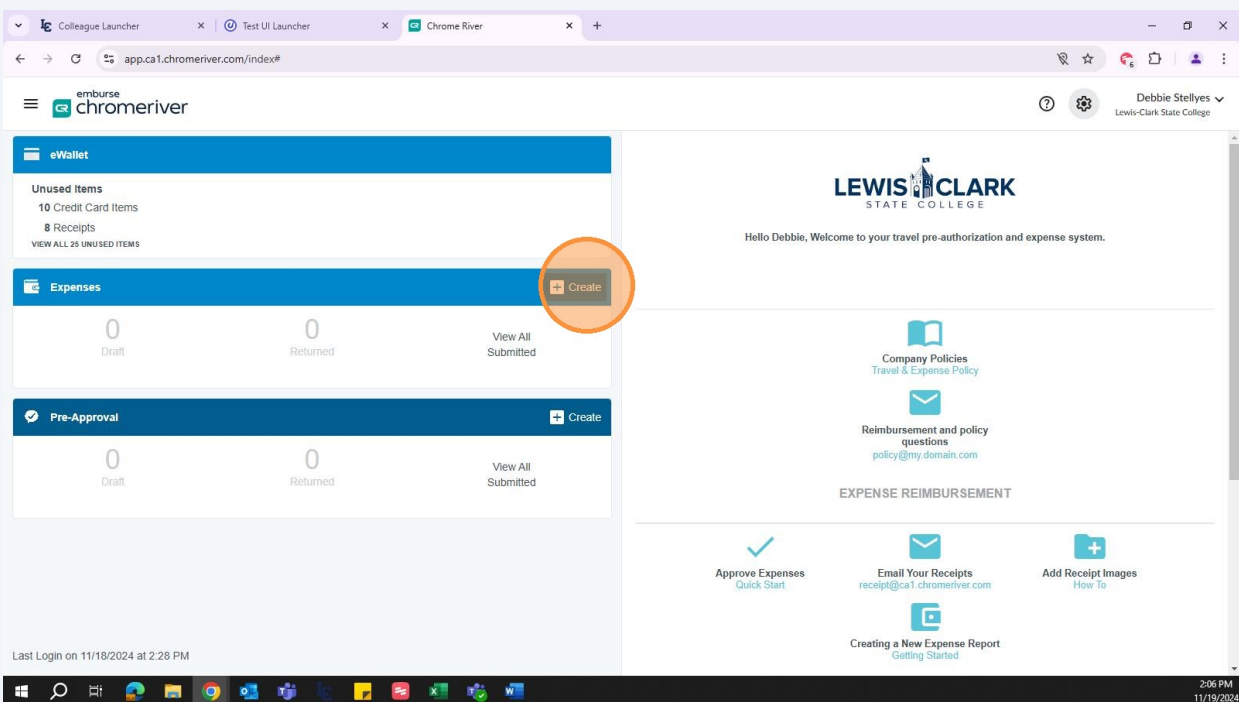


# Athletic Team Travel Expense Report



1 Great News!!! Chrome River is now known as Emburse Enterprise.

2 Click "Create" to start a new travel expense report.



### 3 Enter the report name. This should include the Sport and Destination.

The screenshot shows the Chrome River web application interface. On the left, a sidebar displays a table with columns: DATE, EXPENSE, SPENT, and PAY ME. Below the table, it states "You have not added any expenses." and includes an "Add Expense" button. The main content area on the right is titled "Expenses For Debbie Stellyes" and contains a form with the following fields: "Import from Pre-Approval" (with an "IMPORT PRE-APPROVAL" button), "Report Name" (highlighted with an orange circle), "Ethos\_Invoice\_NoHold" (Optional), "Start Date" (with a calendar icon), "End Date" (with a calendar icon), "Business Purpose", "Report Type" (dropdown menu), "AP Type" (dropdown menu, currently set to "Local and Grant"), and "APSource" (Optional, set to "VDS"). At the bottom right, there are "Cancel" and "Save" buttons. The browser's address bar shows the URL "app.ca1.chromeriver.com/index#expense/new/details".

### 4 Choose the start date of the travel.

This screenshot shows the same Chrome River form as the previous one, but with additional data entered. The "Report Name" field now contains the text "WBB Game vs Carroll College". The "Ethos\_Invoice\_NoHold" field is set to "Y". The "Start Date" field is highlighted with an orange circle, indicating it is the next step in the process. The "End Date" field also has a calendar icon. The "AP Type" dropdown remains set to "Local and Grant". The "Total Pay Me Amount" at the bottom left is still "0.00 USD". The "Save" button is visible at the bottom right.

