ODU Travel/Reimbursement Guide



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General Travel and Travel Planning Information

The Office of Finance is responsible for ensuring that all travel expense reimbursements for the University are processed in accordance with all relevant Commonwealth and University policies and procedures, Internal Revenue Service regulations, and Virginia state code regulations.

The Commonwealth of Virginia and University policy provide specific guidelines for documenting reasonable and necessary travel expenses incurred while an employee is traveling on official University business that must be met in order for these travel expenses to be reimbursed.

To be reimbursed - travel expenses must be -

- Reasonable and Necessary
- Incurred while on Official University business

Employees who travel must be mindful that travel expense reimbursements are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is specifically not permitted.

It is the policy of Old Dominion University to limit travel costs to only those expenses that are necessary for providing essential services, and travelers must seek ways to reduce the cost of essential travel.

Chrome River must be used for all travel and small business expense reimbursements. All non-employees must be enrolled in Chrome River to receive reimbursements.

Detailed information regarding all travel polices and procedures can be found on the ODU website under:

Travel Registry

The ODU Office of Risk Management administers the <u>University Travel Risk Management Policy #1007</u>, and maintains the <u>University Travel Risk Management registry</u>. This policy requires registration of domestic and international business travel, be it by planes, trains, or automobiles.

Travel That Doesn't Need To Be Registered

1. Any personal travel and non-business travel

2.Travel funded by Domestic third parties for events such as speaking engagements, visiting scholars, etc.3.Travel provided or arranged by ODU Center for Global Engagement, including study abroad international learning programs. Please use the TerraDotta App and reference our <u>Study Abroad</u> page.

Travel That Does Need To Be Registered

Travel funded by ODU
 Travel funded by ODU Foundations
 Travel for athletic events
 ODU sponsored travel for faculty, staff, or students
 Travel abroad that is funded by foreign governments, foreign entities, or other foreign parties.

Travel Registry Requirement details and the link to register can be found on the ODU website under:

D > Risk Management > Risk Advisories & Policies > Travel Registry Requirement

Logging in

Launching and Logging in to the Chrome River Application

Launch the Chrome River application from any web browser at <u>www.odu.edu/chromeriver</u> and click the **Login** button after inputting your Midas ID and password.



MIDAS ID:			
Password:			

Login

Dashboard

The Dashboard shows you Drafts, Returned and Submitted Expenses and Pre-Approvals as well as Approvals needed if you are an Approver along the left side.

The right side has helpful information such as your department's Travel Processor and other important notifications.

Along the top is the Collapsed Menu on the left and current User on the right

Approvals Needed		
7 Expense Reports	0 Pre-Approvals	
E Expenses		+ Create
0	0	1
Drafi	Returned	Submitted Last 90 Days

emburse



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ETTA HENRY V Old Dominion University

FY2023 YEAR-END CLOSING DEADLINES

The last day for Accounts Payable (AP) to process reimbursements is June 23, 2023.

Reimbursements for items approved in Chrome River by AP on June 23, 2023, will be marked paid on June 26, and will follow the normal AP direct deposit cycle.

All reimbursements approved for payment by AP after June 23, 2023, will be processed once year-end closing is completed, and will be included in the next AP direct deposit cycle for reimbursement in July.

TRAVEL ALERT

Ensure the Travel Registry is completed before departing on your trip. Contact <u>risk@odu.edu</u> with questions regarding the Travel Registry.

https://www.odu.edu/riskmanagement/advisories/travel-registry



Please contact your Travel Team Processor to schedule a training class.

Collapsed Menu List

The menu located in the upper left corner expands and shows additional options such as eWallet and eReceipts



Create New Pre-Approval Request

Pre-approvals allow you to obtain pre-authorization for an expense before it is incurred, or a reservation is made. Pre-approvals are only required for international travel, but a department may require pre-approvals for travel within the US also

From the Dashboard, click on the +CREATE button in the upper right corner of the Pre-Approval ribbon



Pre-Approval Request Header

	Cancel Save
Pre-Approvals F	For ETTA HENRY
Report Name	
Start Date	06/05/2023
End Date	06/05/2023
Number of Days	1
Pay Me In	USD - US Dollars
Payee (Non-employee) Optional	Select 🔻
Purpose	Select 🔻
Destination	
Is International?	Select 👻
Multiple Travelers?	Select 🔻
Comments Optional	
Allocations	
Search for Allocation	

Complete the header information and click Save.

