

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

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

Conference Name Location and Date

Expense Reports



Approvals Needed
2 Expense Reports



Expenses

1

Create

...

Do you need help to find on your department's team? If so, please see our [Travel Process](#)

1
Draft

View All
Submitted



Blue Team - Sharon Kelly



Lead Team - Erica Pappas

More

PDF ▾

Trades

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

Conference Registration Form

Steps to input a Conference Registration fee:



 **Add Expenses**

Create

▲
All

Trips

Offline

Personal Account



1

| 2

Conference Registration

Steps to input a Conference Registration Fee:

6. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
7. Paid on PO or University PCard – Click the box to check it if the department charged the PCard or a PO. Expenses paid on

PO or PCard will not be reimbursed. Leave the box unchecked if



MELISSA SNOWDEN 
Old Dominion University

10

Cancel

Save

6



Receipt/Docs Attached

7



Paid on PO or University
PCard

Allocation

8

1000-ACCOUNTS/PAYABLE

Add Allocation

Attachments (1)

9



Add Attachments 

Conference



MELISSA SNOWBEN

Old Dominion University

12

Cancel

Save

Please complete additional information.

11

Provide reason for not using _____ [do not have a PC card]