

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

1 Click here

1.chromeriver.com/index#

Chrome River » Login Controller's Office |... fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Pow...

enterprise

QA TESTING SYSTEM

Hello Debbie, Welcome to your travel pre-authorization and expen

Company Policies Travel & Expense Policy

Reimbursement and policy questions cotravel@lsc.edu

EXPENSE REIMBURSEMENT

Approve Expenses Quick Start

Email Your Receipts ranaid@first.chromeriver.com

Add Receipt Image How To

2 Click here

The screenshot shows the Emburse Enterprise web application. The browser tabs include 'Summary - Supplier Invoice No...', 'Emburse Enterprise', 'Google chrome Workflow | Scri...', and 'Per Diem for Partial Day Expenses'. The user is logged in as 'Debbie Stellyes'. The main form is titled 'Expenses For Debbie Stellyes'. It includes a sidebar on the left with 'SPENT' and 'PAY ME' sections. The form fields are: 'Import from Pre-Approval' (Optional) with a button labeled 'IMPORT PRE-APPROVAL' (highlighted with an orange circle), 'Report Name' (text input), 'Ethos_Invoice_NoHold' (Optional) with a dropdown set to 'Y', 'Start Date' (calendar icon), 'End Date' (calendar icon), 'Business Purpose' (text input), 'Report Type' (dropdown set to '-- Select --'), and 'AP Type' (dropdown set to 'Local and Grant'). There are 'Cancel' and 'Save' buttons at the top right.

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

The screenshot shows the 'Import Pre-Approval' form in the Emburse Enterprise application. The browser tabs are the same as in the previous screenshot. The user is still logged in as 'Debbie Stellyes'. The form has a blue header bar labeled 'Import Pre-Approval'. Below it is a dropdown menu labeled 'Select a pre-approval report' (highlighted with an orange circle). The sidebar on the left is visible, showing 'SPENT' and 'PAY ME' sections. The main content area is mostly empty, with a small instruction at the bottom: 'Click Add Expense below or drag eWallet to get started.' and a button labeled 'Expense'.

4

[Click here](#)

SPENT

PAY ME

Expense below or drag get started.

Submit

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

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

SPENT PAY ME

You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.

[Add Expense](#)

Expenses For Debbie Stellyes

Report Name	Las Vegas 032425 1234567
Ethos_Invoice_NoHold <small>Optional</small>	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 <small>Optional</small>	VDS
Pre-Approval Report Applied	× Las Vegas 032425 1234567
REMAINING (US	
Airfare	675.0

6 Click here

Summary - Supplier Invoice No: x Emburse Enterprise x Google chrome Workflow | Scri x Per Diem for Partial Day Expense x +

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

Debbie Stellyes

Cancel Save

Expenses For Debbie Stellyes

Report Name: Las Vegas 032425 1234567

Ethos_Invoice_NoHold: 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: VDS

Expense below or drag get started.

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.

rome River » Login Controller's Office |... fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

erprise

Add Expenses

Create New

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	✓
74.00 USD	74.00	✓
74.00 USD	74.00	✓
74.00 USD	74.00	✓
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	⚠

All Items

Sort Group by: None

Receipt
Train / Rail
07/16/2024
Keegan Schmidt

8

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

The screenshot shows the 'emburse enterprise' interface. On the left, a table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The 'Meals - Per Diem' entry for Mon 03/24/2025 is highlighted with an orange circle, indicating a warning. The right sidebar shows the 'Add Expenses' menu with options like 'All', 'Cash Advance', 'Credit Card', 'Offline', 'Recycle Bin', 'eReceipts', and 'Receipt Gallery'. The bottom status bar shows the total pay me amount as 2,316.39 USD.

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

Total Pay Me Amount: 2,316.39 USD

9

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

The screenshot shows the 'emburse enterprise' interface. On the left, a table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The 'Meals - Per Diem' entry for Mon 03/24/2025 is highlighted with an orange circle, indicating a warning. The right sidebar shows the 'Add Expenses' menu with options like 'All', 'Cash Advance', 'Credit Card', 'Offline', 'Recycle Bin', 'eReceipts', and 'Receipt Gallery'. The bottom status bar shows the total pay me amount as 2,316.39 USD.

