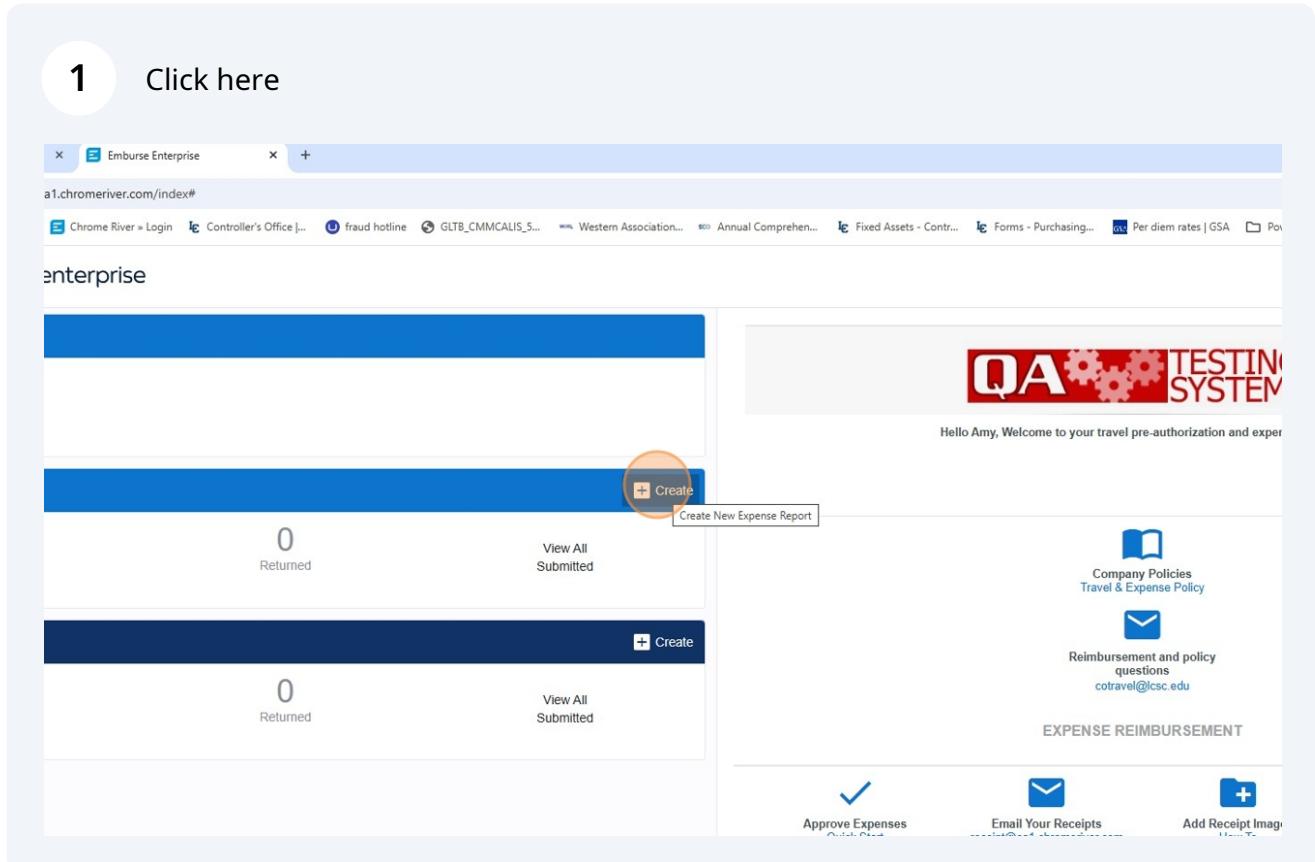


# How to edit Per Diem on Expense Report with NO overnight stay



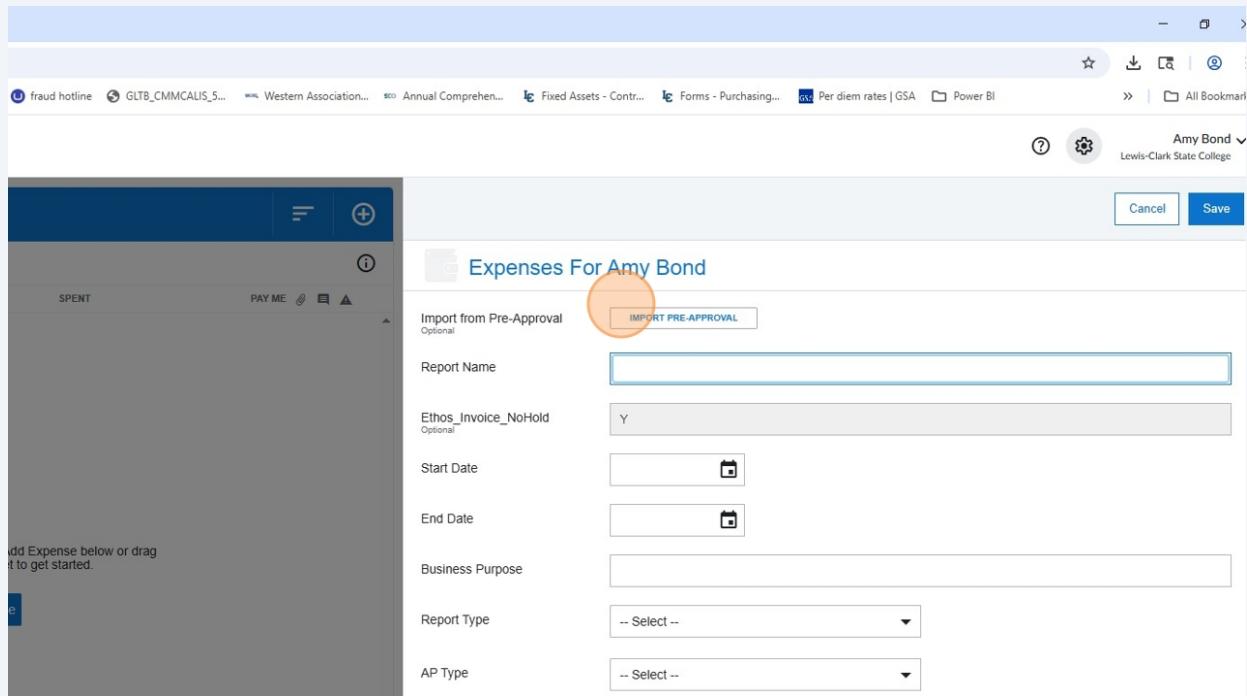
1 Click here



The screenshot shows a web browser window for 'Emburse Enterprise' at the URL 'a1.chromeriver.com/index#'. The page displays a travel pre-authorization and expense reporting system. A large orange circle highlights the '+ Create' button located in the top right corner of the main content area. Below this, there are two sections for 'Returned' and 'Submitted' reports, each with a '+ Create' button and a 'View All' link. To the right, there is a sidebar with the 'QA TESTING SYSTEM' logo, a greeting 'Hello Amy, Welcome to your travel pre-authorization and exper...', and links for 'Company Policies Travel & Expense Policy' (with an icon of a book), 'Reimbursement and policy questions' (with an icon of an envelope), and 'EXPENSE REIMBURSEMENT' (with icons for 'Approve Expenses', 'Email Your Receipts', and 'Add Receipt Images').

