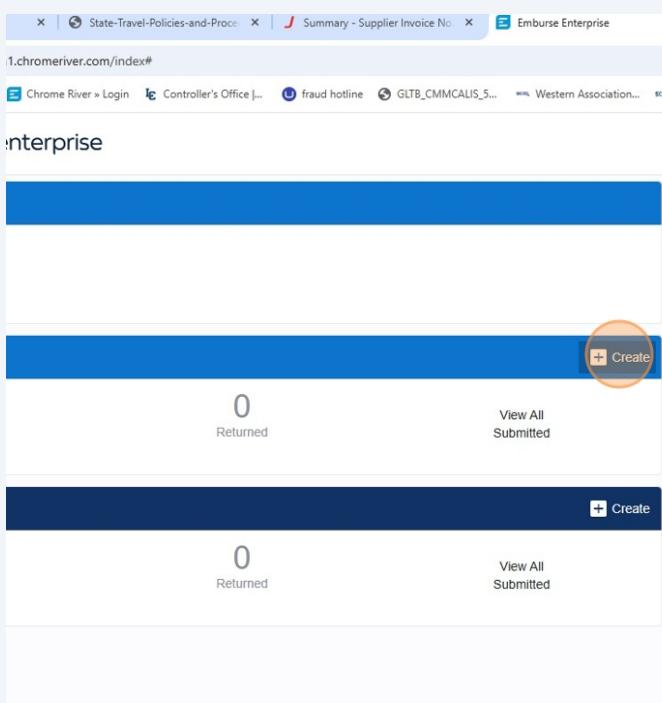


How to adjust Expense Report for Per Diem, Baggage Fees, Hotel, Conference/Seminar, & Airfare.

