

Expense Reports

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

Steps to create an Expense Report:

1. Click on Create which is under Expense on the Dashboard

2. Complete the Expense Report Form



Report Name – Type a unique name.

i.e. – Conference Name, Location and Date

Start Date – Input the date when the expense was incurred



MELISSA SNOWDEN
Old Dominion University

3

PDF

Images

Cancel

Save

2

Band Name

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

Lodging Expenses

Lodging may be reimbursed when an individual is traveling overnight on official business and more than 25 miles outside of the official work location.

Steps to input hotel charges:

1. Click on the expense tile for Hotel on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
 2. Date – Input the hotel check-in date
 3. Amount - Input the total amount to be reimbursed for room charges and taxes
 4. ~~Comments - Optional~~
-

Lodging Expenses

MELISSA SNOWDEN

Old Dominion University



Add Expenses

All

Cancel

Save

emize

Hotel

Date

2

04/17/2024



Amount

3

250.00



JSD

Comments

4



Lodging Expenses

Steps to input Hotel charges:

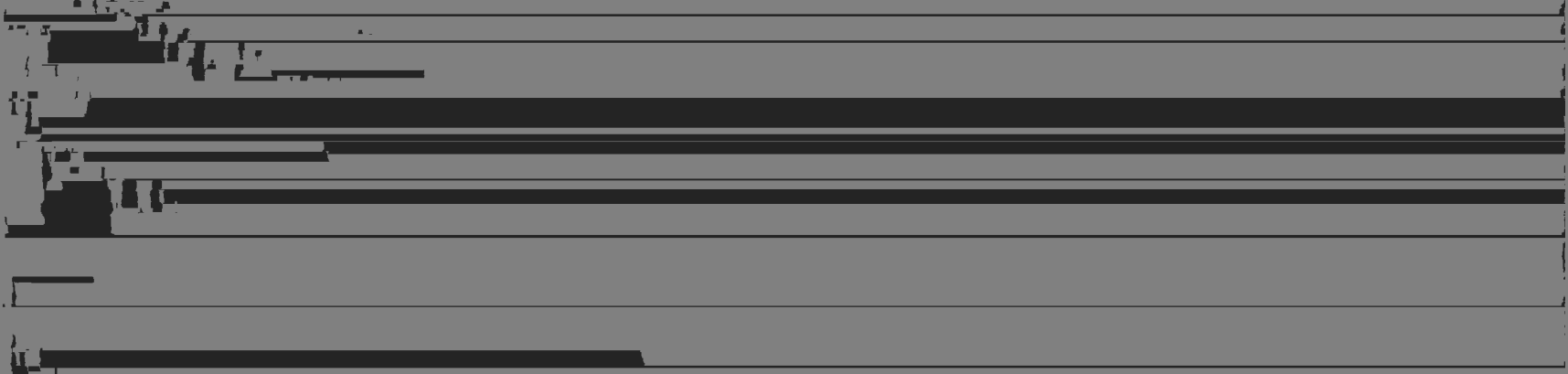
5. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
6. Paid on PO or University PCard – Click the box to check it if the department charged the PCard or a PO. Expenses paid on a PO or PCard will not be reimbursed. Leave the box unchecked if the fee was charged to a personal card.

Lodging Expenses

Steps to input Hotel charges:

8. 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 -> ... -> Attachments -> Attachments



17

3

9

Cancel

Save

Receipt/Docs Attached 5

Paid on PO or University PCard 6

 7

1PC01 ACCOUNTS PAYABLE 011001

Lodging (Training) - 7109

[Add Allocation](#)

Attachments (0)

