How do I get in?
Go to http://www.procurement.virginia.edu/pageTravelandExpense and click the logo for ExpenseUVA.

The system resides behind NetBadge. You can access the system from any device that has web access - it will adapt to any device you’re using.

Here’s how it works
- Expense owners or their delegate uploads receipts
- Expense owners or delegates prepare the expense report online from any device, add PTAO information, then submit for approval
- The expense report is routed to a fiscal person within your area who will check receipts and send for approval and payment

Since receipts are digitized, you can start the expense process from anywhere.

Uploading Receipts
- The sooner you upload receipts, the better:
  - The system reads receipts, pulling as much data as possible, saving you work entering details
  - Receipts can be uploaded from anywhere, and once digitized, are on-record.

Basic Navigation Tips
- The menu button in the top left of Chrome River will link to your expense reports pending approval, any in draft stage, any returned, and those recently submitted.
- Use the Plus button to add a new expense line to a report.
- The system is tile-based -- click on a tile to see all the options available for that tile, much like the apps on your smartphone
- Clicking on the NEW button will allow you to start creating a new expense report.
- You can’t break the system - if you lose your place, hit the Chrome River logo button to return to the dashboard at any time.

Delegates
To choose a delegate, click the USER icon. Delegates who prepare reports for multiple travelers will use this icon to choose the correct person.