

How to attach information for P-Card or Direct Bill to Expense report

1

Once in the Expense Report, with Pre-Approval added, you will see all the charges getting paid out to traveler. In this example we will remove Hotel Charge and add a comment and receipt to the Expense Report.

Boise ID 050125 1234567 Conference BSU

Comments

Attachments

DATE

EXPENSE

SPENT

PAY ME

Thu 05/01/2025	Meals - Per Diem	58.00 USD	58.00
Thu 05/01/2025	Mileage	378.32 USD	378.32
Fri 05/02/2025	Meals - Per Diem	58.00 USD	58.00
Sat 05/03/2025	Meals - Per Diem	58.00 USD	58.00
Wed 05/14/2025	Cash Advance	-250.00 USD	-250.00
Thu 05/15/2025	Hotel	500.00 USD	500.00

Expense Report

0A0044686209

Total Pay Me Amount

802.32 USD

Submit

Mileage

Possible duplicate entry

Please confirm this is not a duplicate entry. Check based on Expense Ov

RESPONSE

testing for scribe

Date

05/01/2025

Spent

378.32 USD

Location

United States

Business Purpose

Conference at BSU

Description

From: 500 8th Avenue, Lewist
To: Boise State University, We
To: 500 8th Avenue, Lewiston,

Rate

0.7

Miles

540.45

Deduction

0.00

2 Click on the expense that we want to delete from payment to the traveler.

Boise ID 050125 1234567 Conference BSU

0 Comments

0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Thu 05/01/2025	Meals - Per Diem	58.00 USD	58.00	✓
Thu 05/01/2025	Mileage	378.32 USD	378.32	✓
Fri 05/02/2025	Meals - Per Diem	58.00 USD	58.00	✓
Sat 05/03/2025	Meals - Per Diem	58.00 USD	58.00	✓
Wed 05/14/2025	Cash Advance	-250.00 USD	-250.00	✓
Thu 05/15/2025	Hotel	500.00 USD	500.00	⚠

Expense Report

0A00A46A6709

Total Pay Me Amount

802.32 USD

Submit

Mileage

Possible duplicate entry

Please confirm this is not a duplicate entry. Check based on Expense Ov

RESPONSE

testing for scribe

Date

05/01/2025

Spent

378.32 USD

Location

United States

Business Purpose

Conference at BSU

Description

From: 500 8th Avenue, Lewist
To: Boise State University, We
To: 500 8th Avenue, Lewiston,

Rate

0.7

Miles

540.45

Deduction

3 Click here

Homepages x Infor HCM Workforce x Accounts Payable - C x How to edit Per Diem x Test UI Launcher x Emburse Enterprise x

i7985f24ff26c4ad9a980b1ba8fe8f69770f8bad7ad06399ee29807b61953a0164d6e4a/lineitem/65d45dff-fccb-42c9-a771-fd9cb1657bd8

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

Amy Bond

Images

Edit Delete

Check In Date

Check Out Date

Cost Center

904601 Controllers Office - Local
Lewis-Clark State College

Comments (0)