The Pre-Approval Report Name will always be required and should include Event/Location/Date.

Other fields include:

- Trip Start/End Dates
- Purpose: The business-related reason for the expenditure.
- Destination: The location of the event or place.
- Comments: Detailed description of event and it's benefit to the University
- Allocation(Department & Sub Object Codes): You may search the list by typing in the first few digits of the number or letters of department name or Sub Object Code. You may also divide the request among multiple allocations by clicking ADD ALLOCATION.

Select an Estimated Expense (Add Pre-approval Type)

Click on + symbol to access Add Pre-Approval Types and select the appropriate icon to input an estimated expense.

adership Retreat/Norfolk, VA/May 2023	Ũ	-	•	AL.			0
PENSE	ESTIMATED	-14				Ĩ	R
Click "+" to add your first item.	*	AIRFARE	GROUND	MILEAGE	MEALS	PER DIEM WIZARD	PER DIEM
		H					
		HOTEL	REGISTRATION	OTHER			

Enter the required information for the estimated expense and click on SAVE.

	Cancel
X Airfare	
Estimated Amount	0.00 🖬 USD
Comments	



Click on UPLOAD ATTACHMENTS at the bottom of the header page to attach a PDF file with details and supporting documents for the trip or drag and drop the image.

Submit Pre-Approval Request

When you are ready to submit your preapproval request, click the green **SUBMIT** button at the bottom of the entry screen.





You will be asked to verify the legitimacy of your pre-approval request on the **Submit Confirmation** screen. Click **SUBMIT**.

Allowed Miscellaneous Expenses

Miscellaneous expenses may be reimbursed if they directly relate to official business while the individual is in travel status.



Expenses not specifically addressed may be reimbursed depending on their reasonableness. Explanations for miscellaneous expenses must be included in the Comments section of the Expense Report. Receipts should be provided whenever available.

Non-Reimbursable Expenses

The following expenses will NOT be reimbursed:

This list is NOT all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.



Create New Expense Report

A new expense report is created for each trip or SBE under \$200, for continuous travel, reports should be submitted monthly.

On the Dashboard, click + Create in the Expenses ribbon.

emburse chromeriver Approvals Approvals Needed 15 Expense Reports 0 Pre-Approvals + Create Expenses 2 Draft Submitted Last 90 Days

Expense Report Header

The Expense Header section stores all the basic information that applies to every expense listed on the report. Complete the Expense Header information and click Save

- Report Name: Record a title that • includes event name, location and date
- Start Date: Date trip or event begins ٠
- End Date: Date trip or event ends ٠
- Travel Type: Domestic US, International or ٠ Small Business
- Purpose: The business-related reason for the ٠ expenditure.
- Destination: The location of the event or • place
- Comments: Detailed description of event • and it's benefit to the University

		Cancel	Save
Expenses For	ETTA HENRY		
Import from Pre-Approval	IMPORT PRE-APPROVAL		
Report Name			
Pay Me In	USD - US Dollars		
StartDate			
EndDate			
Travel Type	Select 💌		
Purpose	Select 💌		
Destination Optional			
Comments Optional			
	16		

Add Expense Type

After you Save your Report the Add Expenses screen will slide over from the right.

Select the appropriate expense category to input expenses. If there is a down arrow below the expense category, clicking it will reveal a submenu of categories within that expense type.

Complete the fields in the expense entry window that pops up.