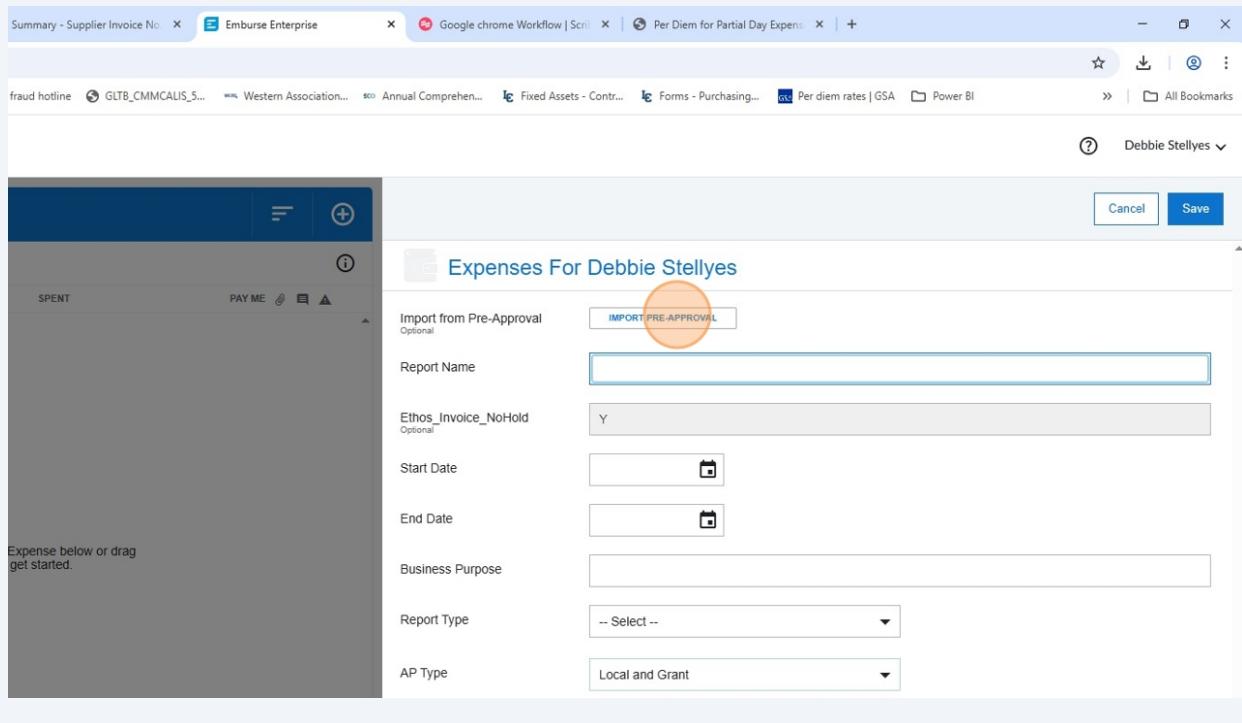


1 Click here

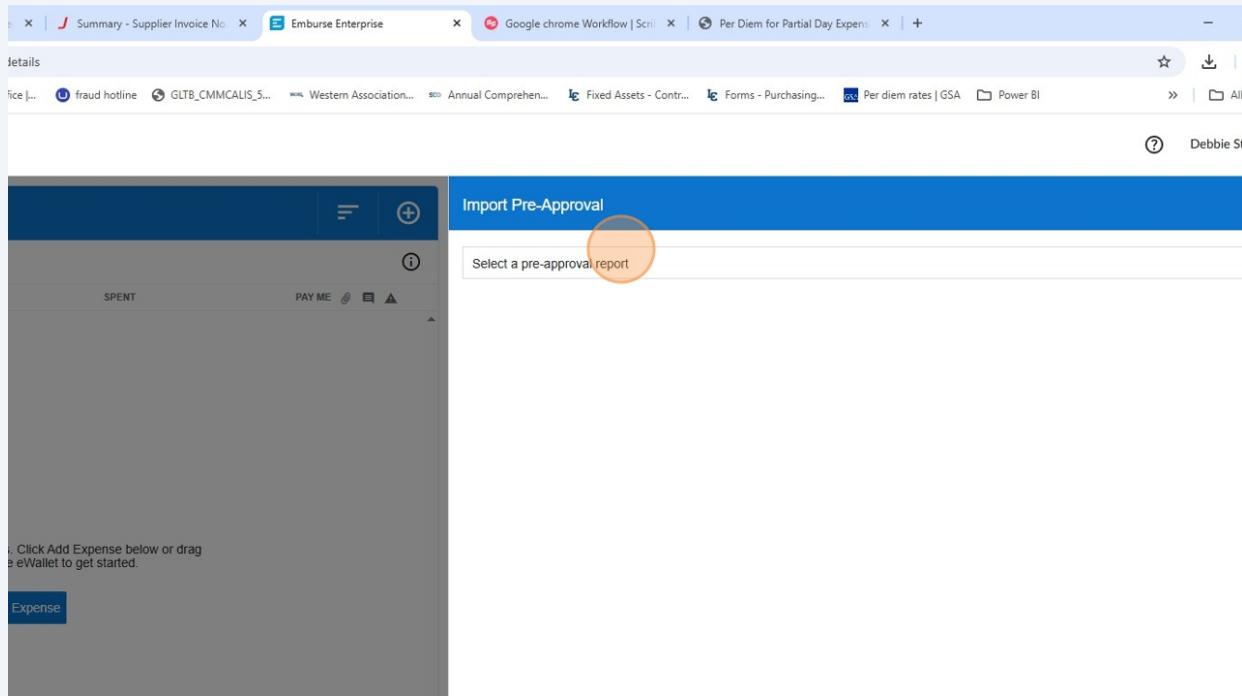


The screenshot shows the Chrome River Enterprise interface. At the top, there are several tabs: State-Travel-Policies-and-Procedures, Summary - Supplier Invoice No., Emburse Enterprise, Google chrome Workflow | Scm, Per Diem for Partial Day Expenses, and others. Below the tabs, the URL is 1.chromeriver.com/index#. The main content area has two sections. The top section is for 'Returned' items, showing 0 returned items, a 'Create' button, and links to 'View All' and 'Submitted'. The bottom section is for 'Submitted' items, also showing 0 items, a 'Create' button, and links to 'View All' and 'Submitted'. A yellow circle highlights the 'Create' button in the top section. To the right, there is a 'QA TESTING SYSTEM' section with a message 'Hello Debbie, Welcome to your travel pre-authorization and exper...' and links to 'Company Policies', 'Travel & Expense Policy', 'Reimbursement and policy questions' (with an email address cotravel@lcsc.edu), and 'EXPENSE REIMBURSEMENT'. At the bottom, there are links for 'Approve Expenses', 'Email Your Receipts' (with an email address receipt@1.chromeriver.com), and 'Add Receipt Image'.

2 Click here

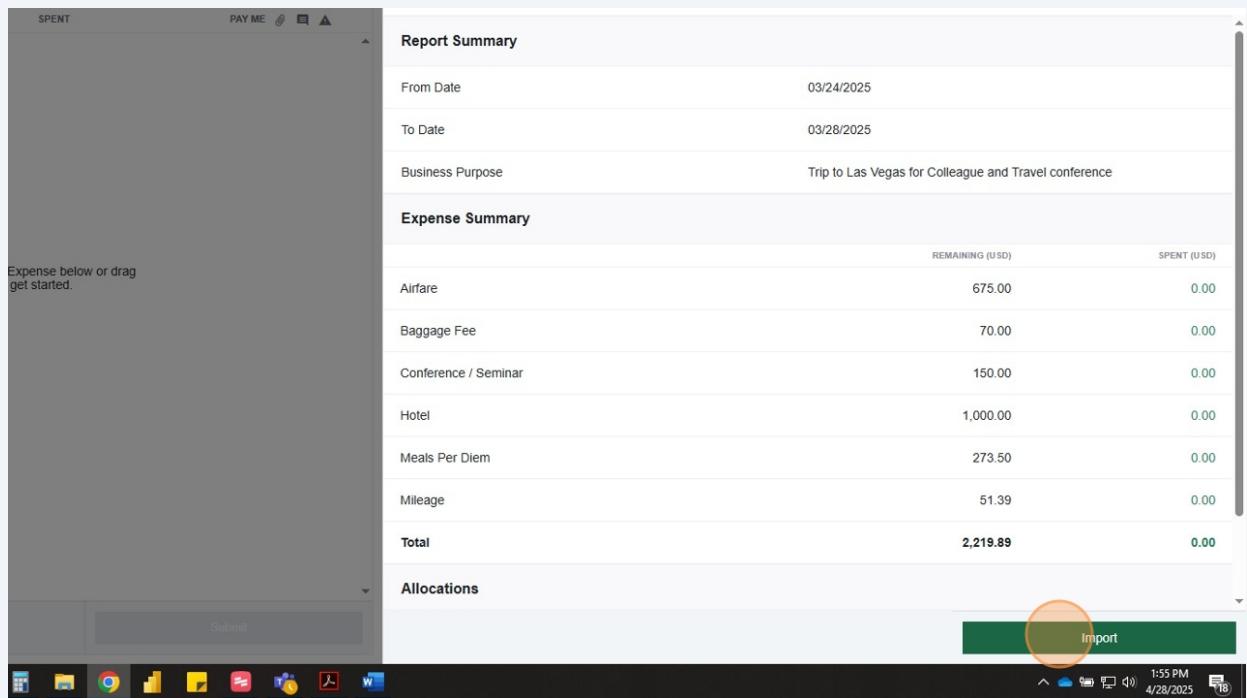


3 Search for the Pre-Approval you are trying to do an expense report and click on name.



4

Click here



SPENT PAY ME

Report Summary

From Date	03/24/2025
To Date	03/28/2025
Business Purpose	Trip to Las Vegas for Colleague and Travel conference

Expense Summary

	REMAINING (USD)	SPENT (USD)
Airfare	675.00	0.00
Baggage Fee	70.00	0.00
Conference / Seminar	150.00	0.00
Hotel	1,000.00	0.00
Meals Per Diem	273.50	0.00
Mileage	51.39	0.00
Total	2,219.89	0.00

Allocations

Import

Expense below or drag get started.

Submit

1:55 PM 4/28/2025

- 5 Select correct AP Type that is associated with Cost Center that is going to be charged.

