

Getting Started

with ExpenseUVA

EXPENSE OWNER/DESIGNEE

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.

The system ensures adherence to UVA policy and completeness

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.