2

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



Expenses For Amy Bond

Import from Pre-Approval  
Optional

Report Name:

Ethos\_Invoice\_NoHold  
Optional: Y

Start Date:

End Date:

Business Purpose:

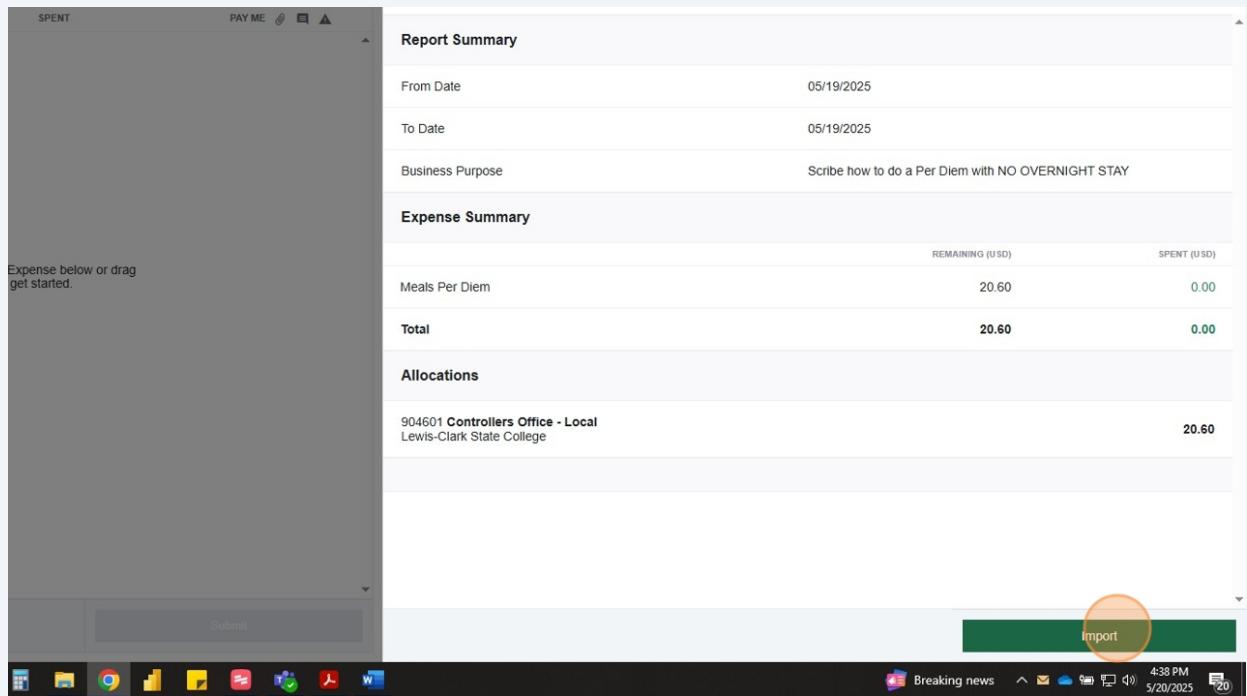
Report Type:

AP Type:

Cancel Save

3

Click here



Report Summary

From Date: 05/19/2025  
To Date: 05/19/2025  
Business Purpose: Scribe how to do a Per Diem with NO OVERNIGHT STAY

Expense Summary

	REMAINING (USD)	SPENT (USD)
Meals Per Diem	20.60	0.00
<b>Total</b>	<b>20.60</b>	<b>0.00</b>