Appropriated (Fund 10 Only)

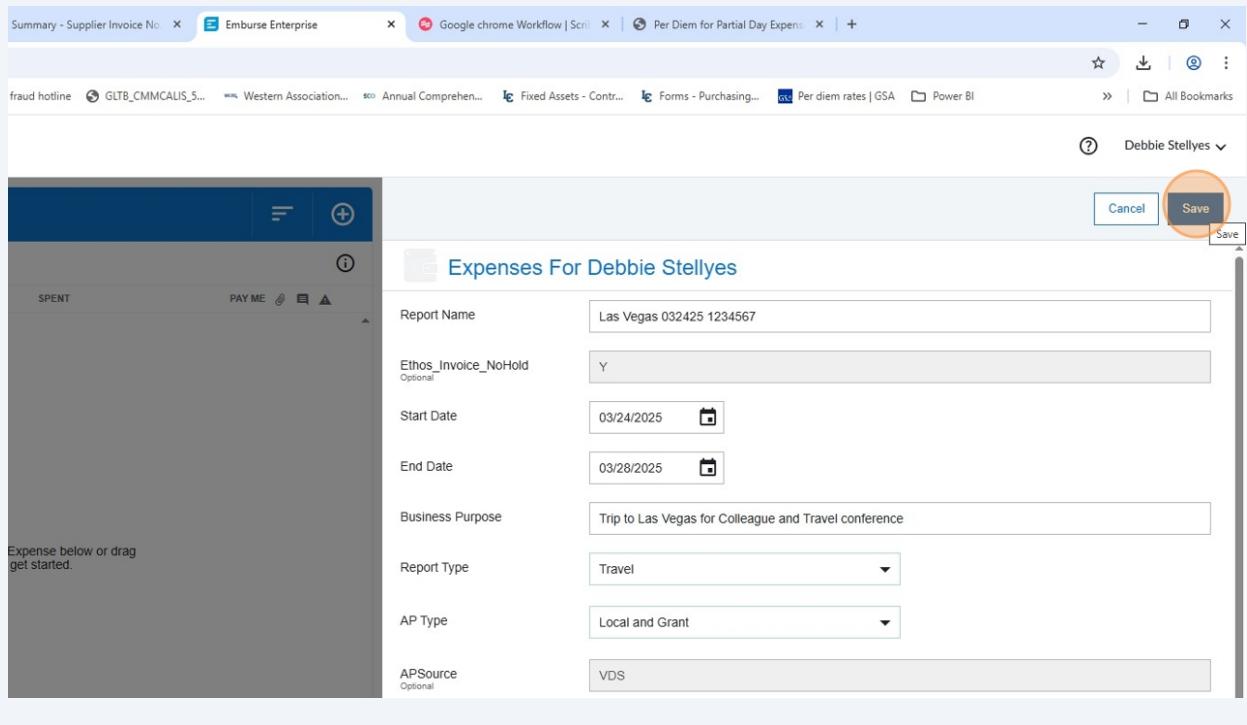
Appropriated and Local/Grant

Local and Grant

Expenses For Debbie Stellyes

Report Name	Las Vegas 032425 1234567
Ethos_Invoice_NoHold Optional	Y
Start Date	03/24/2025
End Date	03/28/2025
Business Purpose	Trip to Las Vegas for Colleague and Travel conference
Report Type	Travel
AP Type	Local and Grant
APSource Optional	VDS
Pre-Approval Report Applied	
X Las Vegas 032425 1234567	
REMAINING (US)	
Airfare	675.0

6 Click here



Summary - Supplier Invoice No: X Emburse Enterprise X Google chrome Workflow | Script X Per Diem for Partial Day Expenses X +

fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Debbie Stellyes

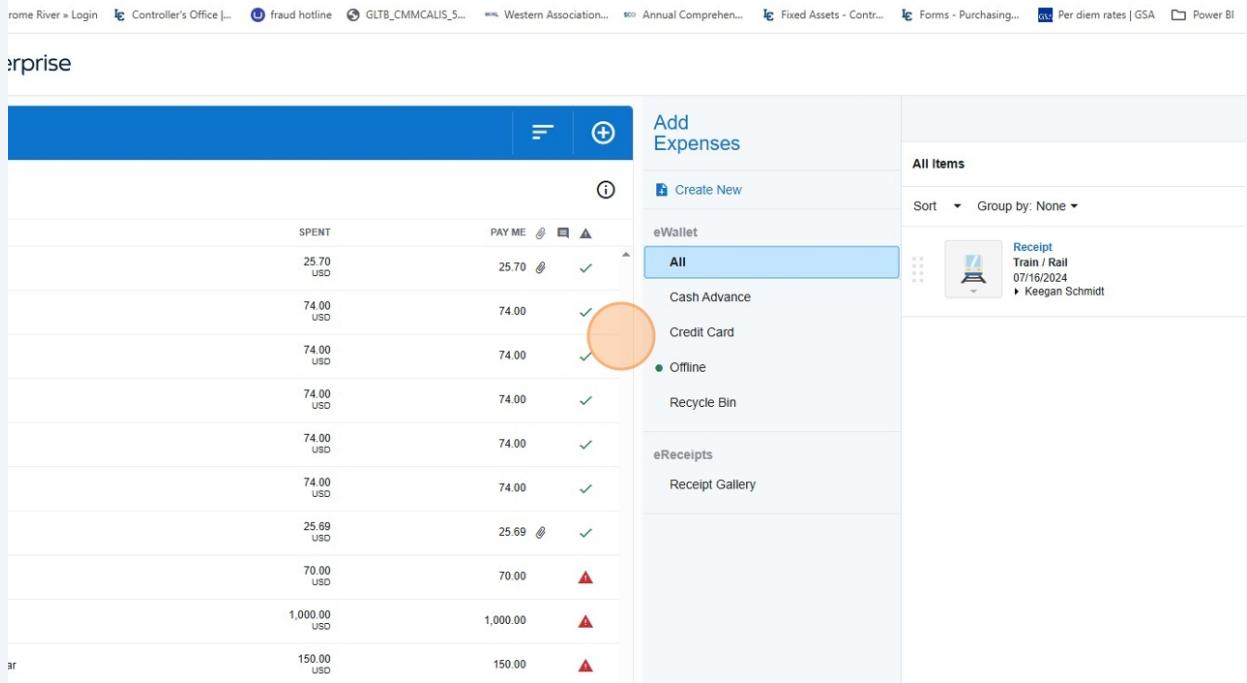
Expenses For Debbie Stellyes

Report Name	Las Vegas 032425 1234567
Ethos_Invoice_NoHold Optional	Y
Start Date	03/24/2025
End Date	03/28/2025
Business Purpose	Trip to Las Vegas for Colleague and Travel conference
Report Type	Travel
AP Type	Local and Grant
APSource Optional	VDS

Expense below or drag get started.