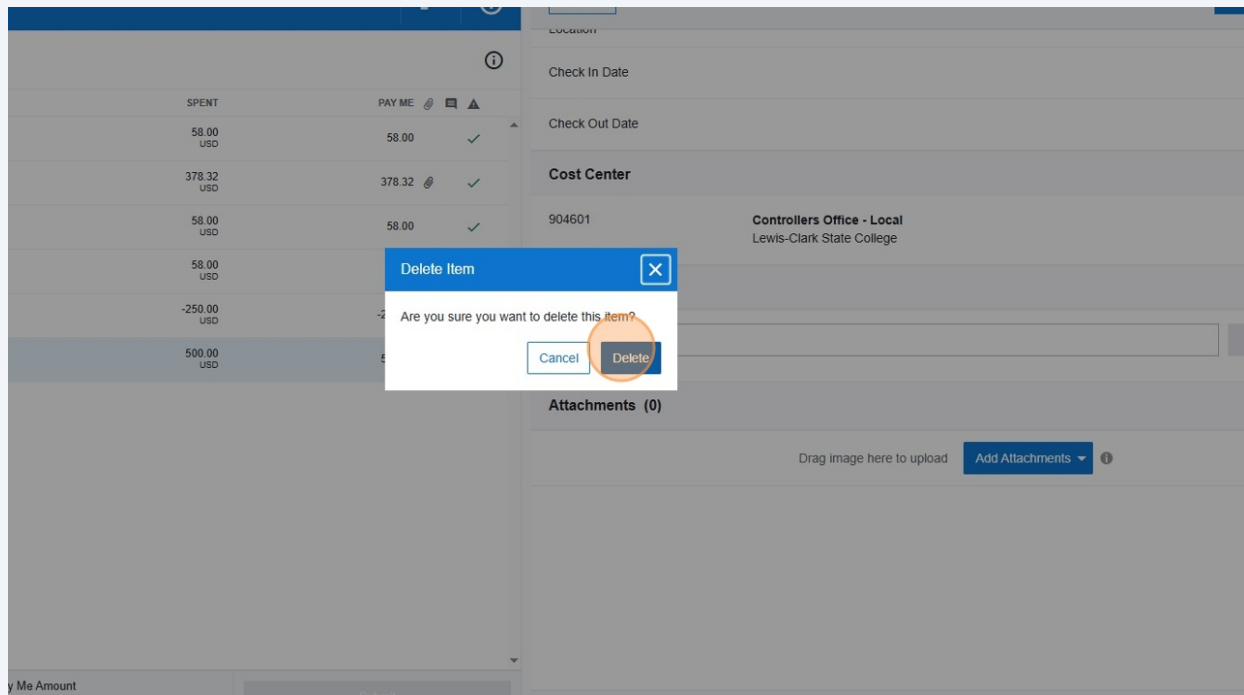
Add Comment Post

Attachments (0)

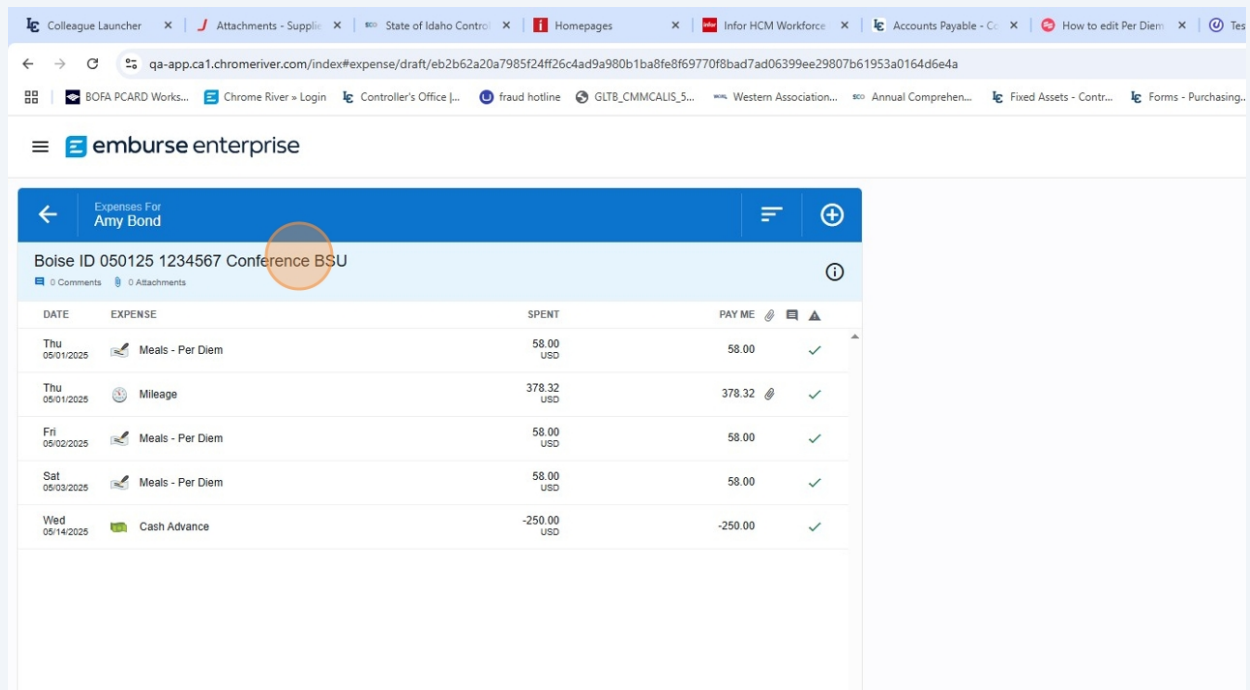
Drag image here to upload Add Attachments

SPENT	PAY ME	
58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓
500.00 USD	500.00	⚠

4 Click here



5 Click on Expense Report Name to go back to the header of the Expense Report.



6 Click here to add comments in for the item either paid by P-Card or Direct Bill.

SPENT	PAY ME	
58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Pre-Approval Report Applied
X Boise ID 050125 1234567 Conference BSU

	REMAINING (USD)	SPENT
Hotel	500.00	
Meals Per Diem	107.00	174.00
Mileage	378.32	378.32
Other	0.00	-250.00
Total	985.32	302.32

