

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.

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 ▾





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Save

2

Expenses For MELISSA SNOWDEN

Report Name	AGA Conference/Philadelphia PA/April 2024
Pay Me In	USD - US Dollars
StartDate	
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



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Add
Expense

Create



All



Trips



Offline



Personal Account

Recycle Bin



2

P

Vehicle Fuel



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Cancel

Save



Vehicle Fuel

Date 3 04/14/2024

Amount 4 25.00  USD

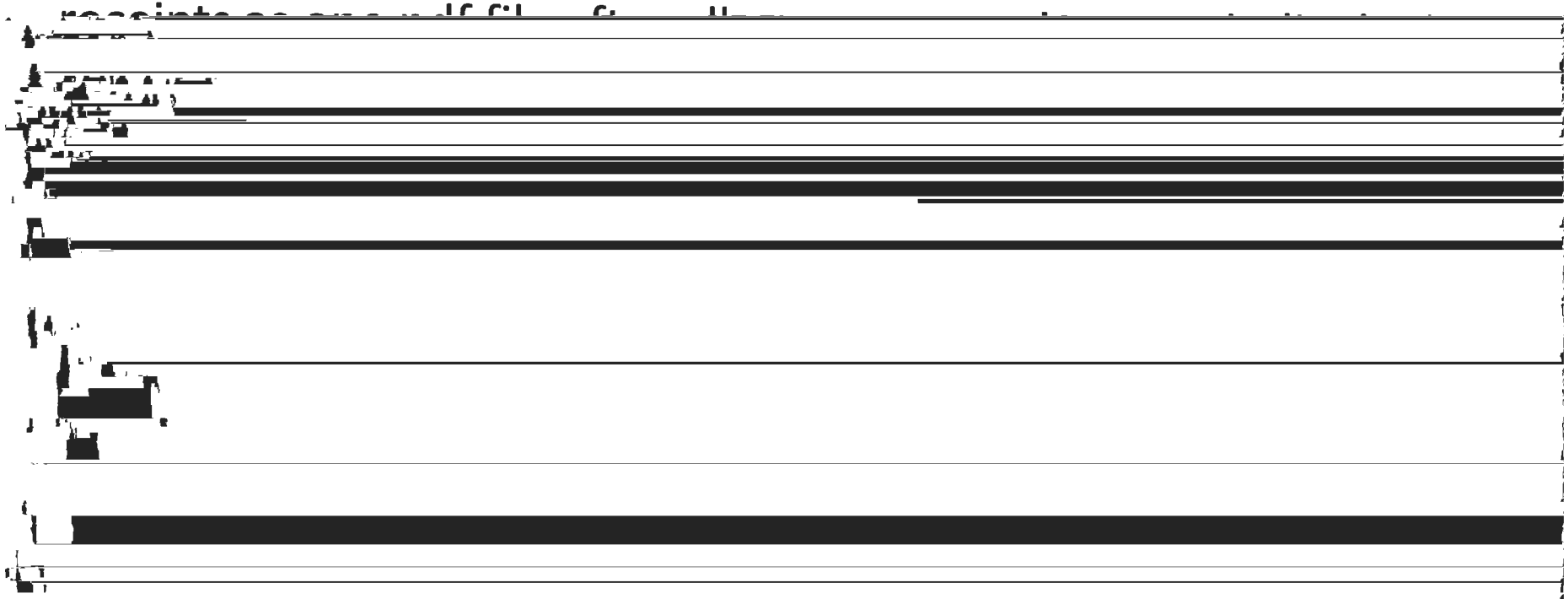
Fuel For: 5 Rental 

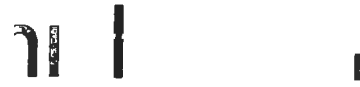
Comments 6



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 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:

- a. Drag and drop the pdf file in the area marked as Drag image here to upload, or
- b. Click on Add Attachments and locate the pdf file to attach

11. Click Save

Vehicle Fuel



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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](#) 