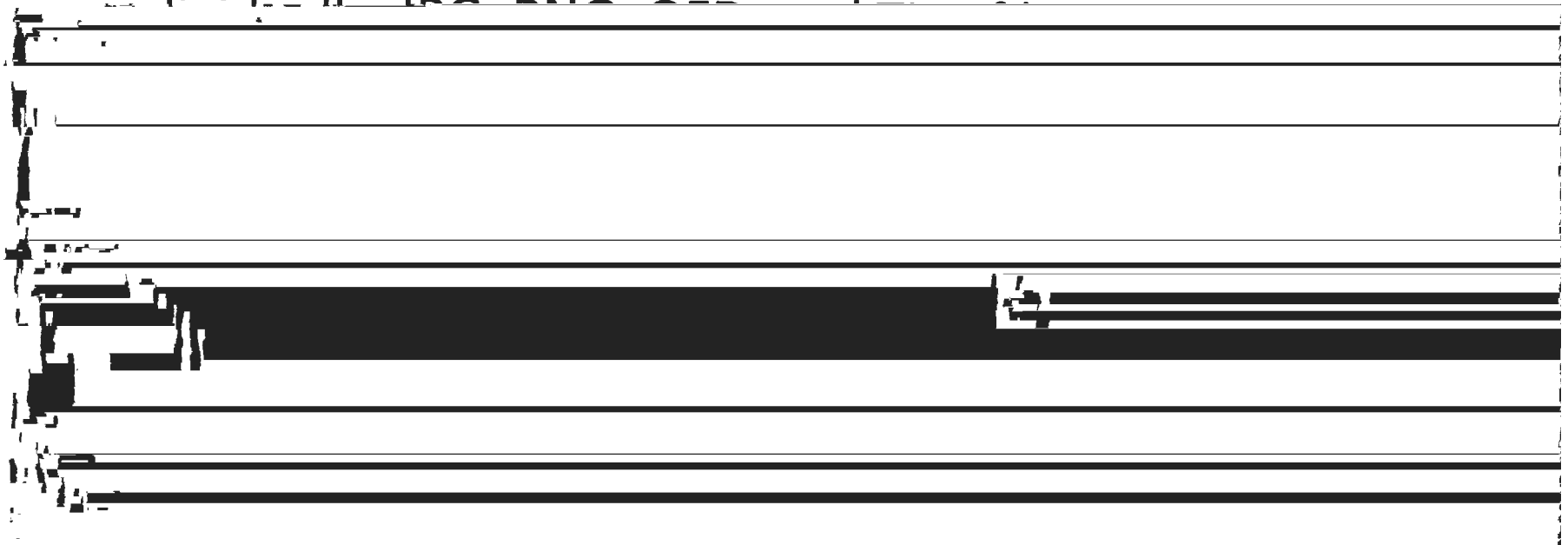
7. Receipts/Doc Attached – Click on Receipts Attached and attach





Steps to input Vehicle Fuel Expenses:

10. Attachments - Save receipts as one pdf file on the desktop or



Vehicle Fuel



MELISSA SNOWDEN
Old Dominion University

Receipt/Docs Attached

7

Paid on PO or University
PCard

8

1PC01 ACCOUNTS PAYABLE 011001

Gasoline - 6203

[Add Allocation](#)

Comments (0)

Comme

Attachments (0)

10



[Add Attachments](#)