Cancel Save

7 Notice full day rate for Per Diem even though most Per Diem was partial day rate. Adjustments need to be made using the Wizard to make these corrections.



Enterprise

Add Expenses

Create New

All Items

Sort Group by: None

eWallet

All

- Cash Advance
- Credit Card
- Offline

Recycle Bin

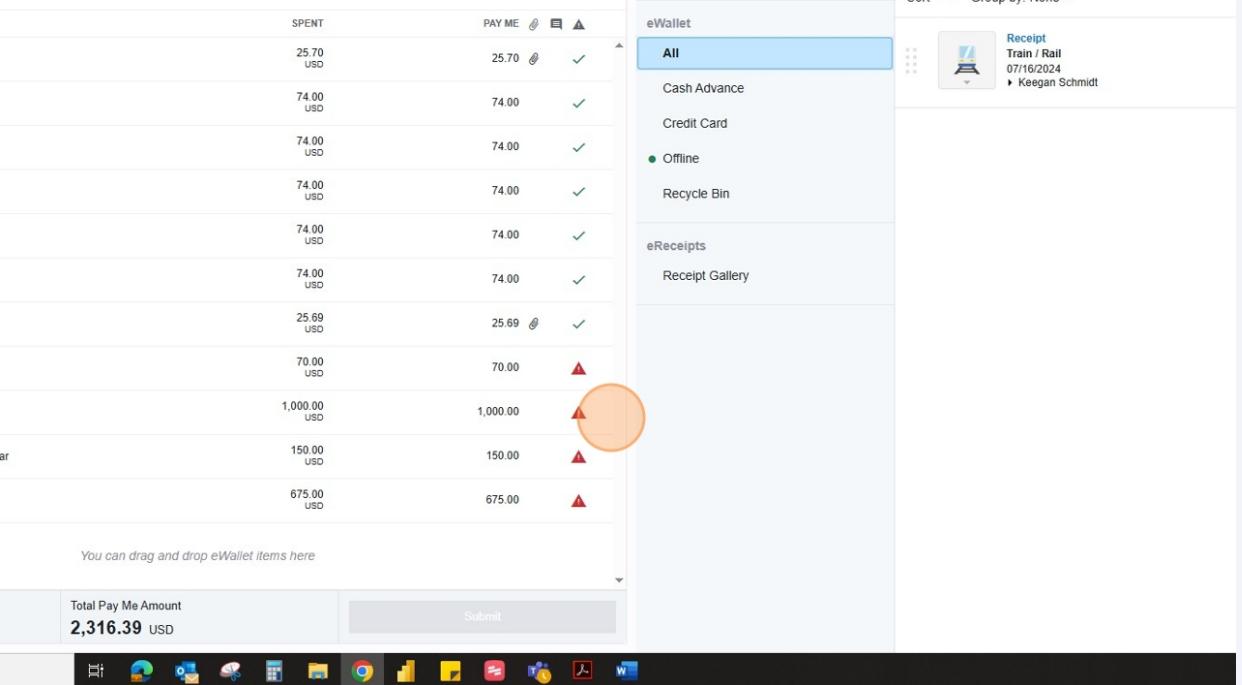
eReceipts

Receipt Gallery

SPENT	PAY ME	
25.70 USD	25.70	✓
74.00 USD	74.00	✓
25.69 USD	25.69	✓
70.00 USD	70.00	⚠
1,000.00 USD	1,000.00	⚠
150.00 USD	150.00	⚠

8

Notice warnings in other areas. This means that items are missing information to process correctly.



The screenshot shows a list of expenses on the left and a sidebar on the right. The expense list includes items like Mileage, Meals - Per Diem, and Hotel. A warning icon (a red triangle with a red exclamation mark) is visible on the right side of the expense list. The sidebar includes sections for eWallet (All, Cash Advance, Credit Card, Offline, Recycle Bin) and eReceipts (Receipt Gallery). A receipt for 'Train / Rail' is shown in the Receipts section.

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	25.70 USD	25.70 ⓘ ✓
Mon 03/24/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Tue 03/25/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Wed 03/26/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Thu 03/27/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Fri 03/28/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Fri 03/28/2025	Mileage	25.69 USD	25.69 ⓘ ✓
Fri 03/28/2025	Baggage Fee	70.00 USD	70.00 ▲
Fri 03/28/2025	Hotel	1,000.00 USD	1,000.00 ▲