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

Total Pay Me Amount: 2,316.39 USD

10 Click here

Summary - Supplier Invoice No. x Emburse Enterprise x Google chrome Workflow | Scri x Per Diem for Partial Day Expense x +

02741aa0793da305c5249c92fcd57aff46fec46db004c619d2e8937e6b70627804d/lineitem/63ac432d-800e-46a6-88c7-eea2c65ca6a0

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Debbie Stellyes v

Meals - Per Diem

SPENT

SPENT	PAY ME	
25.70 USD	25.70	✓
74.00 USD	74.00	✓
74.00 USD	74.00	✓
74.00 USD	74.00	✓
74.00 USD	74.00	✓
74.00 USD	74.00	✓
74.00 USD	74.00	✓
25.69 USD	25.69	✓
70.00 USD	70.00	⚠

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 Veags

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

Deductibles

View in Wizard

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 x State-Travel-Policies-and-Proci x Summary - Supplier Invoice No. x Emburse Enterprise x Google chrome Workflow | Scri x Per Diem for Partial Day Expense x +

qa-app.ca1.chromeriver.com/index?expense/draft/4605471f9c02741aa0793da305c5249c92fcd57aff46fec46db004c619d2e8937e6b70627804d/lineitem/63ac432d-800e-46a6-88c7-eea2c65ca6a0

SORA PCARD Works... Chrome River - Login... Controller's Office... fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

emburse enterprise Debbie Stellyes v

Per Diem Wizard

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

End Date 23:59

Days 0

Business Purpose Trip to Las Vegas for Colleague and Travel conference

Description Add Description

Location Search for Location

Does this trip include an overnight stay? -- Select --

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

Per Diem Rates Preview

Date	Time	Location	Rate	Deductibles
Mon 03/24/2025	04:30-23:59	Las Vegas, Nevada (NV), United States	74.00 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
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	

Cancel **Add To Preview** **Clear All** **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: 23:59

Days: 0

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

Description: Add Description

Location: Search for Location

Does this trip include an overnight stay? -- Select --

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

Per Diem Rates Preview

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

Buttons: Cancel, Add To Preview, Clear All, Apply

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 displays the 'emburse enterprise' web application. The main area shows a list of expenses for 'Debbie Steillyes' in 'Las Vegas 032425 1234567'. The table lists various expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The 'Baggage Fee' line item is highlighted with a red triangle, indicating an error. The interface includes a sidebar with navigation options like 'Add Expenses', 'eWallet', and 'eReceipts'. The bottom of the screen shows a Windows taskbar.

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 03/25/2025	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 ✓

Total Pay Me Amount: 2,209.09 USD

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.

The screenshot displays an expense management system interface. On the left, a table lists transactions with columns for 'SPENT' and 'PAY ME'. The right side shows a detailed view of a selected transaction.

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 ✓

Transaction Details:

- Class:** Economy/Coach
- CRI Ref:**
- Cost Center:** 904601 **Controllers Office - Local**
Lewis-Clark State College
- Comments (0):**
- Attachments (1):** **Add Attachments**

A pink arrow points to the 'Add Attachments' button. Another pink arrow points to the 'Comments' input field. A third pink arrow points to the 'Attachments' section, which shows a placeholder image labeled 'Test'.

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 EconomyCoach

CRI Ref

Cost Center

904601

Controllers Office - Local
Lewis-Clark State College

Comments (0)

Add Comment

Attachments (1)

Drag image here to

Test

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 EconomyCoach

CRI Ref

Cost Center

904601

Controllers Office - Local
Lewis-Clark State College

Comments (0)

Add Comment

Attachments (1)

Drag image here to upl

Test

Previous

22

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

Summary - Supplier Invoice No. x Emburse Enterprise x Google chrome Workflow | Scrii x Per Diem for Partial Day Expens x +

02741aa0793da305c5249c92fcddec57aff46fec46db004c619d2e8937e6b70627804d/lineitem/e0d699e8-dd0c-46bf-b70e-8bb09a415a86

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