

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 O...





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



Rjiv Rjiv Team - Sharon Kalu      Lia Team - Eric Dandee      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.

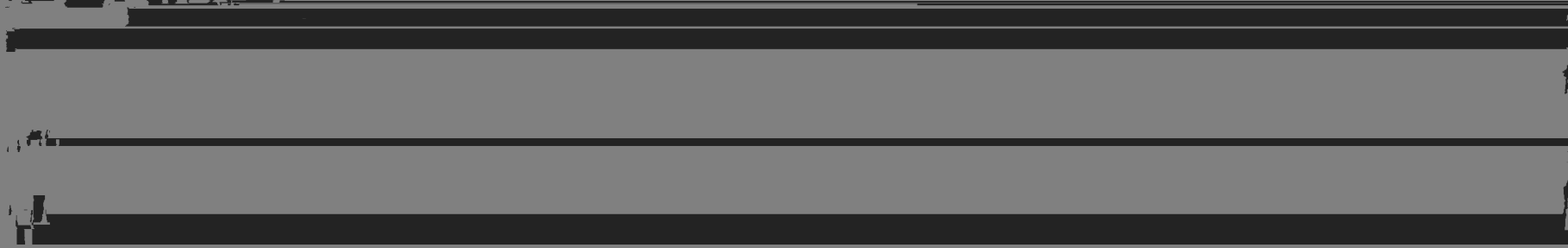
Receipts are required for reimbursement of each parking and toll fee  
[Redacted content]



## 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



# Parking Fees



MELISSA SNOWDEN  
Old Dominion University



Add  
Expenses

All

Trips

Offline

Personal Account

Recycle Bin



2



# Parking Fees



ADULT (12-18) 10.00  
CHILD (5-11) 5.00  
INFANT (0-4) 2.00

ADULT 10.00

## Parking

Date

3

04/14/2024

4



USD

5

h

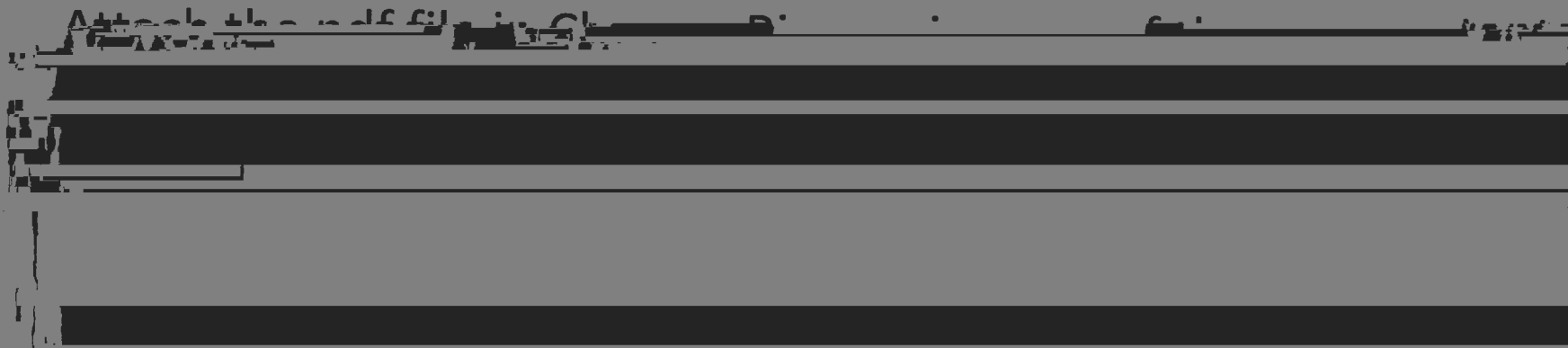
put

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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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](#)