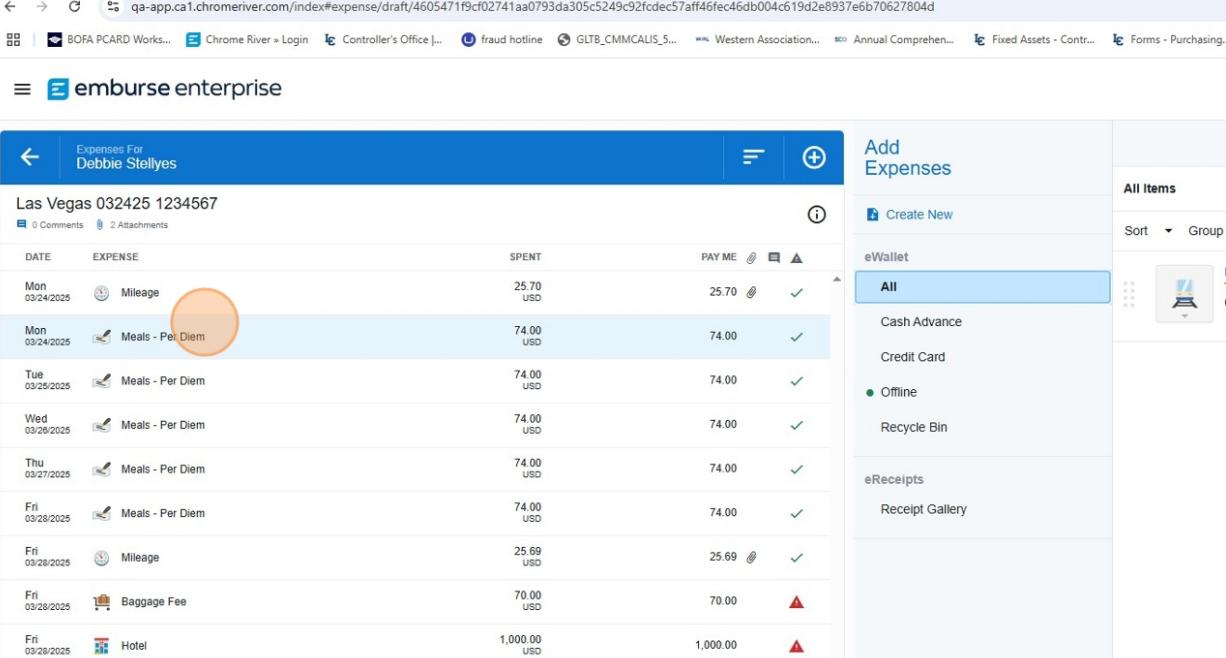
You can drag and drop eWallet items here

Total Pay Me Amount
2,316.39 USD

Submit

9

Click on one of the Meals- Per Diem to adjust for all rates.



The screenshot shows a list of expenses for 'Las Vegas 032425 1234567'. A meal item is selected, indicated by a red circle and a warning icon. The sidebar includes sections for Add Expenses, eWallet (All, Cash Advance, Credit Card, Offline, Recycle Bin), and eReceipts (Receipt Gallery). A receipt for 'Meals - Per Diem' is shown in the Receipts section.

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	25.70 USD	25.70 ⓘ ✓
Mon 03/24/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Tue 03/25/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Wed 03/26/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Thu 03/27/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Fri 03/28/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Fri 03/28/2025	Mileage	25.69 USD	25.69 ⓘ ✓
Fri 03/28/2025	Baggage Fee	70.00 USD	70.00 ▲
Fri 03/28/2025	Hotel	1,000.00 USD	1,000.00 ▲

10 Click here

Summary - Supplier Invoice No: 02741aa0793da305c5249c92fcdec57aff46fec46db004c619d2e8937e6b70627804d/lineitem/63ac432d-800e-46a6-88c7-eea2c65ca6a0

Emburse Enterprise | Google chrome Workflow | Script | Per Diem for Partial Day Expenses | +

fraud hotline GLTB_CMMCAUS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks Debbie Stellyes

Meals - Per Diem

Date: 03/24/2025

Start Time: 04:30

End Time: 23:59

Spent: 74.00 USD

Business Purpose: Trip to Las Vegas for Colleague and Travel conference

Description: Meals to cover for Trip to Las Vegas

Location: Las Vegas-Clark County, Nevada (NV), United States

Deductibles

Spent	PAY ME	Spent
25.70 USD	25.70	✓
74.00 USD	74.00	✓
25.69 USD	25.69	✓
70.00 USD	70.00	⚠
1000.00		

11

Check anything where meals are not being paid by Per Diem. Leave unchecked anything that is being paid by Per Diem (see arrows as example). Once done you will notice that the rates change. If this whole trip includes overnight stay you can select Apply and be done.

Colleague Launcher | State-Travel-Policies-and-Procedures | Summary - Supplier Invoice No: 02741aa0793da305c5249c92fcdec57aff46fec46db004c619d2e8937e6b70627804d/lineitem/63ac432d-800e-46a6-88c7-eea2c65ca6a0 | Google chrome Workflow | Script | Per Diem for Partial Day Expenses | +

BOFA PCARD Works... Chrome River > Login Controller's Office... fraud hotline GLTB_CMMCAUS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks Debbie Stellyes

emburse enterprise

Per Diem Wizard

Per Diem Rates Preview

Date	Location	Spent
Mon 03/24/2025 04:30-23:59	Las Vegas, Nevada (NV), United States	74.00 USD
Tue 03/25/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD
Wed 03/26/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD
Thu 03/27/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD
Fri 03/28/2025 00:00-21:30	Las Vegas, Nevada (NV), United States	66.60 USD

