TITLE:	Completing Travel Reimbursements	Proc. #: 6-721

A. PURPOSE

The purpose of this procedure is to provide guidelines for completing the Expense Report in the Chrome River system. Supporting documentation is required for all expenditures.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River
Expense Report – online in Chrome River
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – "Travel Regulations" - most recent effective date
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Office of Finance Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, "Expenditures"
CAPP Topic # 20315, "Prompt Payment"
CAPP Topic # 20336, "Agency Travel Processing"
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

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Vendors providing travel related goods or services to ODU employees on official
University business.

I.   PROCEDURE:

Completing the Expense Report

Click on + New from the Dashboard and select *New Expense Report* in Chrome River,
and complete the following:

1.   Expense Header

Report Name – *Event Name/Location/Date*
Pay Me In – *automatically defaults to USD*
Start Date
End Date
Travel Type
Purpose
Destination
Click Save

2.   Select an Expense icon on the right-hand side to Add Expenses

Date – input the receipt date
Amount
Currency – *converted to US dollars*
Comments – include any justification required
Receipt/Docs Attached – click receipt attached, if applicable
Paid on PO or PCard - click paid on PO/PCard, if applicable
Allocation – Record the budget code
        Select the proper sub-account
        Click Split if using more than one budget code
Click on Add Attachments to attach receipts

- Select upload attachments OR
- Drag and drop the image to upload

Click PDF Report to review report, as required
Click Save
Click Submit to route the report to the approver

3.   The traveler will have the option to attach the Pre-Approval Request to the
Expense Report before submitting the report. The Pre-Approval request is
only required for international travel.

a. Click Pre-Approval
b. Select the Pre-Approval

  c. Click Submit

4. Upon submitting the Expense Report in Chrome River, the traveler agrees and certifies the accuracy of all information and the legitimacy of the travel.

5. The electronic approval by the traveler's supervisor certifies that the supervisor agrees that the travel was necessary and the requested reimbursements are proper.

- Travelers must decline the refueling option. Gasoline will be reimbursed based on actual receipts submitted from self- service stations.
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traveler is claiming actual costs for meal expenses, notate the information in the Comments section, and use the *Additional Deduction* field to reduce the per diem expense to the actual cost shown on the receipt, as appropriate.

j.   Travelers may NOT claim an amount greater than the M&IE per diem even with supporting receipts.

k.   **Overtime Meals -** Reimbursement of an overtime meal is taxable and must be submitted to Payroll for processing.

l.   If any official business meals are claimed for persons other than the traveler, the names and reason must be recorded on the **Business Related Meal Expense Statement** and attached to the Expense Report.   Receipts are required for reimbursement of all business meals, including meal expenditures incurred of $75 or more**.**

m. **Lodging: *The original receipt is required.*** The lodging rates are based on the GSA CONUS rates for the 48 contiguous United States, and GSA OCONUS for the non-contiguous United States and international locations.   Report all expenditures for lodging, including Pullman berth or seat under the *Hotel* expense. List *Room Charges* and *Room Taxes/Fees* separately for each day. Input the grand total of all expenses shown on the hotel bill as the *Amount*, and select *Room Charge* to record the total cost of lodging for each day, excluding taxes, fees and other charges. Input the *Start Date*, *End Date*, and *Location* of the hotel (city and state), and the system will automatically calculate the *Total Allowable* amount. Select the name of the *Hotel* where you lodged, and click *Save.* The Room Tax/Fees must be recorded in the same manner. Any parking, telecommunications or other expenses recorded on the hotel bill can also be recorded by selecting the appropriate expense. Any non-reimbursable charges shown on the hotel receipt must be deducted by recording the amount in the field designated as *Non-Reimbursable Amount.*

n.   If the trip involved travel to a foreign destination, the Chrome Riv52 Tf1 0 0 1 189

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