If you are adding to a previous Draft Report you will need to select the report, Open it and Click on the + symbol to Add Expenses



Expense Types

There are three basic types of expense entries.

a. **Standard Expense Entry:** This is the basic format for the majority of expenses, including airfare, travel and supplies. The screen will prompt you for such information as date, amount, comments to include description, and allocation.

b. **Guest Expense Entry**: Certain expenses, like business meals, contain an additional section at the bottom where you can identify internal or external guests. Note: The system assumes the expense owner is one of the attendees.

c. Hotel Expense Entry: This screen provides wizard-style functionality to allow you to itemize a hotel bill into its various expense types and reconcile the total hotel bill with the detailed entries.

Expenses F	or	= 0	Delete Edit ••
Expense Report	ichmienta	(Destination Comments
DATE EXPENS	E SPENT	PAY ME 🔗 🗖 🛦	Approval
Thu 01/09/2020 Par	king 30.00 USD	30.00 🗸	Comments (0)
			Add Comment Post
Expense Report 010039137517	Total Pay Me Amount 530.00 USD	Submit	Drag image here to upload Add Attachments -

In the preview pane on the left side of the screen, you can see a summary of the expenses you have added. You can select the Report Name or specific expense line to add comments and attach receipts and items to your expense report.

Business Meals

- Generally, meal expenses must involve an overnight stay to qualify for reimbursement. Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. *Individuals in travel status may occasionally attend meals that qualify as business meals*. For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.
- Business meals occur while the individual is on official business and MUST include Agency Head (or designee) approval, must involve substantive and bona fide business discussions (specific details about the benefits to the University must be included), must include the itemized receipt, and list by name all persons involved in the meal and the reason for the meal. Original receipts must be maintained centrally in a department file.
- Business meal expenses are reimbursed for *actual expenses* up to the amount shown for the applicable meal in the M&IE Per Diem Table for General Services Administration (GSA) CONUS and OCONUS rates.
 - The Budget Unit Director's (BUD) approval of the Expense Report will authorize reimbursement of non-travel related business meal expenses up to 50% over the applicable per diem guidelines with sufficient justification and the itemized receipt.
 - The Assistant Vice President for Finance/University Controller will review the Expense Report for any excess meal expenses that are more than 50% over the applicable per diem guidelines. Business meals that exceed 50% over the applicable per diem will require discretionary funds.

Submission of the **Business Related Meal Expense Statement** is required for reimbursement. Attach the form to your Expense Report in Chrome River.

Adding Business Meals to Expense Report

Click on Meals then choose Business Meals from the sub menu



Then click on Calculate



Business Meals continued

Fill in Date, Location, Meal Type and Attendees.

Then fill in actual amounts for Food and Tax/Tip.

Chrome River will auto calculate the allowances and indicate any overages.

Attach receipt and the Business Related Meal Expense Statement.

Then click Save.

Remember that overages need to be allocated separately, need to be justifiable and will need to be approved

Alcohol is not a reimbursable expense

Date	11/01/2019	
Location	Norfolk-Norfolk (city), Virginia	
Meal Type	 Breakfast Lunch Dinner 	
Attendees	2	
Food	SPENT AMOUNT 32.00	
Alcohol Tax/Tip	5.00	
Food Includes 5 49 USD Tax 6 Tap Igent 17 00 USD at 25 18 USD Over 9.00 USD	Alcohol Orcheles E BE USD Tar & Teyl Dave E BE USD Over 0.00 USD Cancel	

Meals and Incidentals (M&IE)

Meals and certain other incidental travel expenses are reimbursable only for **overnight** official business travel outside the traveler's official station. Reimbursement for such expenses (including all related taxes and tips *except taxi and shuttle tips*) shall be made to the traveler based on a fixed allowance. The fixed allowance is referred to as the **meals and incidental expense (M&IE) per diem.** No receipt is required if claiming per diem.

Incidental Expenses (Overnight Travel Only)

Regardless of destination, a flat \$5 per diem amount is paid for each day of overnight travel for incidental expenses. Actual expenses incurred during overnight travel for incidental expenses are not permitted.

The incidental amount is prorated on a travel departure or return date. The flat \$5 per diem is reduced to 75% of the allowable incidental per diem on all travel days associated with overnight travel. The following items are covered by the incidentals in the rate table.