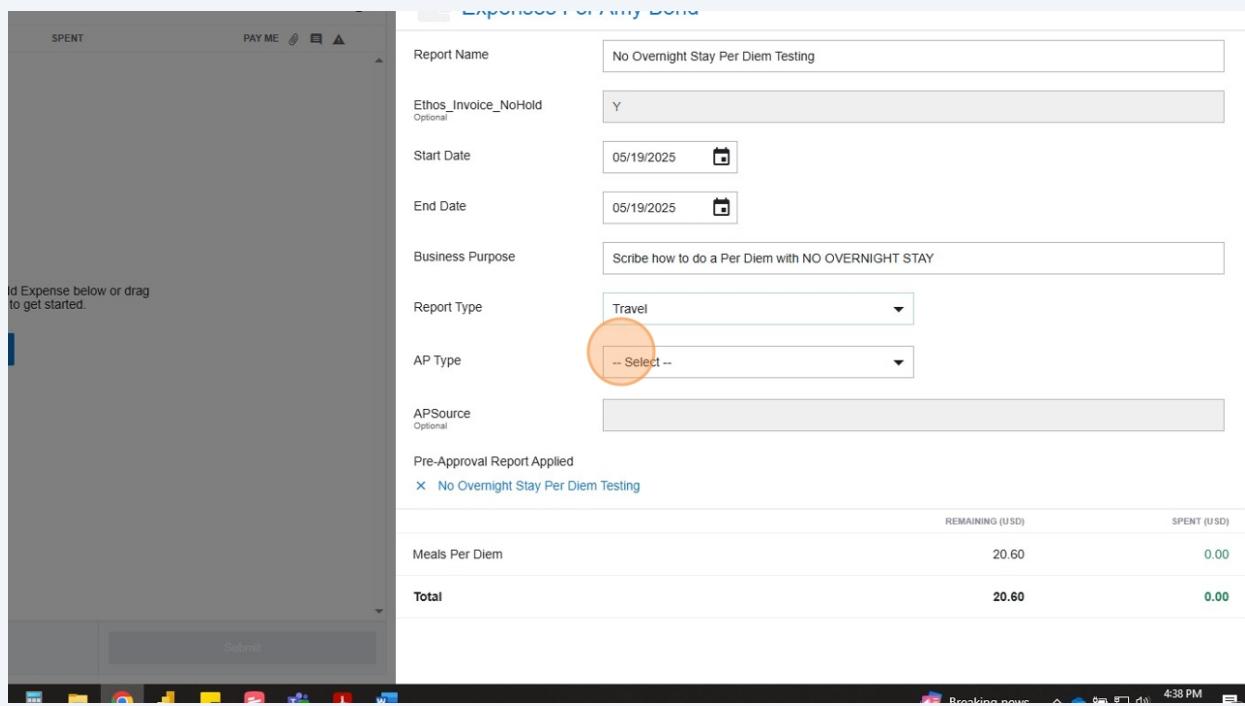
Allocations

904601 Controllers Office - Local Lewis-Clark State College	20.60
--	-------

Import

4

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



The screenshot shows a web-based application for managing expenses. The main title is 'Expenses For Amy Bond'. On the left, there's a sidebar with 'SPENT' and 'PAY ME' buttons. The main area contains the following fields:

- Report Name: No Overnight Stay Per Diem Testing
- Ethos\_Invoice\_NoHold: Y
- Start Date: 05/19/2025
- End Date: 05/19/2025
- Business Purpose: Scribe how to do a Per Diem with NO OVERNIGHT STAY
- Report Type: Travel
- AP Type: (highlighted with a red circle) -- Select --
- APSource: VDS

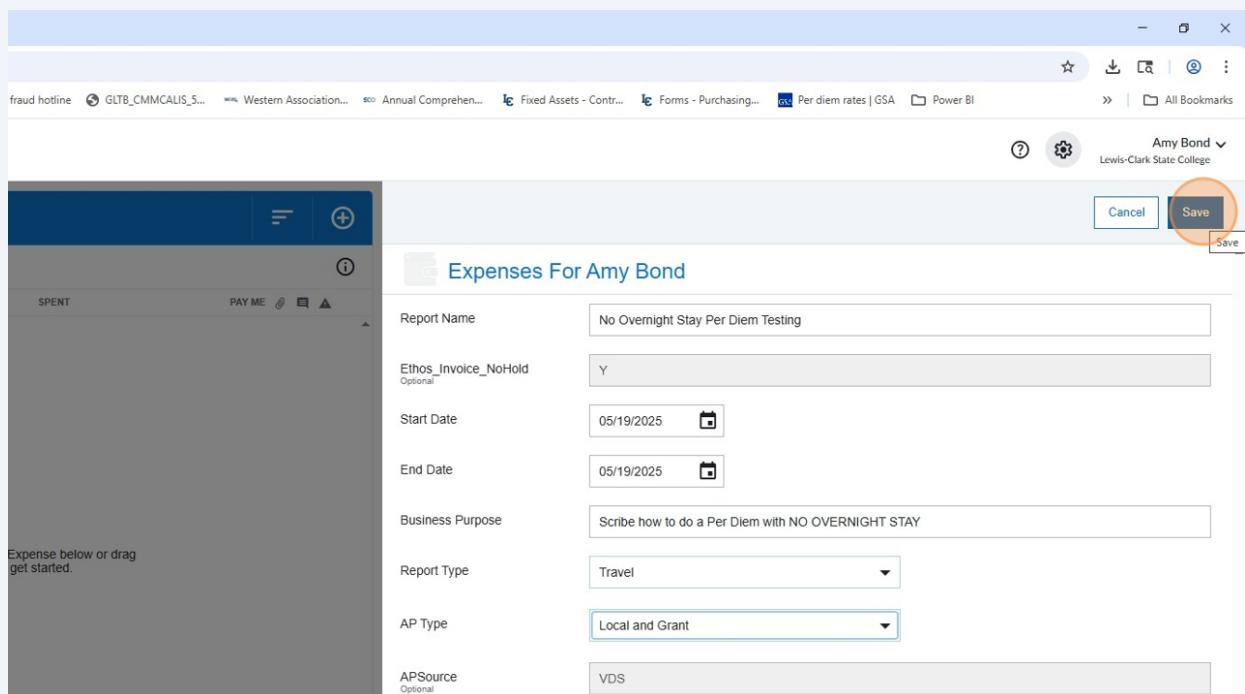
Below these fields, a section titled 'Pre-Approval Report Applied' shows 'No Overnight Stay Per Diem Testing'. A table at the bottom summarizes the expense:

	REMAINING (USD)	SPENT (USD)
Meals Per Diem	20.60	0.00
<b>Total</b>	<b>20.60</b>	<b>0.00</b>

At the bottom right are 'Submit' and 'Cancel' buttons.