## 5 Choose the end date of the travel.

The screenshot shows the Chrome River web application interface. On the left, a sidebar displays the user's profile 'Debbie Stellyes' and a list of expenses. The main area shows the 'Expenses For Debbie Stellyes' form. The form includes fields for 'Report Name' (WBB Game vs Carroll College), 'Ethos\_Invoice\_NoHold' (Y), 'Start Date' (11/07/2024), 'End Date' (11/10/2024), 'Business Purpose', 'Report Type' (Select), 'AP Type' (Local and Grant), and 'APSource' (VDS). The 'End Date' field is highlighted with an orange circle.

DATE	EXPENSE	SPENT	PAY ME
You have not added any expenses.			

Expense Report: Total Pay Me Amount: 0.00 USD

## 6 Enter a reason for the travel.

This close-up view of the form shows the following details:

- Report Name:** WBB Game vs Carroll College
- Ethos\_Invoice\_NoHold:** Y
- Start Date:** 11/07/2024
- End Date:** 11/10/2024
- Business Purpose:** (Field is empty and highlighted with an orange circle)
- Report Type:** -- Select --
- AP Type:** Local and Grant
- APSource:** VDS

## 7 Type in the Business Purpose of this Athletic Team Travel.

The screenshot shows the 'emburse chromeriver' web application. On the left, a sidebar displays 'Expenses For Debbie Stellyes' with a table header (DATE, EXPENSE, SPENT, PAY ME) and a message 'You have not added any expenses.' with an 'Add Expense' button. The main area on the right is titled 'Expenses For Debbie Stellyes' and contains a form. The 'Business Purpose' field is highlighted with an orange circle, and a dropdown menu is open showing options: 'conference', 'WBB Game vs Carroll College', 'Student Recruitment', 'Meeting', 'NIC Meeting', and 'higher ed conference'. Other fields include 'Report Name' (WBB Game vs Carroll College), 'Ethos\_Invoice\_NoHold' (Y), 'Start Date' (11/07/2024), 'End Date' (11/10/2024), 'Report Type' (dropdown), 'AP Type' (Local and Grant), and 'APSource' (VDS). The bottom of the form shows 'Expense Report' and 'Total Pay Me Amount 0.00 USD'.

## 8 Click the down arrow to select the report type.

The screenshot shows the same 'emburse chromeriver' web application. The 'Report Type' dropdown menu is highlighted with an orange circle, showing the 'Select' dropdown arrow. The 'Business Purpose' field is still highlighted with an orange circle. The form fields and layout are the same as in the previous screenshot.

## 9 Select Athletic Team Travel.

emburse chromeriver

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Expense Report Total Pay Me Amount 0.00 USD Submit

Expenses For Debbie Stellyes

Import from Pre-Approval Optional IMPORT PRE-APPROVAL

Report Name WBB Game vs Carroll College

Ethos\_Invoice\_NoHold Optional Y

Start Date 11/07/2024

End Date 11/10/2024

Business Purpose WBB Game vs Carroll College

Report Type -- Select -- Athletic Team Travel Cash Advance Athletic Recruitment Travel International Travel

AP Type

APSource Optional VDS

Cancel Save

2:06 PM 11/19/2024

## 10 Click "Save."

emburse chromeriver

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Expense Report Total Pay Me Amount 0.00 USD Submit