All service fees or tips except taxi and shuttle service tips including but not limited to:

- Bellhop/waiter tips
- Valet
- Personal telephone calls

Prorating the M&IE Per Diem

On a travel departure or return day, 75% of the per diem is allowable based upon where the night was spent:

- Departure Day where you spend the night
- Return Day where you spend the night before returning to home base

No Cost Meals

When meals are provided at no additional cost in conjunction with travel events, the applicable M&IE per diem must be reduced by the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance.

When meals are provided at no cost in conjunction on a travel departure or return day, the full meal per diem is reduced by the full amount of the appropriate meal(s) followed by a 75% prorating of the balance.

Entering Meals and Incidentals (M&IE)

Click on the + to Add Expenses.

Click on MEALS then PER DIEM WIZARD from the sub menu



Per Diem Wizard)
Start Date	06/01/2023
End Date	06/02/2023
Days	2
Comments Optional	M&IE Per Diem
Location	Richmond-Richmond (city), Virginia (VA), United States
Allocation	
1PC00 PROCUREMENT SER	VICES 011001
Meals & Incidentals (NonTrain	ing) - 7105
+ Add Allocation	
	Add Entries Cancel

M&IE Per Diem Wizard

Enter Start and End Date

Enter comment description

Enter Location

Enter Allocations

Then click Add Entries

M&IE Per Diem Wizard continued

The Wizard will create a line for each day with the maximum allowed amount

Click on the arrow on the right side of each entry to get the Deductibles drop down

Check each Deductible that applies i.e. lunch provided on a travel day

Then click Add to Report



Mileage Reimbursement

A personal vehicle may be used only if a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.

What is considered cost-beneficial?

Generally, a personal vehicle is considered cost beneficial in the following instances:

- When occasional travel is planned for distances up to 200 miles per day. For overnight travel, consider the average daily mileage over the period.
- For constant daily routine travel.
- When an emergency exists and is approved by the agency head or designee.
- For all other circumstances, the <u>OFMS TRIP CALCULATOR</u> should be used routinely to obtain the Enterprise vehicle cost for the cost benefit analysis.

Effective for travel occurring or reimbursed after January 1, 2023, the mileage reimbursement rates for Old Dominion University employees for use of a personal vehicle for official business travel are shown in the paragraphs below.

Special Exceptions

Requests for special exceptions to these rates must be discussed with the Director of Procurement Services prior to travel.

The rate of 24.6 Cents Per Mile applies:

*when the daily mileage is 200 miles or more if no cost/benefit analysis is provided to justify use of a personal vehicle.

The Current IRS business rate of 65.5 Cents Per Mile applies:

*when the daily mileage is less than 200 miles.

*when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.

Entering Mileage

Click on the + to Add Expenses

Click on Ground and choose Mileage from the sub menu

Enter Date

Choose appropriate Rate

Click on Calculate Mileage





Mileage continued

Enter your base point address

Enter your destination

► Use Add Destination for any additional stops or same day return

Click Save Trip

Chrome River will auto calculate the mileage reimbursement

Click Save

Reminder, mileage reimbursement is for use of a personal vehicle.

Fuel reimbursement relates to Rentals and should not be claimed along with mileage reimbursement.

Lodging

Lodging/Accommodation Reimbursement

Lodging may be reimbursed when an individual is traveling overnight on official business outside their official station.

- Travelers cannot be reimbursed until after the trip has taken place.
- Supporting receipts and (zero-balance) itemized hotel bills must be submitted with the reimbursement request. The itemized hotel bill must show: that payment was made, the method of payment, the last 4 digits of the charge card number.
- Any unusual charges must be fully explained in the comments section of the automated Expense Report.
- Lodging charges may be listed *daily* on the Expense Report and CANNOT be summarized.
- Original receipts must be centrally maintained in a department file.

Travelers must seek to find hotels within the guidelines. Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally. In such cases, taxes and surcharges will be prorated and reimbursed only for the appropriate rate.