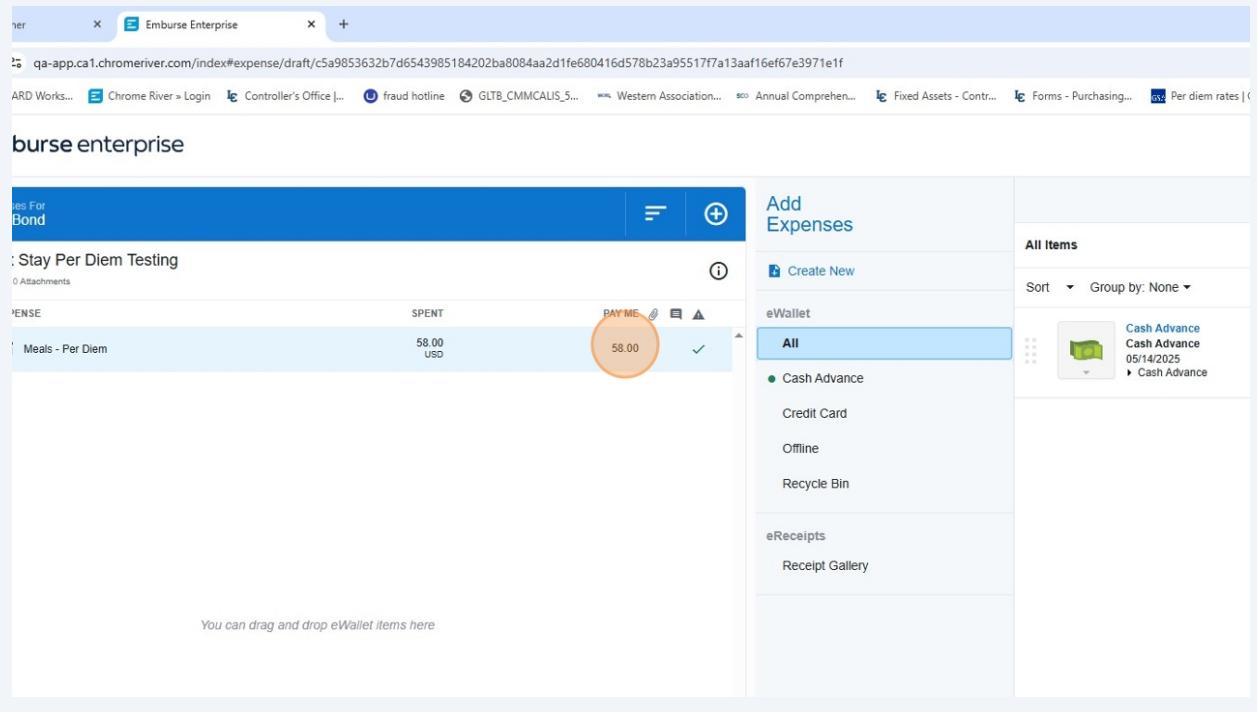
5

Click here



The screenshot shows the same application interface as the previous one, but with the AP Type dropdown set to 'Local and Grant'. The 'Save' button in the top right corner is highlighted with a red circle. The rest of the interface is identical to the previous screenshot.

6 Click here



Emburse Enterprise

qa-app.ca1.chromeriver.com/index#expense/draft/c5a9853632b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaaf16ef67e3971e1f

ARD Works... Chrome River » Login Controller's Office ... fraud hotline GLT8\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

burse enterprise

Meals For Bond

Stay Per Diem Testing

0 Attachments

EXPENSE SPENT PAYMENT

Meals - Per Diem 58.00 USD 58.00 ✓

You can drag and drop eWallet items here

Add Expenses

All Items

Sort Group by: None

eWallet

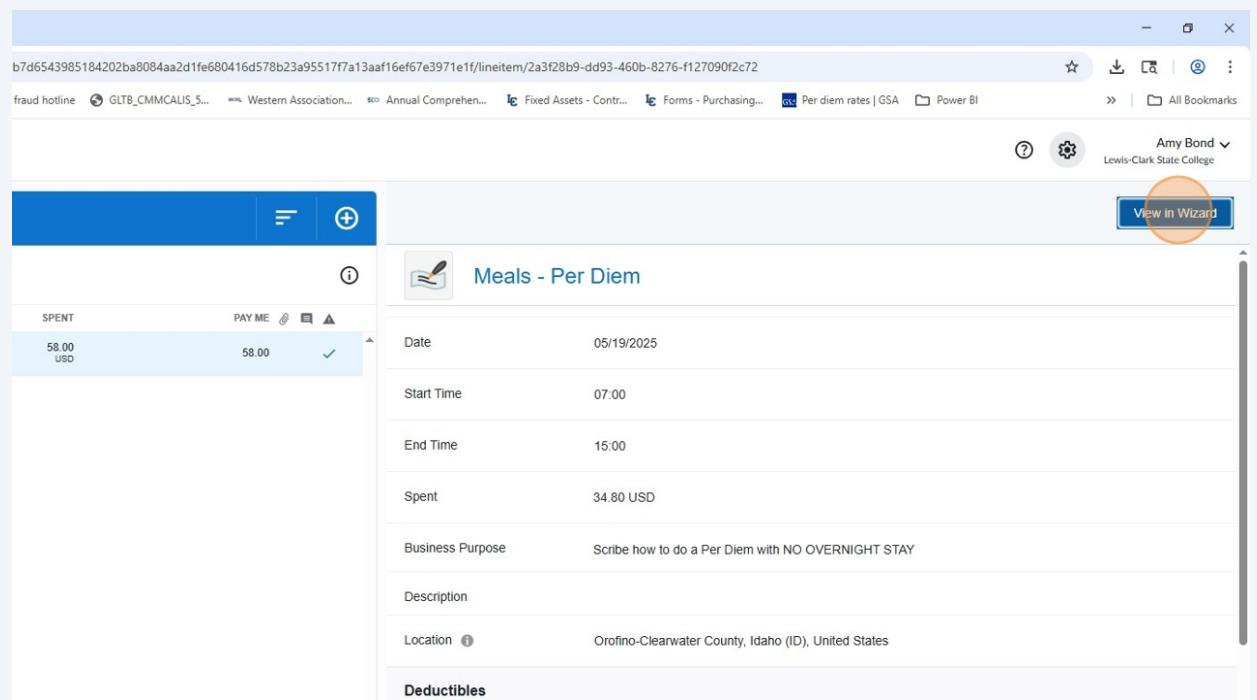
All

- Cash Advance
- Credit Card
- Offline
- Recycle Bin

eReceipts

Receipt Gallery

7 Click here



b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaaf16ef67e3971e1f/lineitem/2a3f28b9-dd93-460b-8276-f127090f2c72

fraud hotline GLT8\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Amy Bond Lewis-Clark State College

Meals - Per Diem

Date: 05/19/2025

Start Time: 07:00

End Time: 15:00

Spent: 34.80 USD

Business Purpose: Scribe how to do a Per Diem with NO OVERNIGHT STAY

Description:

Location: Orofino-Clearwater County, Idaho (ID), United States

Deductibles

View in Wizard



**Alert! ANY NO OVERNIGHT STAY FOR PER DIEM WILL NEED TO BE DELETED AND RE-ENTERED TO CODE CORRECTLY TO 55353.**

**8**

Information for Date and time of Per Diem.