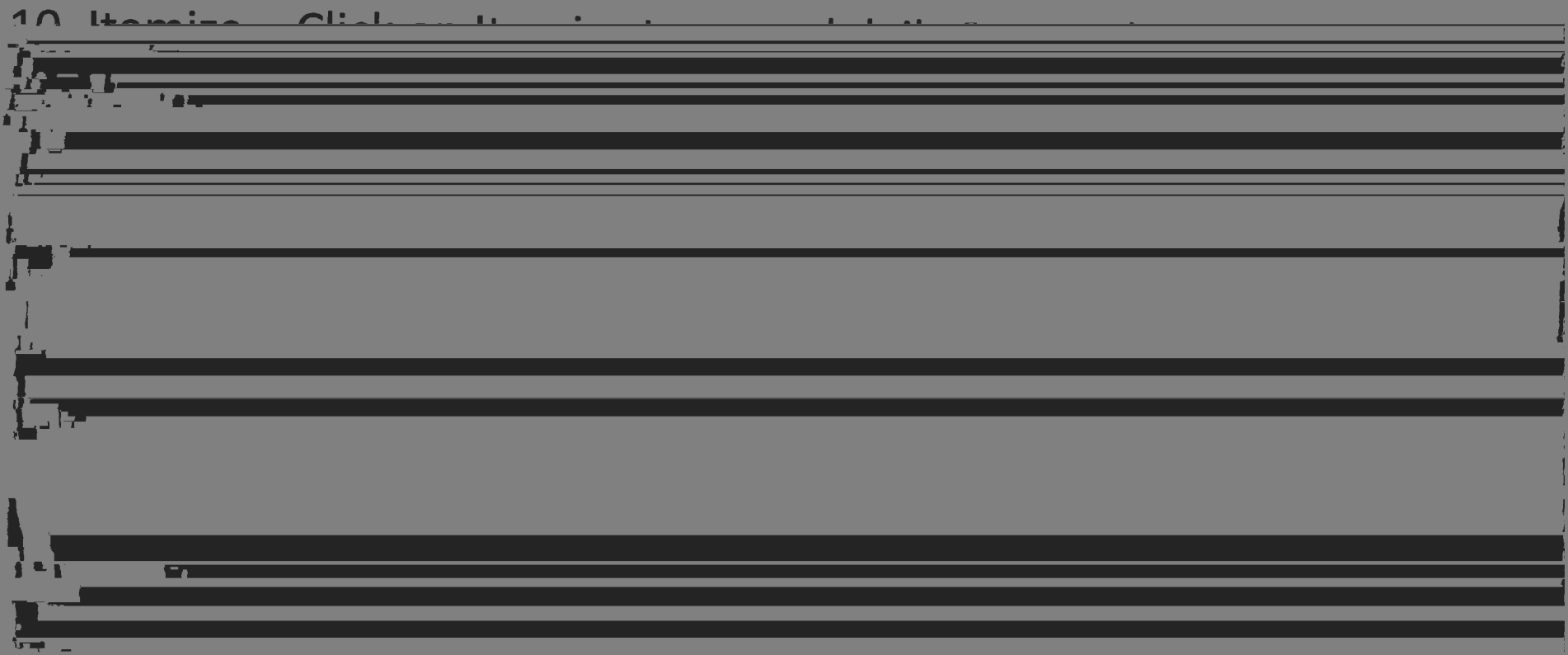
8



ag' he e to a

[Add Attachments](#) ▼

Steps to input Room Charges:



Lodging

ages



10

Edit

Itemize



Hotel

TOTAL
250.00 250.00

Amount of expense needs to be fully itemized

#HC01

Amount of expense needs to be fully itemized

Date 04/17/2024

Amount 250.00 USD

Comments

Receipt/Docs Attached

Logging Types

Done

Hotel

TOT L

250.00

RE A

50.00

11

))

E

Cancel

Save

Room Charge

Date

12

Amount

13

200.00



USD

Allowable Total

14

0.00

USD

Calculate

Comments

15

Hotel

16

Marriott

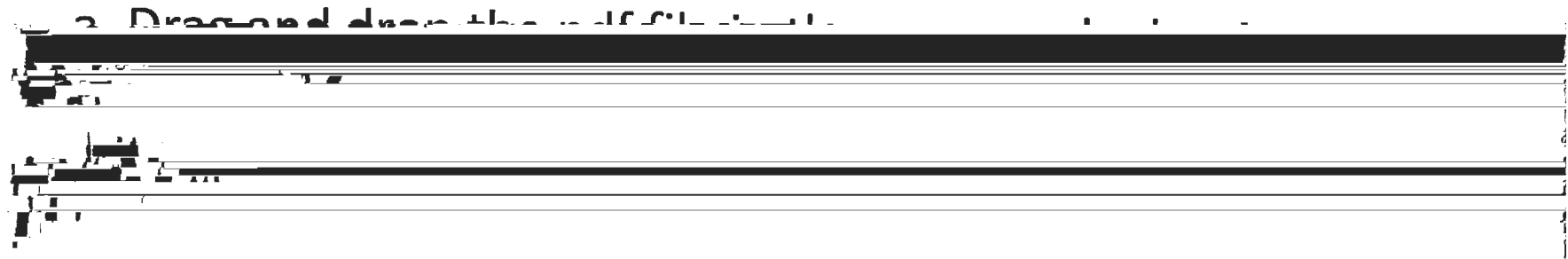


Steps to input Room Charges:

17. Receipt/Docs Attached – The receipts attached will automatically populate based on information input on the Hotel header
18. Paid on PO or PCard – The information will automatically populate based on information input on the Hotel header

Steps to input Room Charges:

20. 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:



Lodging

Hotel

Receipt/Docs Attached 17

Paid on PO or University PCard 18

Allocation 19

1PC01 ACCOUNTS PAYABLE 011001

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Lodging Expenses

Steps to input Room Charges:




22. Start Date - Input the date of the room charge as shown on the receipt. If combining room charges for multiple days, input the check-in date or date of the first night of lodging.
23. End Date – Input the next day as the end date if recording only 1 night of lodging expenses. If combining room charges for multiple days, input the check-out date or the date for the next day following the last night of lodging.
24. Location – Type in the city or county and state based on the physical location of the hotel or place where you lodged.

Lodging Expenses

Steps to Input Room Charges:

26. Nights – The number of nights for lodging is calculated based on the start and end dates

27. Average Daily Room Rate – The average rate is based on the CSA

	22		
	23	04/19/2024	
Location	24	Washington-District Of Columbia, District of Columbia (DC.	
<u>Rooms</u>	25		
Nights	26		2
Average Daily Rate	27		258.00 USD
Base Total	28		516.00 USD
Allowable Total	29		516.00 USD
		30	Cancel



Steps to input Room Charges:

31 Attachments Save receipts as pdf file

Lodging Expense

32

Save

Allowable Total

Calculate

Receipt/Docs Attached

Paid on PO or University
PCard

Allocation

1PC01 ACCOUNTS PAYABLE 011001

Lodging (Training) - 7109

Add Allocation

Attachments (0)

31



Add Attachments

Steps to input Room Taxes and Fees:

33. Click on Room Tax/Fees

34. Date - Input the date shown on the receipt for room taxes and fees

35. Amount - Input the total amount from the receipt

Steps to input Room Taxes and Fees:

20 Allocation - Input the allocation

Lodging Expense

TOTA

33

Lodging

Cancel

Save

250.00

50.00

Room Tax/Com

Date

34

04/17/2024

Amount

35

50.00

USD

Comments

36

[Cancel](#) [Save](#)

Receipt/Docs Attached [37](#)

Paid on PO or University PCard [38](#)

Allocation [39](#)

1PC01 ACCOUNTS PAYABLE 011001

[Add Allocation](#)

Attachments (0)

[40](#)



here

[Add Attachments](#) ▼