When determining the hotel rate, the Per Diem Rate tables show the maximum amount for 1 night's lodging, excluding taxes and surcharges. Taxes and surcharges are reimbursable but are not used to determine the daily lodging maximum. The M&IE Rate Table provides standard meal and incidental reimbursement guidelines and lodging rates.

The appropriate rate is determined by the physical location of the hotel and not the mailing address.

The current rates can be found on the ODU website at:

Entering Lodging



Click on the + to Add Expenses

Click on Hotel



Enter Date, Amount and Allocation

Enter description in Comments

Click on Itemize in the top right corner

Lodging (Add Itemization)

Select the Itemization type

Then:

Enter the Date and Amount

Select the hotel from the Drop Down Menu

Make sure the Allocation is appropriate to the Itemization type

Click Calculate

	Add Itemization	Dor	
	+ Hotel	330.00 330	
R	Room Charge ROOM TAX/FEES	TELECOM	
	OTHER		
		total amount remaining 400.00 400.00	
Room Cha	arge		
Date	06/06/2023		
Amount	200.00 🖬 USD		
Allowable Total	0.00 USD Calculate		
Comments Optional			
Hotel	Hilton		
Receipt/Docs Attached			
Paid on PO or University PCard			
Allocation			
1PC00 PROCUREMENT SE	ERVICES 011001	31	
Lodging (NonTraining) - 710	5		

Lodging (Calculate Allowable Total)

Enter the requested information in the Pop Up box that appears and click Save



Lodging (Calculate Allowable Total)

		Cancel	Save
		total amount 400.00	remaining
Room Cha	arge		
Date	06/06/2023		
Amount	200.00 🖬 USD		
Allowable Total	145.00 USD Calculate		
Comments Optional			li
Hotel	Hilton		
Receipt/Docs Attached			
Paid on PO or University PCard			
Allocation			
1PC00 PROCUREMENT SE	ERVICES 011001		
Lodging (NonTraining) - 710	5		

Chrome River will auto fill the Allowable Total

Click Save

Lodging continued

Images	Edit Itemize •••
Room Charge	
A Receipts required.	#201
An original receipt is required. If the receipt is lost, please provide a discretionary budget.	
Explanation needed for lodging over per diem.	#236
Please provide justification for excess lodging.	
Add response	Post

Chrome River will alert you if there are missing items on your entry like Receipts or explanations for overages.

Input what is needed and continue to add the next Itemization type i.e. taxes, hotel internet or transportation etc.

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Make sure Itemizations equal the total of the charge you are requesting reimbursement for.

Attaching Receipts/Supporting Documents

The Add Attachments button or option to Drag image here to upload is located at the bottom of each section of the Expense or Pre-Approval entry screens.

You can upload receipts as you create each entry line or attach them to the Expense Report.

Click on UPLOAD ATTACHMENTS to attach your file with receipts and supporting documents for the event or trip OR drag and drop the image.

CHROMERIVER				_		+ New 💄 MELISSA SNOWD
Expenses For MELISSA SNOWDEN		=	Ð	Images	3	Edit Delete ••
ning/Norfolk VA/Nov 2019			(j	Internal	MELISSA SNOWDEN AP TRAVEL PROCESSING SUPV Old Dominion University	18.50
EXPENSE	37.00	PAY ME 🧷 🛙		Internal	BARBARA STOKES ACCOUNTS PAYABLE MANAGER Old Dominion University	18.50
				Add Co	ents (0)	Post
				Add Co	omment	Post
				Attachr	Drag image here to uploa	Add Attachments
			-		From Rece Upload Atta	achments

Delete Receipts or Documents

If you need to delete a receipt or document, Click on Images

Click on the icon for Delete in the upper left corner (a paperclip with a red x)