Deductibles

Breakfast

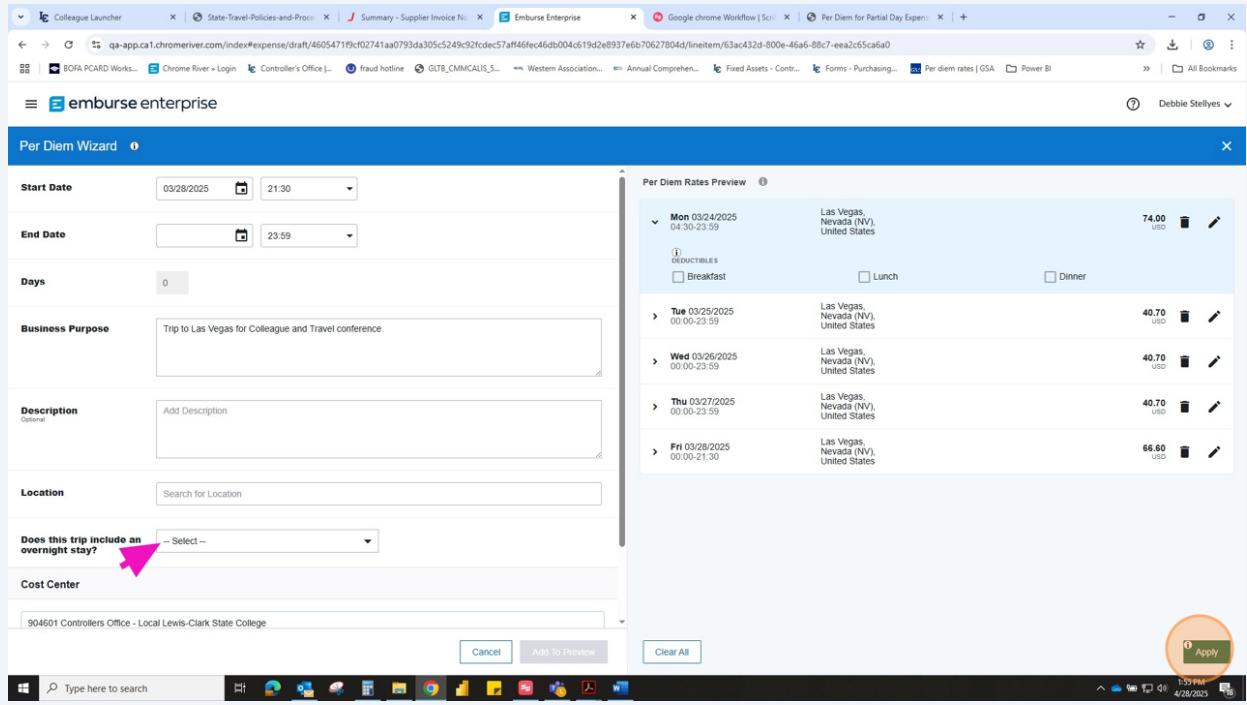
Lunch

Dinner

Start Date: 03/28/2025 | **End Date:** 21:30 | **Days:** 0 | **Business Purpose:** Trip to Las Vegas for Colleague and Travel conference | **Description:** Add Description | **Location:** Search for Location | **Cost Center:** 904601 Controllers Office - Local Lewis-Clark State College | **Does this trip include an overnight stay?** Select | **Apply**

12

If this trip doesn't include overnight stay. You must delete all or any lines for Per Diem where overnight stay is not included and re-enter information on left side of Per Diem Wizard. Make sure to change drop down, see arrow, to No on "Does this trip include an overnight stay?" This will ensure non-overnight stays code to the right object.



Per Diem Wizard

Start Date: 03/28/2025, 21:30

End Date: 03/30/2025, 23:59

Days: 0

Business Purpose: Trip to Las Vegas for Colleague and Travel conference

Description (Optional): Add Description

Location: Search for Location

Does this trip include an overnight stay?

Cost Center: 904601 Controllers Office - Local Lewis-Clark State College

Per Diem Rates Preview

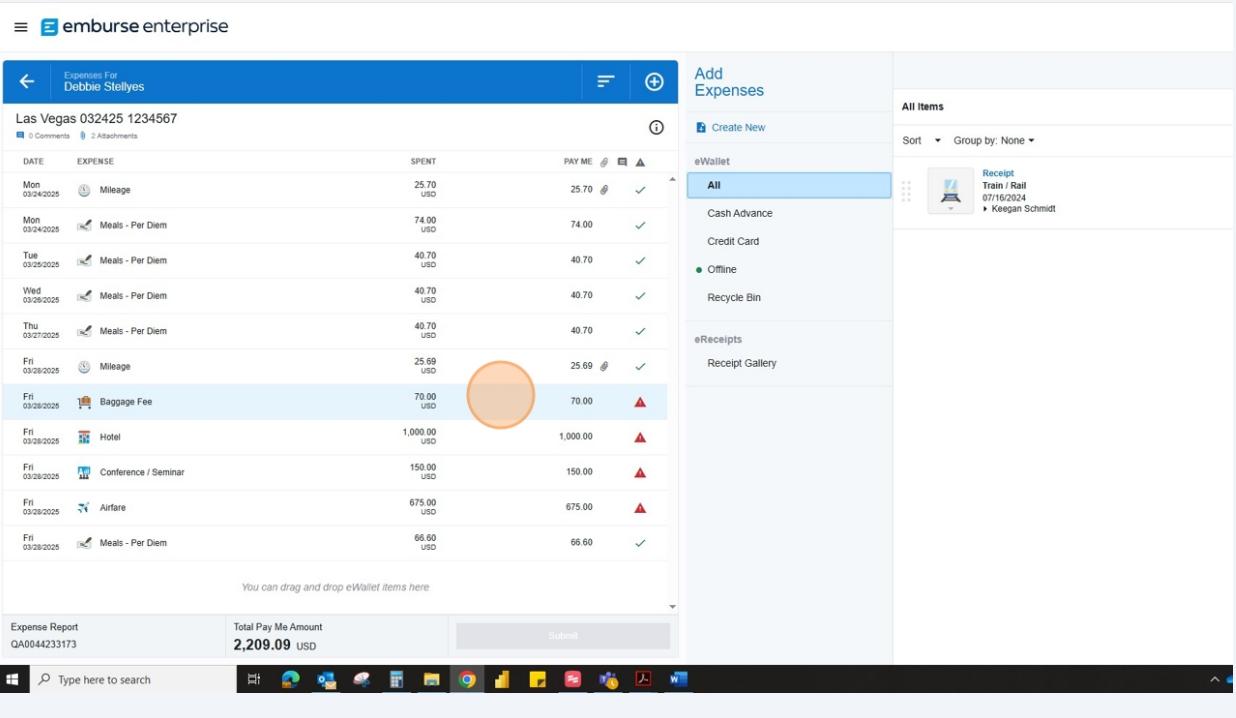
Date	Location	Rate	Actions
Mon 03/24/2025 04:30-23:59	Las Vegas, Nevada (NV), United States	74.00 USD	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Tue 03/25/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Wed 03/26/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Thu 03/27/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Fri 03/28/2025 00:00-21:30	Las Vegas, Nevada (NV), United States	66.60 USD	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

13

If you need to edit Mileage you must place location which is United States (if in the US)

14

The red triangle indicates that there are errors for Baggage Fees, Hotel, Conference/Seminar, & Airfare. These items need additional information to get processed.