Per Diem Rates Preview

Mon 05/19/2025 07:00-15:00

Orofino, Idaho (ID), United States

DEDUCTIBLES

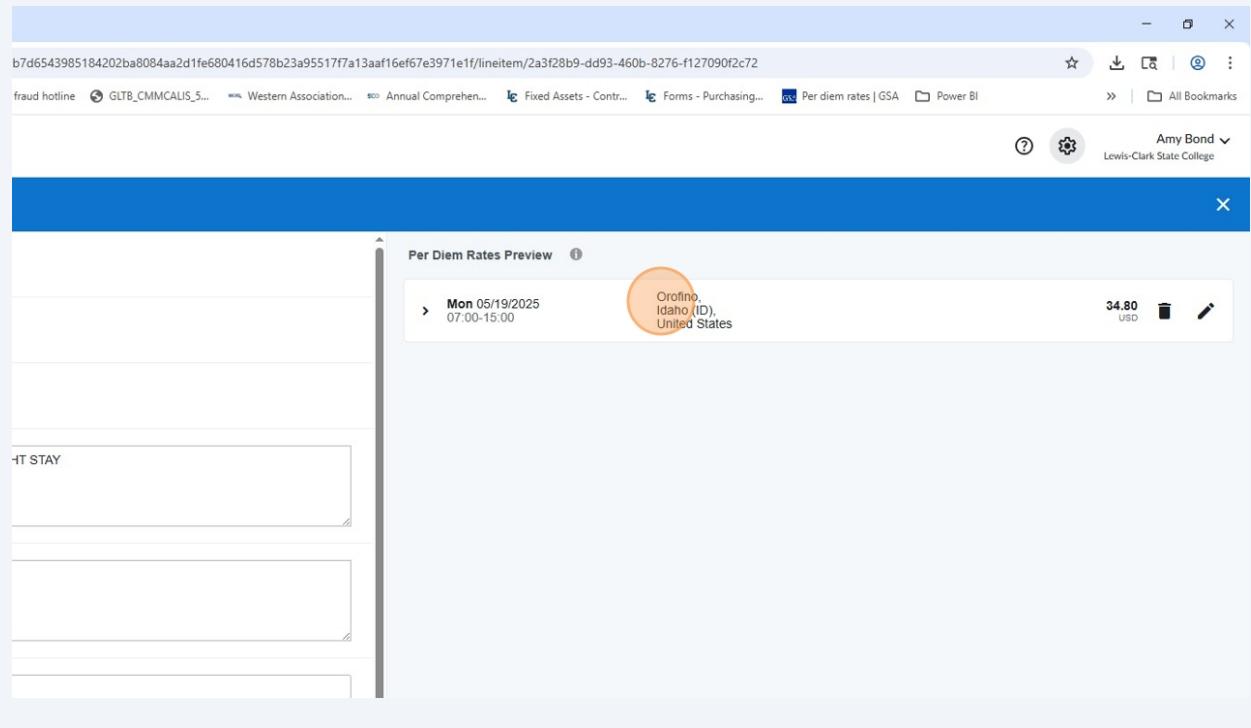
Breakfast  Lunch  Dinner

15:00

23:59

Item with NO OVERNIGHT STAY

## 9 Information on location on where Per Diem is being paid.



Per Diem Rates Preview

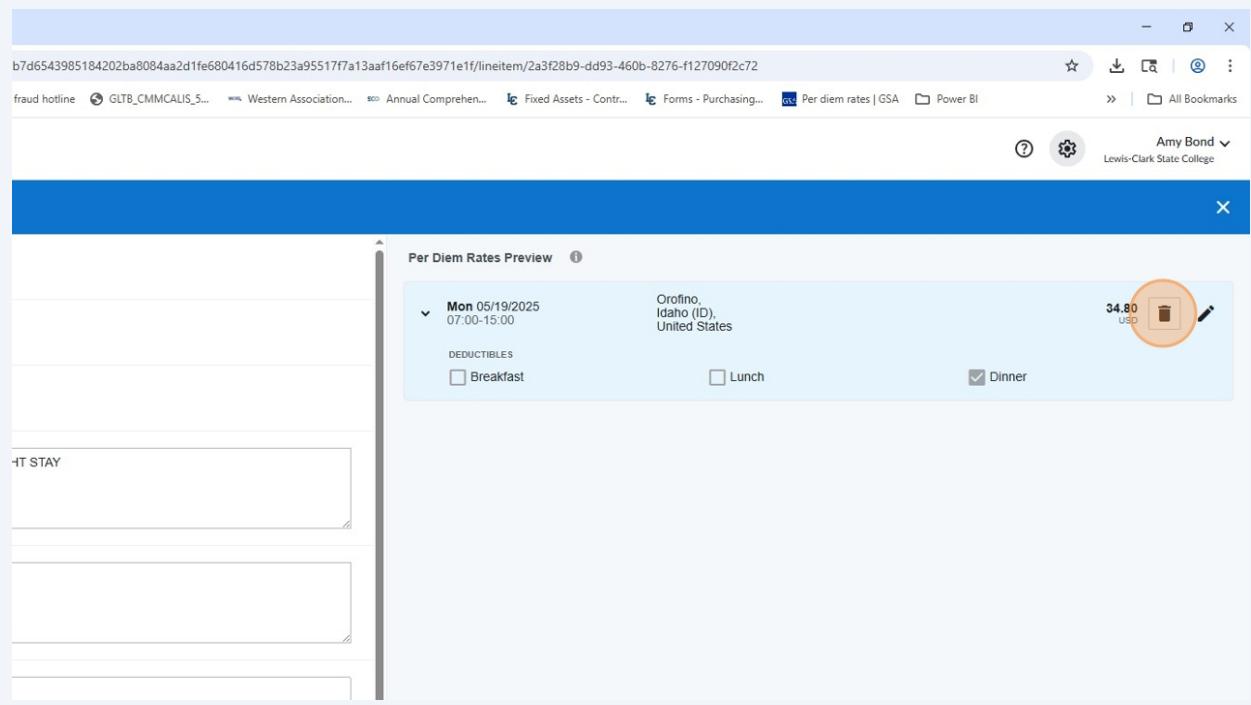
Mon 05/19/2025 07:00-15:00

Orofino, Idaho (ID), United States

34.80 USD

10

Delete this line item and re-enter on the left hand side of the screen. This will need to be done for any Per Diem that has no overnight stay