CHROM	ERIVER	8		~						+	New
	Q	Q	¢		×	Images					
	BUSINESS OLD E	-RELATED MEAL EXPENSE S DOMINION UNIVERSITY (revise Meal Expenses	STATEMENT 4 001772005)			Internal	BARBAR ACCOUN Old Domin	A STOKES TS PAYABLE MAN nion University	AGER		
	Date Location (city and statedeter	(receipts required) \$ mines rate of reimbursement)	Number of Meals Meal Taken			Commer	nts (0)				
	Names of all attendees (RE List the name, agency/compan	EQUIRED) – printed or typed y, and title of each person attend	Breakfast Lunch Dinner ing the business meeting.			Add Con	nment				
		rigins) company				Attachm	ents (1)				
	Description of Business Disc Provide a complete description	ussed (REQUIRED) n of the business discussed use	additional sheets if necessary.				C	Drag image here to	upload	Add Atta	achments
	Benefits to the University (R benefits the University will re- meal being reported as incor	EQUIRED) – Please provide a ceive. Failure to provide suffic me. Use additional sheets, if ne	complete description of the ient detail will result in the ccessary.				THE A TOMAS & CARAO.				
	Certification Statement By signing this form, I certify to involved a substantive and boo and provided benefits to the U	that the meal expenses claimed or na fide business discussion relate niversity.	n this form were business related, ed to the University's well-being,			View of preservery set of the set	or water open set of the open				
ess Meals 11	Signed: Title: Date:					Auf a sustain interpret priority Auforts to the state of	 The and the Particle State Foreign - The and the register and the - And the				
nt: 37 00 USF) Pav Me	37.00 USD									

Submitting the Expense Report

Submitting a Report

• To submit an open expense report, click SUBMIT in the lower left-hand corner of the Expense Report.

• To submit the expense from a Draft or Returned Expense Report, select the Expense Report, and click SUBMIT in the upper right-hand corner.





After you click SUBMIT, you will be prompted to certify that the expenses are correct and for legitimate business purposes.

• Clicking SUBMIT again will send the report to the first step in the approval routing process

• If submitting an international Expense Report, click PRE-APPROVAL to attach the applicable pre-approval request before submitting the Expense Report.

POLICY COMPLIANCE WARNINGS & VIOLATIONS

A breach of policy will trigger a warning or violation message when you click SUBMIT.

• A compliance warning indicates that additional information is required before the expense can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval.

Respond by either modifying the data (if there is an error) or replying to the warning. o If a reply is required, click in the section labeled "Add response" and enter your reply. o Click on POST to update and close the compliance warning message.

• A compliance violation indicates that the expense cannot be submitted for approval based on ODU and state travel regulations. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval.

If there is an error within the data provided, the SUBMIT button will be deactivated. You will be required to make any necessary changes before you can submit the expense.

Tracking Reports

Once the expense report has been submitted, it will appear in the list of Recently Submitted Expenses. From here, you can track its progress through the approval routing process by highlighting the report and clicking TRACKING.



Approving Reports Online

- 1. Log in to Chrome River EXPENSE and you will see a yellow notification bar at the top of the Dashboard. The number of reports awaiting approval is listed under Approvals Needed.
- 2. You may also access your approvals by clicking on the collapsed MENU button in the upper left-hand corner. The number of reports awaiting approval is displayed in a yellow circle on the Approvals tab.
- 3. The Approvals Needed list displays all the expenses awaiting your approval, including the Expense Owner name, Report Name, Report ID, and the Amount.
- 4. You can review and Approve or Return the entire report on the preview screen. You can also review and return or approve each line item individually by clicking OPEN.
 - a. Clicking APPROVE will send the expense to the next step in the approval process once you click SUBMIT.
 - b. Clicking RETURN will send the expense item back to the expense owner once you click SUBMIT.



Approving Reports by Email

Chrome River will email you expenses that require your approval. You can approve or return reports with notes.

• If you receive approval emails in HTML format, you can approve or return expenses by clicking the green ACCEPT button or the red RETURN button in the email itself.

o Forwarding the email to approve@chromefile.com is equivalent to clicking SUBMIT in Chrome River EXPENSE online.

o Forwarding the email to return@chromefile.com is equivalent to clicking RETURN ALL in Chrome River EXPENSE online.