The screenshot shows the emburse enterprise software interface. The main window displays an expense report for Debbie Stellyes. The report details various travel expenses from Las Vegas, including Mileage, Meals - Per Diem, and Baggage Fee. The Baggage Fee line item is highlighted with a red circle and has a red triangle error icon. The interface includes a sidebar for 'Add Expenses' and a receipt viewer on the right.

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	25.70 USD	25.70 ✓
Mon 03/24/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Tue 03/25/2025	Meals - Per Diem	40.70 USD	40.70 ✓
Wed 03/26/2025	Meals - Per Diem	40.70 USD	40.70 ✓
Thu 03/27/2025	Meals - Per Diem	40.70 USD	40.70 ✓
Fri 03/28/2025	Mileage	25.69 USD	25.69 ✓
Fri 03/28/2025	Baggage Fee	70.00 USD	70.00 ▲
Fri 03/28/2025	Hotel	1,000.00 USD	1,000.00 ▲
Fri 03/28/2025	Conference / Seminar	150.00 USD	150.00 ▲
Fri 03/28/2025	Airfare	675.00 USD	675.00 ▲
Fri 03/28/2025	Meals - Per Diem	66.60 USD	66.60 ✓

15

Baggage Fees: Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Attach a receipt by clicking on Add Attachments on the bottom.
- 4- Click Save on the top right and warning should go away for this line item

If paid by p-card and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time. See step 19.

16

Hotel: Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Merchant: This is the hotel that you stayed at
- 4- Location is the City and State the hotel is at
- 5- Fill out Check in/Check out date.
- 6 - Attach a receipt by clicking on Add Attachments on the bottom.
- 7- Click Save on the top right and warning should go away for this line item

If paid by p-card and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time. See step 19.

17

Conference/Seminar: Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Attach agenda and registration receipt for event clicking on Add Attachments on the bottom
- 4- Click Save on the top right and warning should go away for this line item

If paid by p-card and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time. See step 19.

18

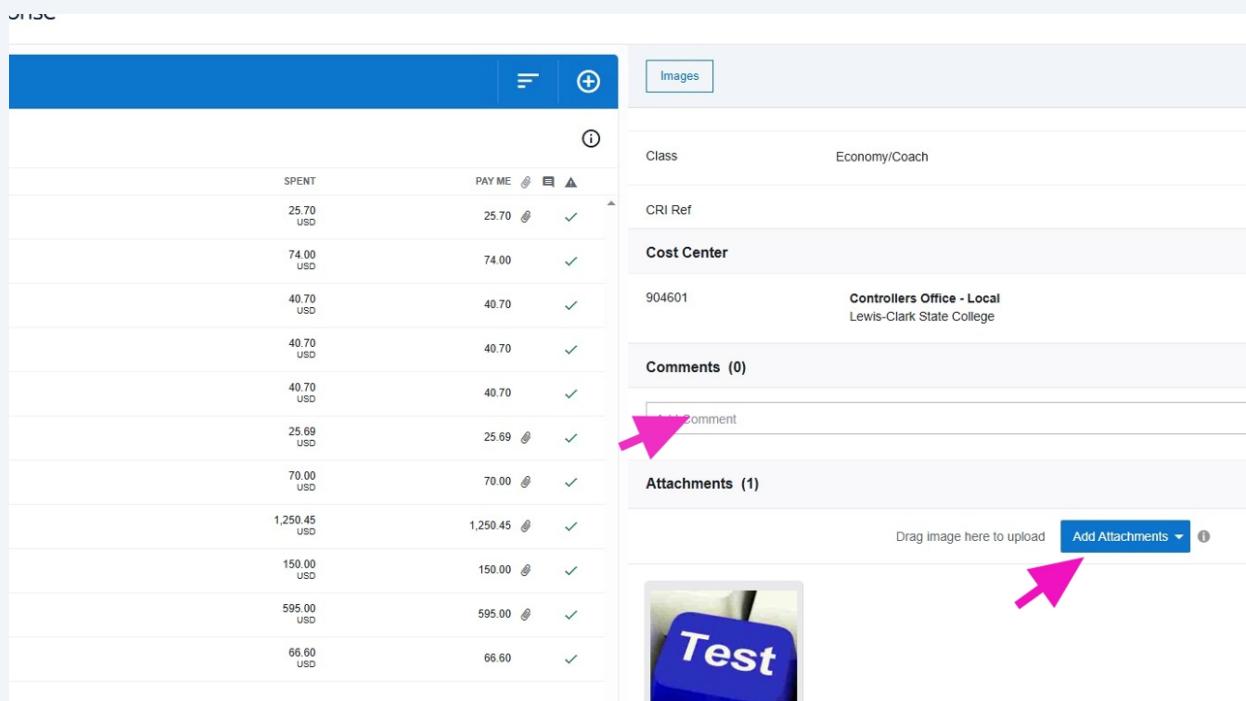
Airfare: Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Airline is the airline traveled with
- 4- Class- Should be Economy/Coach
- 5- Attach a receipt by clicking on Add Attachments on the bottom
- 6- Click Save on the top right and warning should go away for this item

If paid by p-card and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time. See step 19.

19

Notice all warnings are gone. Attach any additional receipts for expenses paid by p-card related to this travel and make a comment regarding those expenses including the amount of the charge and then review document before submitting.