Comments (0)

Add Comment Post

Attachments (1)

Drag image here to upload [Add Attachments](#)

Submit

7 Click Post to have comment add to the Expense Report

SPENT	PAY ME	
58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Pre-Approval Report Applied
X Boise ID 050125 1234567 Conference BSU

	REMAINING (USD)	SPENT (USD)
Hotel	500.00	0.00
Meals Per Diem	107.00	174.00
Mileage	378.32	378.32
Other	0.00	-250.00
Total	985.32	302.32

Comments (0)

Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Attachments (1)

Drag image here to upload [Add Attachments](#)

Submit

8

Make sure to attach all receipts required for back up documents.

SPENT	PAY ME	
58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Submit

Pre-Approval Report Applied
× Boise ID 050125 1234567 Conference BSU

	REMAINING (USD)	SPENT (USD)
Hotel	500.00	0.00
Meals Per Diem	107.00	174.00
Mileage	378.32	378.32
Other	0.00	-250.00
Total	985.32	302.32

Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Add Comment

Attachments (1)

Drag image here to upload

9

Click here

SPENT	PAY ME	
58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Submit

Meals Per Diem 107.00 174.00

Mileage 378.32 378.32

Other 0.00 -250.00

Total 985.32 302.32

Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

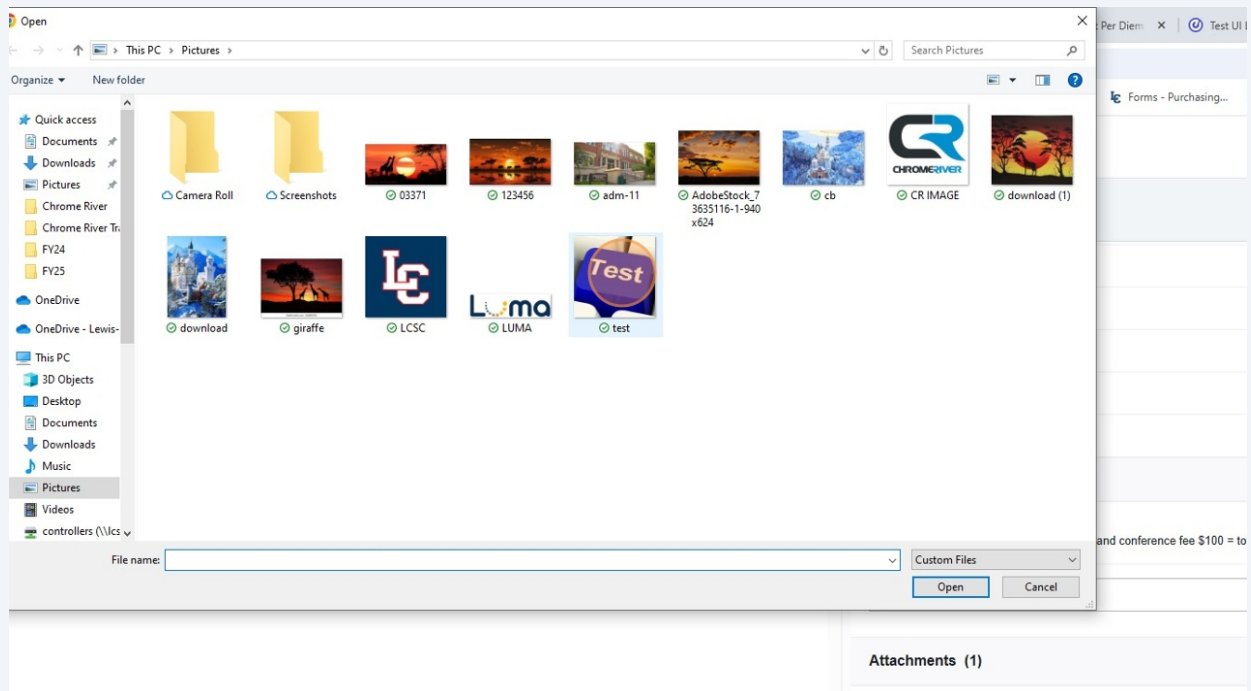
Add Comment

Attachments (1)