• To approve or return only specific line items on a report, you will need to log in Chrome River. Click on the link for VIEW RECEIPTS at the bottom of the email and review the report in Chrome River.

Note: Email approvals may only be sent from your primary Chrome River account email address

Non-Employee Expense Report

In order for non-employee travel reimbursements to be processed, individuals must be set up in Banner as a vendor with a University Identification Number (UIN) assigned and then set up in Chrome River to receive reimbursements. All non-employees must complete the <u>Chrome River</u> <u>Enrollment Form for Non-Employees</u>.

- Complete all portions of the <u>Chrome River Enrollment Form for Non-Employees</u>, including #2, UIN (University Identification Number).
- Submit the completed form to the Chrome River Administrator in Accounts Payable or e-mail it to <u>travel@odu.edu</u>.
- The departmental contact on the Chrome River Enrollment Form for Non-Employees will receive an e-mail when the non-employee has been set up in Chrome River.
- Once the e-mail is received, the department contact/employee responsible for entering the non-employee Expense Report in Chrome River can create an Expense Report using the non-employee widget in Chrome River.
- Non-employees do not have access to Chrome River.
- The non-employee should be e-mailed/sent the report to sign the assertion indicating "I hereby certify that all
 expenses listed here are true and correct to the best of my knowledge and are for legitimate business
 purposes." The signed assertion will be attached to the Expense Report as a "receipt."

Preparing a Chrome River Non-Employee Expense Report

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Fro	m the		Approvals			
Dashboard click + Create on the		ck Ne	Approvals Needed 14 Expense Reports	٥) Pre-Approvals	
Exp	enses		Expenses			+ Create
Rib	bon		1		0	1
					`	
				Cancel		
	Expenses For	ETTA HENF	RY			
Import from Pre-Approval Import PRE-APPROV		VAL			Enter all Report Header information and Save	
	Report Name					
	Pay Me In	USD - US Dollars	•			Report Name should include
	StartDate					Event/Location/Date
	EndDate					Comments should include
Travel Type Select		•			detailed description of even	
	Purpose	Select	•			and it's benefit to the
	Destination Optional					4
	Comments					

Non-Employee Expense continued

Under Add Expenses select the NONEMPLOYEE type



	¢	Cancel Save Iternize
NonEmplo	byee	
Date	06/06/2023	
Amount	0.00 🖬 USD	
comments ptional		
Payee	Select 🔻	
Receipt/Docs Attached		
aid on PO or University Card		
llocation		
Search for Allocation		
Attachments (0)		
	Drag image here to upload Add Attachments 👻	