Expenses For Debbie Stellyes

Import from Pre-Approval Optional IMPORT PRE-APPROVAL

Report Name WBB Game vs Carroll College

Ethos\_Invoice\_NoHold Optional Y

Start Date 11/07/2024

End Date 11/10/2024

Business Purpose WBB Game vs Carroll College

Report Type Athletic Team Travel

AP Type Local and Grant

APSource Optional VDS

Cancel Save

2:06 PM 11/19/2024

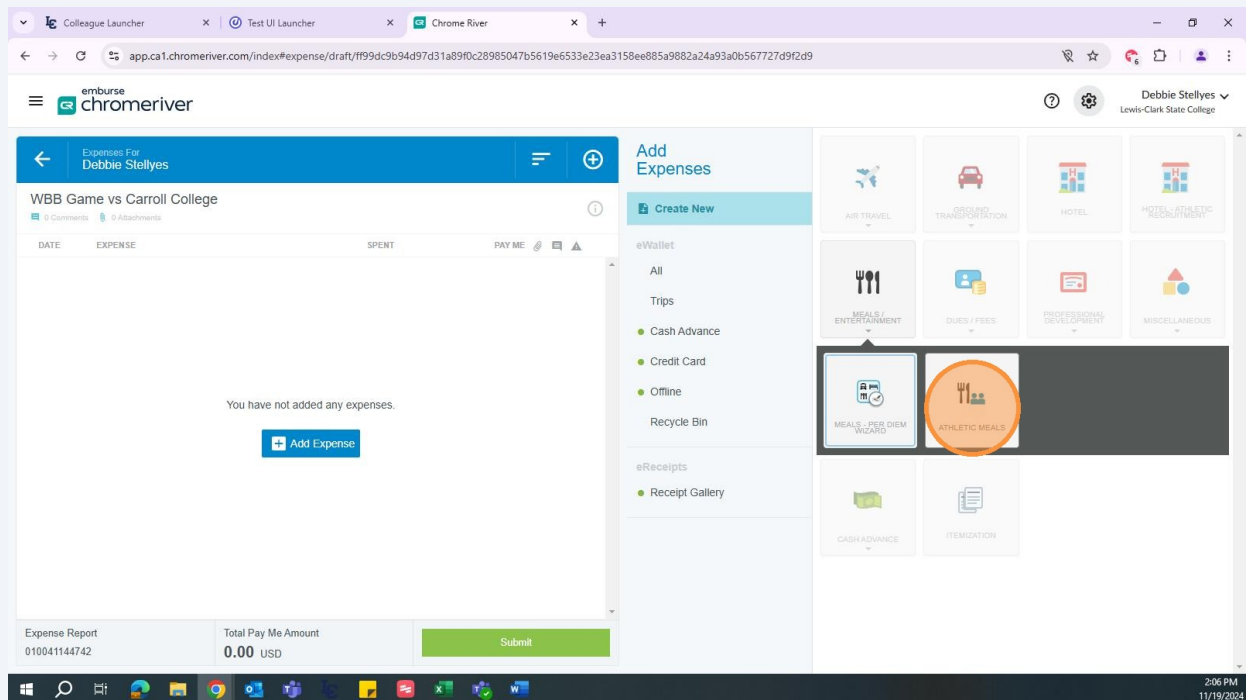
## 11 Click "Create New".

The screenshot shows the emburse chrome river web application. The main area displays a form for adding expenses, with a message "You have not added any expenses." and an "Add Expense" button. The sidebar on the right, titled "Add Expenses", contains a "Create New" button (highlighted with an orange circle) and a list of expense categories: All, Trips, Cash Advance, Credit Card, Offline, Recycle Bin, eReceipts, and Receipt Gallery. The top of the sidebar shows "Add Expenses" and "Create New" buttons. The bottom of the sidebar shows "Expense Report" and "Total Pay Me Amount" fields.

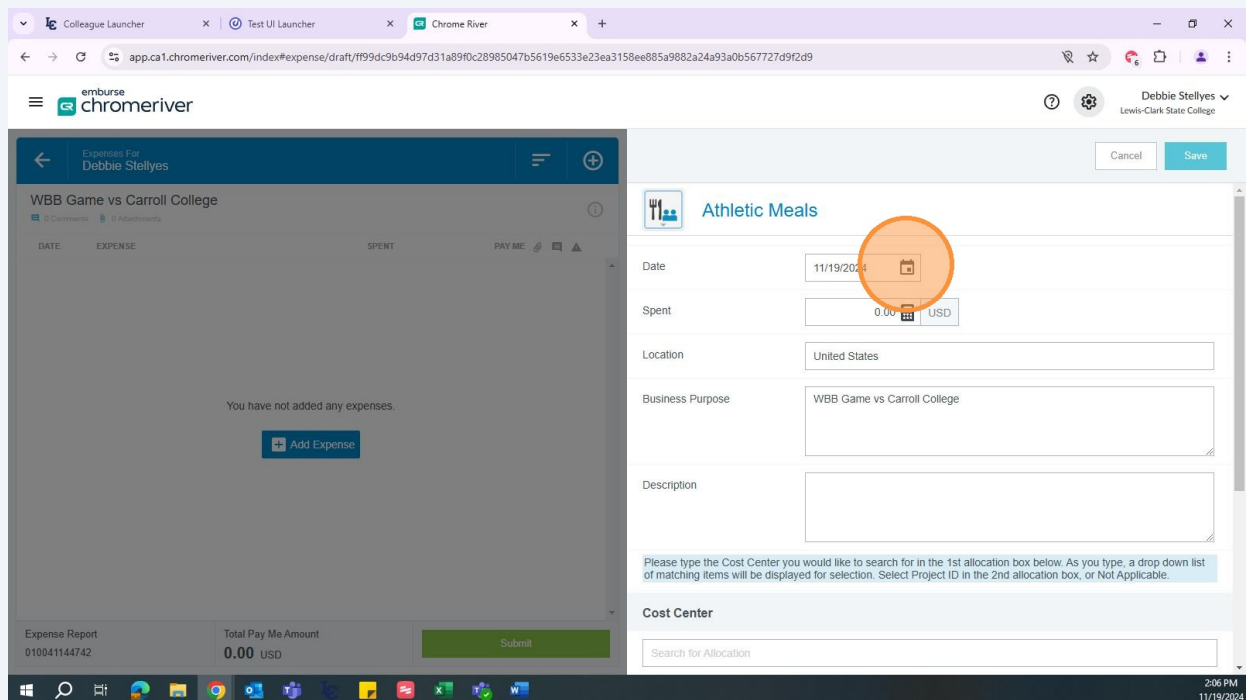
## 12 Click the "Meals/Entertainment" tile to add per diem.