Per Diem Rates Preview

Mon 05/19/2025 07:00-15:00

Orofino, Idaho (ID), United States

34.80 USD

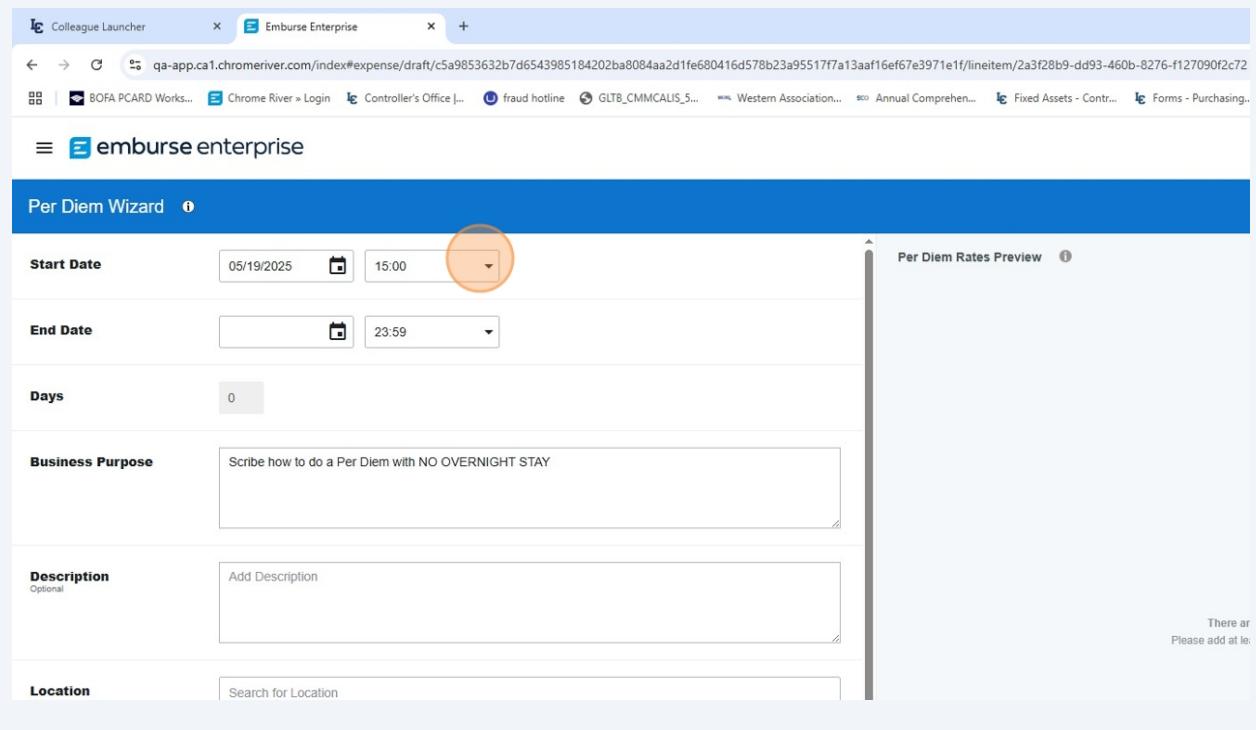
DEDUCTIBLES

Breakfast

Lunch

Dinner

## 11 Re-Enter the Start Date/Time & End Date/Time.



Colleague Launcher x Emburse Enterprise x +

← → C qa-app.ca1.chomeriver.com/index#expense/draft/c5a9853632b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaaf16ef67e3971e1f/lineitem/2a3f28b9-dd93-460b-8276-f127090f2c72

BOFA PCARD Works... Chrome River Login Controller's Office ... fraud hotline GLTB\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing...

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Per Diem Wizard ⓘ

**Start Date** 05/19/2025  15:00

**End Date**  23:59

**Days** 0

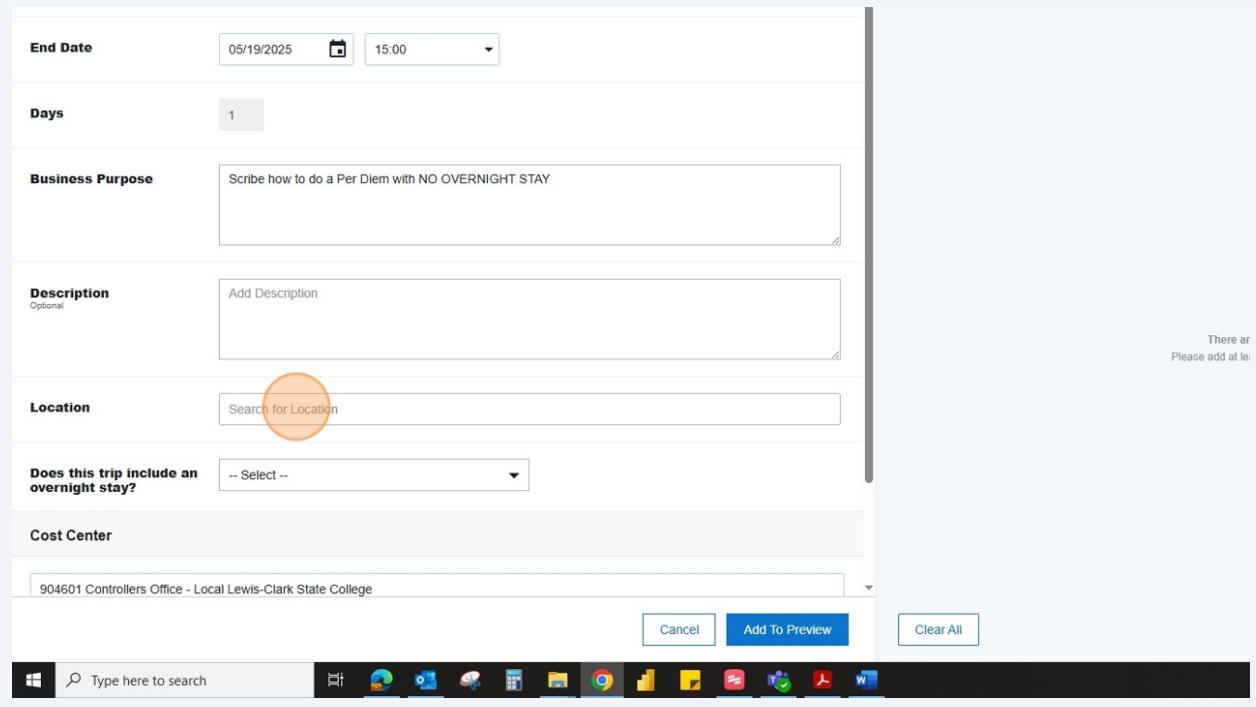
**Business Purpose** Scribe how to do a Per Diem with NO OVERNIGHT STAY

**Description** Optional Add Description

**Location** Search for Location

Per Diem Rates Preview ⓘ

## 12 Type in location where Per Diem is getting paid.



End Date 05/19/2025  15:00

Days 1

Business Purpose Scribe how to do a Per Diem with NO OVERNIGHT STAY

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

**13** This is where you will select "NO" for "Does this trip include an overnight stay?"

<b>End Date</b>	05/19/2025		15:00	
<b>Days</b>	1			
<b>Business Purpose</b> Optional	Scribe how to do a Per Diem with NO OVERNIGHT STAY			
<b>Description</b> Optional	Add Description			
<b>Location</b>	Orofino-Clearwater County, Idaho (ID), United States			
<b>Does this trip include an overnight stay?</b>	 -- Select -- 			
<b>Cost Center</b>	904601 Controllers Office - Local Lewis-Clark State College			
<div style="text-align: right;">  </div>				