Enter Date, Amount and enter description in Comments

Select the Payee

Enter Allocations

Click Itemize to input expenses to be reimbursed

Be sure to attach necessary receipts and supporting documents

Non-Employee Expense continued

Once report is prepared, click on PDF Cover Page



port Name test	
pense Owner ETTA HENRY	
eated By ETTA HENRY	
ate Jun 06, 2023	III WEB EXCLUDENT WAR AND IN
Be Paid In USD	
Irpose Presentation	
mments xxxx	
estination 06/06/2023-06/06/2023	
Please place this cover sheet in fro Email: expense@chro	ont of hardcopy receipt pages and then scan or fax to: omefile.com Fax: (214) 540-1162
-inancial Summary	
	Amount (USD)
Total Expenses Reported	0.00
Fotal Expenses Reported Less Company Paid	0.00
Fotal Expenses Reported Less Company Paid Less Company Paid Personal Expenses	0.00 0.00 0.00
Fotal Expenses Reported Less Company Paid Less Company Paid Personal Expenses Amount Due Expense Owner	0.00 0.00 0.00 0.00
Total Expenses Reported Less Company Paid Less Company Paid Personal Expenses Amount Due Expense Owner Expense Summary	0.00 0.00 0.00 0.00
Total Expenses Reported Less Company Paid Less Company Paid Personal Expenses Amount Due Expense Owner Expense Summary Expense Type	0.00 0.00 0.00 0.00 Amount (USD) Amount (<na>)</na>
Total Expenses Reported Less Company Paid Less Company Paid Personal Expenses Amount Due Expense Owner Expense Summary Expense Type Total	0.00 0.00 0.00 0.00 Amount (USD) Amount (<na>) 0.00 0.00</na>
Total Expenses Reported Less Company Paid Less Company Paid Personal Expenses Amount Due Expense Owner Expense Summary Expense Type Total Allocation Summary	0.00 0.00 0.00 0.00 Amount (USD) Amount (<na>) 0.00 0.00</na>
Total Expenses Reported Less Company Paid Less Company Paid Personal Expenses Amount Due Expense Owner Expense Summary Expense Type Total Allocation Summary Milocations Charged	0.00 0.00 0.00 0.00 Amount (USD) Amount (<na>) 0.00 0.00 Amount (USD)</na>
Total Expenses Reported Less Company Paid Less Company Paid Personal Expenses Amount Due Expense Owner Expense Summary Expense Type Total Allocation Summary Allocations Charged Total	0.00 0.00 0.00 0.00 Amount (USD) Amount (<na>) 0.00 0.00 Amount (USD) 0.00</na>

Print this page so the Non-Employee can sign to acknowledge the amount being reimbursed

Attach signed copy to Expense Report before Submitting

How to Assign a Delegate

If an ODU employee assists an Expense Owner with processing travel Pre-Approvals and Expense Reports, the Expense Owner will need to assign the ODU employee as a Delegate. Chrome River requires the Expense Owner to authorize the Delegate, so a Delegate cannot assign the role. More than one Delegate may be assigned, if necessary.

WHAT CAN A DELEGATE DO?

- 1. Create pre-approval and expense reports for the Expense Owner to review and submit, (The Delegate can submit pre-approval and expense reports to the Expense Owner, but the Expense Owner must approve the report before it is routed for a supervisor's approval)
- > 2. Access the Expense Owner's Dashboard, Pre-Approvals and Expense Reports, and
- 3. Receive copies of any e-mail notifications regarding approvals and rejections.

1. The Expense Owner must click on his/her name in the upper right corner, and select Settings





3. Type the Delegate's name to filter a

name to assign him/ her as Delegate.

search and click on the ODU employee's

My Delegates

My Delegates

A "Delegate" is someone who has full access to your account.

stoked	
BARBARA STOKES	
ACCOUNTS PAYABLE MANAGER	

2. Click on Delegate Settings and

select Add New Delegate under

Switch to or from Users

Click on your name in the upper right corner and Select Another User to view the list of travelers assigned to you. Click on the traveler's name in the upper right corner and Revert or Select Another User to navigate between users. As a Delegate, you will receive all email notifications for your travelers, regardless of who created the Expense Report.



Assign My Approval Delegate (Proxy)

Before you go on vacation or extended leave, you can assign someone as your delegate to approve Pre-approval and Expense Reports.

To assign someone to act as your delegate during your vacation or extended leave, complete the following steps:



Click on your name in the upper right hand corner, and select Settings.

MELISSA SNOWDEN AP 77AVEL PROCESSING SUPV	My Delegates
Personal Settings	A "Delegate" is someone who has full access to your account.
Preferences Settings	Add New Delegates
Delegate Settings	
Notification Settings	Ny Approval Delegate
	An "Approval Delegate" helps you with approvals during a specified time.
Privacy Policy	
About Chrome River	Add Approval Delegate

Click on Delegate Settings, and select Add Approval Delegate under My Approval Delegate.

My Approval Delegate An "Approval Delegate" helps you with approvals during a specified time Select a User BARBARA STOKES Start Date Ċ, 06/19/2017 End Date Ö 08/20/2017 Cancel

Type the Delegate's name in the field to Select a User, and filter a search. Click on the name to assign as Delegate. Record the Start and End dates for the assigned period to approve reports, and click Save.

Help Center

Click the ? in the upper right corner for the online Help Center or User Guides