SPENT	PAY ME
25.70 USD	25.70 ✓
74.00 USD	74.00 ✓
40.70 USD	40.70 ✓
40.70 USD	40.70 ✓
40.70 USD	40.70 ✓
25.69 USD	25.69 ✓
70.00 USD	70.00 ✓
1,250.45 USD	1,250.45 ✓
150.00 USD	150.00 ✓
595.00 USD	595.00 ✓
66.60 USD	66.60 ✓

Images

Class: Economy/Coach

CRI Ref:

Cost Center: 904601 Controllers Office - Local Lewis-Clark State College

Comments (0)

Attachments (1)

Drag image here to upload Add Attachments



20 Expense Report ID#.

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	25.70 USD	25.70
Mon 03/24/2025	Meals - Per Diem	74.00 USD	74.00
Tue 03/25/2025	Meals - Per Diem	40.70 USD	40.70
Wed 03/26/2025	Meals - Per Diem	40.70 USD	40.70
Thu 03/27/2025	Meals - Per Diem	40.70 USD	40.70
Fri 03/28/2025	Mileage	25.69 USD	25.69
Fri 03/28/2025	Baggage Fee	70.00 USD	70.00
Fri 03/28/2025	Hotel	1,250.45 USD	1,250.45
Fri 03/28/2025	Conference / Seminar	150.00 USD	150.00
Fri 03/28/2025	Airfare	595.00 USD	595.00
Fri 03/28/2025	Meals - Per Diem	66.60 USD	66.60

Expense Report
QA0044233173

Total Pay Me Amount
2,379.54 USD

Submit

Class: Economy/Coach

CRI Ref:

Cost Center

904601 **Controllers Office - Local**
Lewis-Clark State College

Comments (0)

Add Comment

Attachments (1)

Drag image here to upload

[Previous](#)

21 Click here

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	25.70 USD	25.70
Mon 03/24/2025	Meals - Per Diem	74.00 USD	74.00
Tue 03/25/2025	Meals - Per Diem	40.70 USD	40.70
Wed 03/26/2025	Meals - Per Diem	40.70 USD	40.70
Thu 03/27/2025	Meals - Per Diem	40.70 USD	40.70
Fri 03/28/2025	Mileage	25.69 USD	25.69
Fri 03/28/2025	Baggage Fee	70.00 USD	70.00
Fri 03/28/2025	Hotel	1,250.45 USD	1,250.45
Fri 03/28/2025	Conference / Seminar	150.00 USD	150.00
Fri 03/28/2025	Airfare	595.00 USD	595.00
Fri 03/28/2025	Meals - Per Diem	66.60 USD	66.60

Expense Report
QA0044233173

Total Pay Me Amount
2,379.54 USD

Submit

Class: Economy/Coach

CRI Ref:

Cost Center

904601 **Controllers Office - Local**
Lewis-Clark State College

Comments (0)

Add Comment

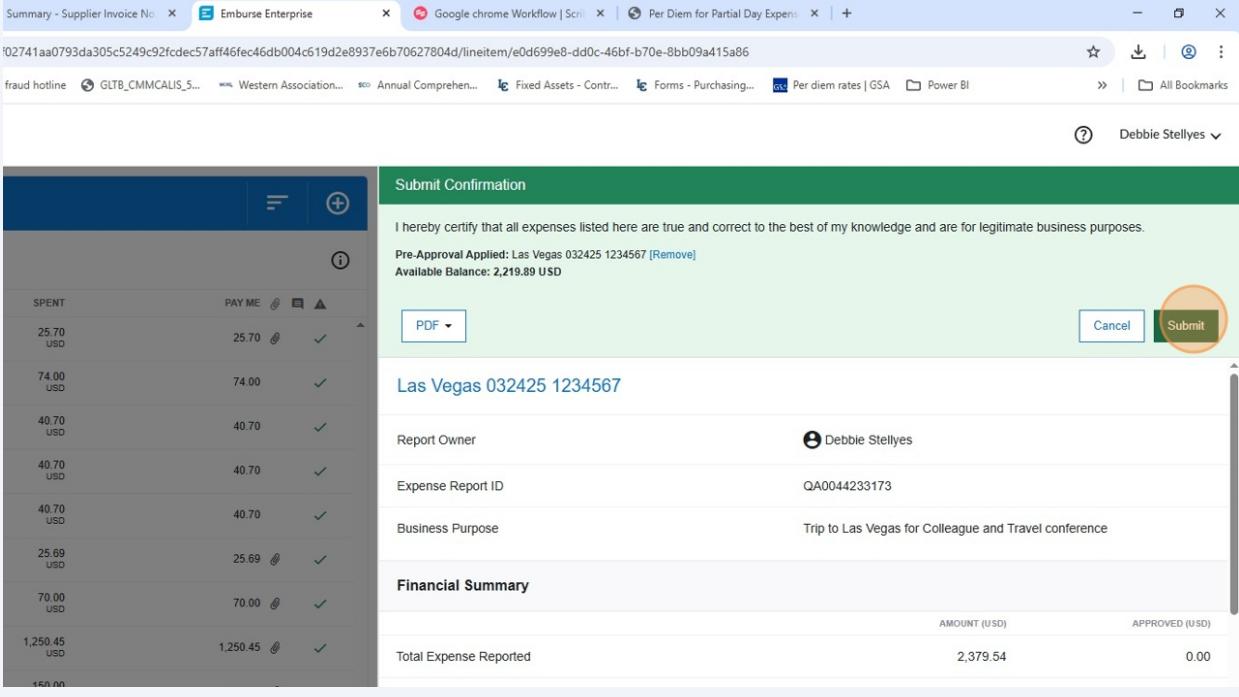
Attachments (1)

Drag image here to upload

[Previous](#)

22

This verifies that the process is complete and submits the form.



Summary - Supplier Invoice No: [f02741aa0793da305c5249c92fcdec57aff46fec46db004c619d2e8937e6b70627804d](#) | [Emburse Enterprise](#) | [Google chrome Workflow | Script](#) | [Per Diem for Partial Day Expenses](#) | [Per Diem rates | GSA](#) | [Power BI](#)

fraud hotline [GLTB_CMMCALIS_5...](#) Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks

Debbie Stellyes

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied: Las Vegas 032425 1234567 [\[Remove\]](#)

Available Balance: 2,219.89 USD

PDF [Cancel](#) **Submit**

Las Vegas 032425 1234567

Report Owner	Debbie Stellyes
Expense Report ID	QA0044233173
Business Purpose	Trip to Las Vegas for Colleague and Travel conference

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	2,379.54	0.00