14 Click here

<b>End Date</b>	05/19/2025		15:00	
<b>Days</b>	1			
<b>Business Purpose</b>	Scribe how to do a Per Diem with NO OVERNIGHT STAY			
<b>Description</b> <small>Optional</small>	Add Description			
<b>Location</b>	Orofino-Clearwater County, Idaho (ID), United States			
<b>Does this trip include an overnight stay?</b>	 No 			
<b>Cost Center</b>	904601 Controllers Office - Local Lewis-Clark State College			
<div style="text-align: right;"><span>Cancel</span> <span>Add To Preview</span> <span>Clear All</span></div>				

## 15 Click here

Scribe how to do a Per Diem with NO OVERNIGHT STAY

Add Description

Orofino-Clearwater County, Idaho (ID), United States

Does this trip include an overnight stay? No

Cost Center

904601 Controllers Office - Local Lewis-Clark State College

Add Allocation

Cancel Add To Preview Clear All

Type here to search

## 16 Click here

Scribe how to do a Per Diem with NO OVERNIGHT STAY

Add Description

Orofino-Clearwater County, Idaho (ID), United States

No

Local Lewis-Clark State College

- Local

Add To Preview

Cancel Add To Preview Clear All

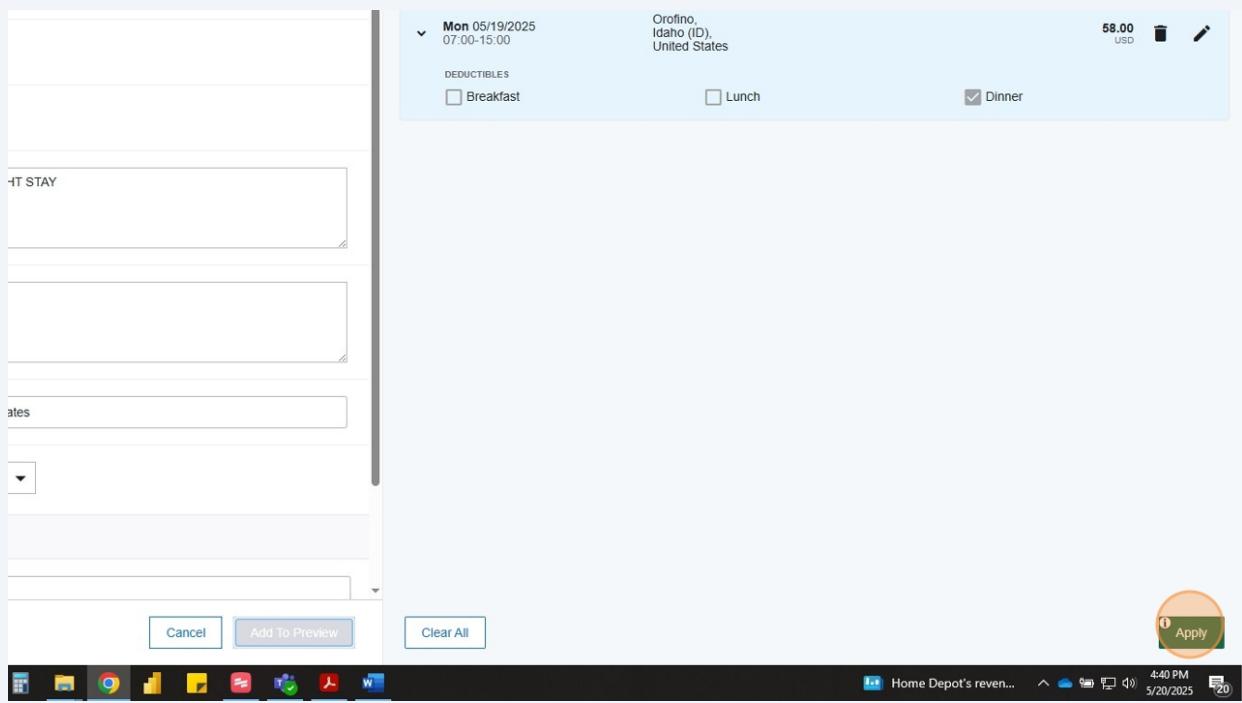
Type here to search



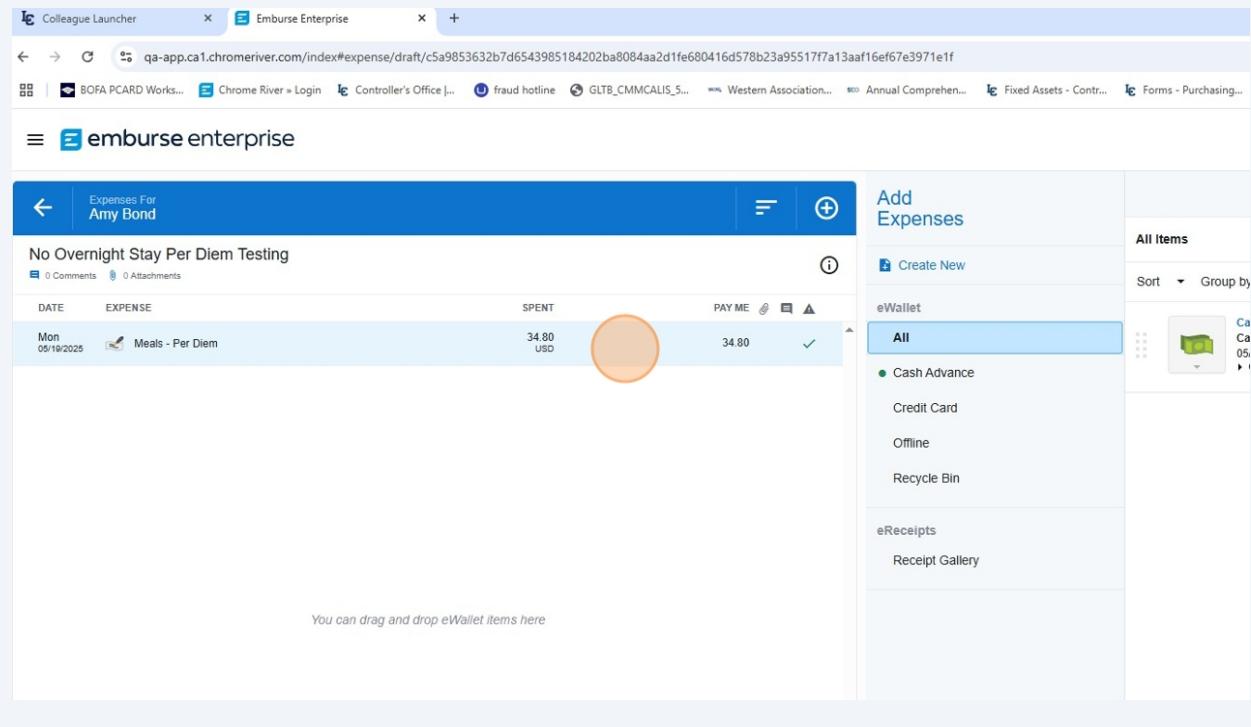
**VERY IMPORTANT TO REMEMBER CLICK ON APPLY AND NOT THE EDIT PENCIL.**  
Clicking on edit pencil will not code this no overnight stay to right object code.