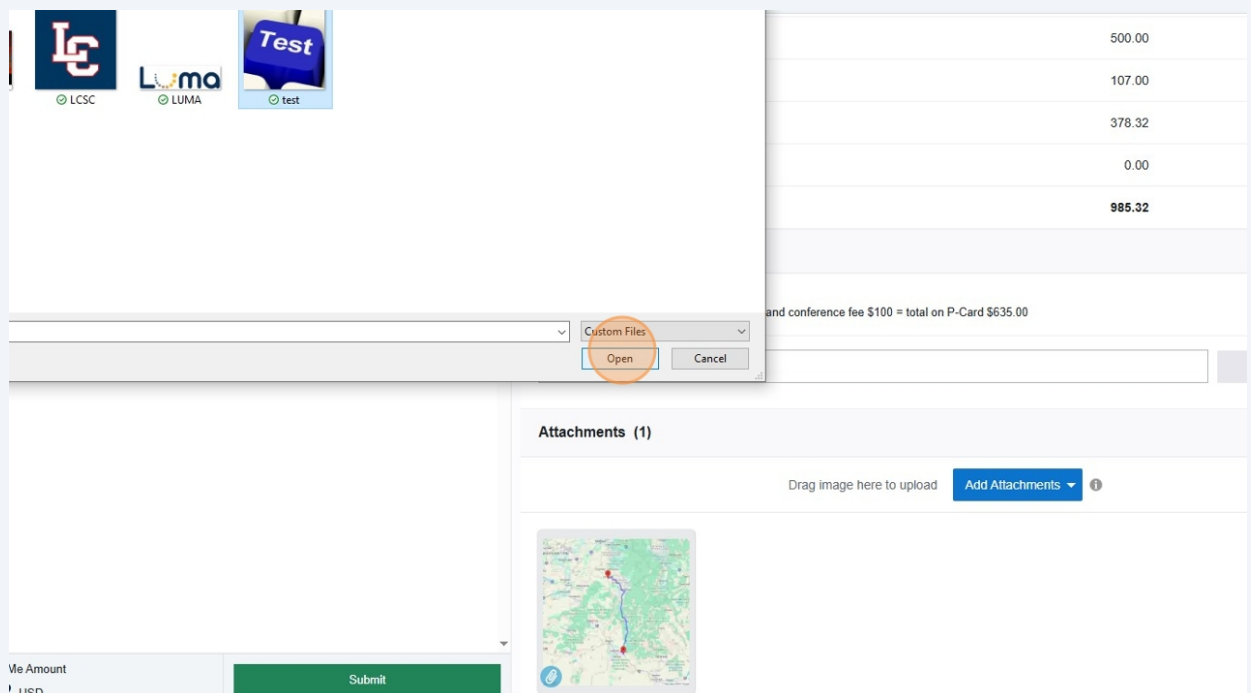
Drag image here to upload

From Receipt Gallery
Upload Attachments

10 Find the file that you are trying to attach.



11 Click "Open"



12 Continue with process until all receipts are added to the Expense Report.

SPENT	PAY ME	
58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Meals Per Diem	107.00	174.00
Mileage	378.32	378.32
Other	0.00	-250.00
Total	985.32	302.32



Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Add Comment Post

Attachments (2)

Drag image here to upload Add Attachments

Submit

13 Notice that any comments show below Comments area and any attachments show below Attachments area.

BSU

SPENT	PAY ME	
58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Hotel	500.00
Meals Per Diem	107.00
Mileage	378.32
Other	0.00
Total	985.32




Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Add Comment

Attachments (3)

Drag image here to upload Add Attachments

14

After completing everything else required for the Expense Report with comments and supporting documents for P-Card/Direct Bill items, you can submit the Expense Report.

EXPENSE	SPENT	PAY ME
25 Mileage	378.32 USD	378.32 ✓
25 Meals - Per Diem	58.00 USD	58.00 ✓
25 Meals - Per Diem	31.90 USD	31.90 ✓
25 Meals - Per Diem	52.20 USD	52.20 ✓
25 Cash Advance	-250.00 USD	-250.00 ✓

Date	05/03/2025
Start Time	00:00
End Time	23:59
Spent	52.20 USD
Business Purpose	Conference at BSU
Description	
Location	Boise-Ada County, Idaho (ID), United State
Deductibles	
<input checked="" type="checkbox"/> Breakfast	<input type="checkbox"/>
<input type="checkbox"/> Lunch	
Cost Center	
904601	Controllers Office - Local Lewis-Clark State College

Report 86209	Total Pay Me Amount 270.42 USD	Submit
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4 of 1

15

Click here

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: Boise ID 050125 1234567 Conference BSU [Remove]
Available Balance: 985.32 USD

PDF Cancel Submit

Boise ID 050125 1234567 Conference BSU

Report Owner	Amy Bond
Expense Report ID	QA0044686209
Business Purpose	Conference at BSU

Financial Summary	
	AMOUNT (USD)
Total Expense Reported	270.42

APPROVED (USD)	
	0.00