**17**

Click here



## 18 Click here



Colleague Launcher x Emburse Enterprise x +

qa-app.ca1.chomeriver.com/index#expense/draft/c5a9853632b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaaf16ef67e3971e1f

BOFA PCARD Works... Chrome River » Login Controller's Office [...] fraud hotline GLTB\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing...

≡ emburse enterprise

Expenses For Amy Bond

No Overnight Stay Per Diem Testing

DATE EXPENSE SPENT PAY ME

Mon 05/19/2025 Meals - Per Diem 34.80 USD 34.80 ✓

You can drag and drop eWallet items here

Add Expenses

All Items

Create New

Sort Group by

eWallet

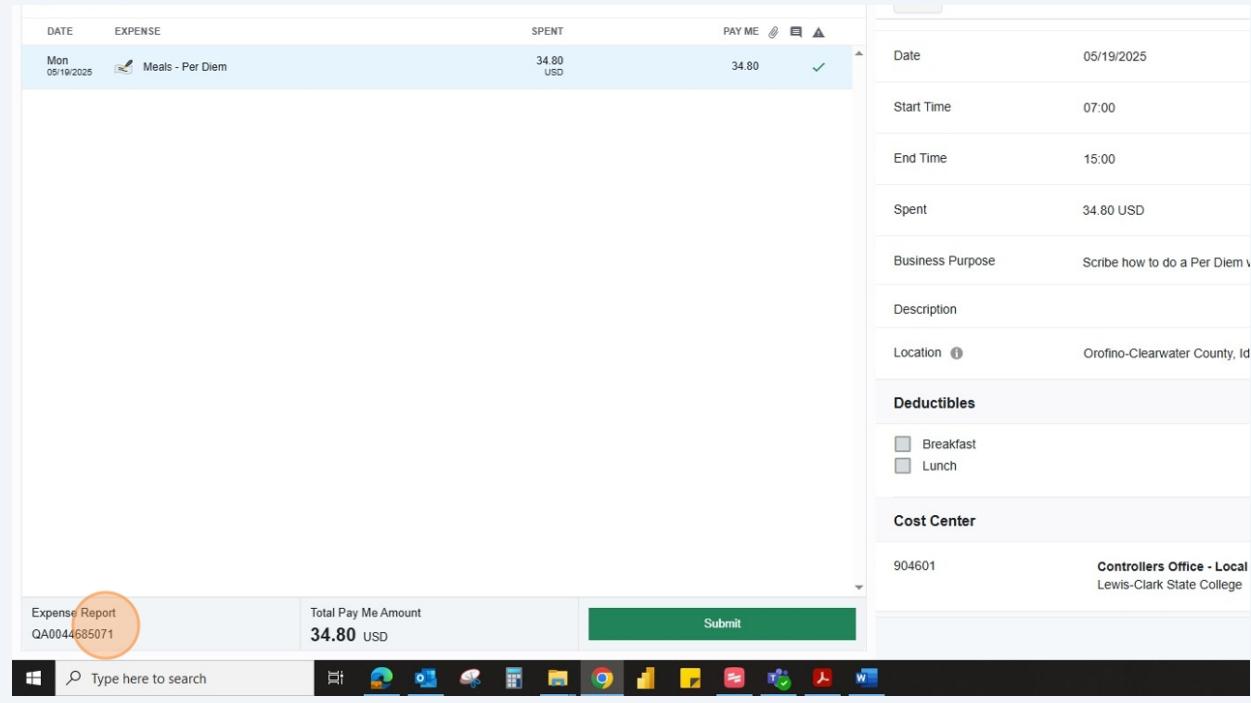
All

- Cash Advance
- Credit Card
- Offline
- Recycle Bin

eReceipts

Receipt Gallery

## 19 This is one area that the Expense Report ID is located.



DATE	EXPENSE	SPENT	PAY ME
Mon 05/19/2025	Meals - Per Diem	34.80 USD	34.80 ✓

Expense Report  
QA0044685071

Total Pay Me Amount  
**34.80 USD**

Submit

Date	05/19/2025
Start Time	07:00
End Time	15:00
Spent	34.80 USD
Business Purpose	Scribe how to do a Per Diem v
Description	
Location	Orofino-Clearwater County, Id
<b>Deductibles</b>	
Breakfast	
Lunch	
<b>Cost Center</b>	
904601	Controllers Office - Local Lewis-Clark State College

Windows Type here to search

20 Click here

MEALS

Meals - Per Diem	SPENT	PAY ME
	34.80 USD	34.80 ✓

Date: 05/19/2025

Start Time: 07:00

End Time: 15:00

Spent: 34.80 USD

Business Purpose: Scribe how to do a Per Diem with NO OVERNIGHT STAY

Description:

Location: Orofino-Clearwater County, Idaho (ID), United States

**Deductibles**

Breakfast  Dinner   
Lunch

**Cost Center**

904601 Controllers Office - Local  
Lewis-Clark State College

Total Pay Me Amount: 34.80 USD

Submit

1 of 1

21 Click here

b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaef16ef67e3971e1f/lineitem/097fbc2a-7d65-47ec-8928-58299690159c

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Amy Bond Lewis-Clark State College

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: No Overnight Stay Per Diem Testing [Remove]

Available Balance: 20.60 USD

PDF

Cancel Submit

No Overnight Stay Per Diem Testing

Report Owner: Amy Bond

Expense Report ID: QA0044685071

Business Purpose: Scribe how to do a Per Diem with NO OVERNIGHT STAY

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	34.80	0.00