The screenshot shows the emburse chrome river web application. The main area displays a form for adding expenses, with a message "You have not added any expenses." and an "Add Expense" button. The sidebar on the right, titled "Add Expenses", contains a "Create New" button and a list of expense categories: All, Trips, Cash Advance, Credit Card, Offline, Recycle Bin, eReceipts, and Receipt Gallery. The "Meals/Entertainment" tile is highlighted with an orange circle. The top of the sidebar shows "Add Expenses" and "Create New" buttons. The bottom of the sidebar shows "Expense Report" and "Total Pay Me Amount" fields.

### 13 Click on the "Athletic Meals" tile.



### 14 Enter the first date of the travel.



## 15 Enter the amount of per diem for that day.

The screenshot shows the Chrome River web application interface. On the left, a sidebar displays the user's profile (Debbie Stellyes) and a list of expenses. The main area is titled 'Athletic Meals' and contains a form for entering an expense. The 'Spent' field is highlighted with an orange circle and contains the value '0.00 USD'. The 'Date' field is set to '11/07/2024', the 'Location' is 'United States', and the 'Business Purpose' is 'WBB Game vs Carroll College'. The 'Description' field is empty. At the bottom, there is a 'Cost Center' section with a search bar. The bottom status bar shows the time as 2:07 PM on 11/19/2024.

## 16 Enter a description. The number of athletes and coaches that traveled should be entered also.

The screenshot shows the same Chrome River web application interface as in the previous step. The 'Spent' field now contains the value '375.00 USD'. The 'Description' field is highlighted with an orange circle and is currently empty. The 'Date' field is set to '11/07/2024', the 'Location' is 'United States', and the 'Business Purpose' is 'WBB Game vs Carroll College'. The 'Cost Center' section remains at the bottom. The bottom status bar shows the time as 2:07 PM on 11/19/2024.

## 17 Enter the appropriate cost center.

emburse chromeriver

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Expense Report 010041144742 Total Pay Me Amount 0.00 USD Submit

Athletic Meals

Date 11/07/2024

Spent 375.00 USD

Location United States

Business Purpose WBB Game vs Carroll College

Description Meal per diem for 12 athletes and 2 coaches

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Cost Center

Search for Allocation

## 18 Click on the cost center when it appears.

emburse chromeriver

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Expense Report 010041144742 Total Pay Me Amount 0.00 USD Submit

Location United States

Business Purpose WBB Game vs Carroll College

Description Meal per diem for 12 athletes and 2 coaches

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Cost Center

9759

975901 Women's Basketball Lewis-Clark State College

975902 Women's Volleyball Lewis-Clark State College

Drag image here to upload Add Attachments

## 19 Click "Save."

emburse chrome river

Expenses For Debbie Stellyes

WBB Game vs Carroll College

Location: United States

Business Purpose: WBB Game vs Carroll College

Description: Meal per diem for 12 athletes and 2 coaches

Cost Center: 975901 Women's Basketball Lewis-Clark State College

Attachments (0)

Total Pay Me Amount: 0.00 USD

Save

## 20 Repeat until all per diem is entered for each day of travel.

emburse chrome river

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00

Total Pay Me Amount: 375.00 USD

Add Expenses

- Create New
- eWallet
  - All
  - Trips
  - Cash Advance
  - Credit Card
  - Offline
  - Recycle Bin
- eReceipts
  - Receipt Gallery

Meals / Entertainment

## 21 Click "Cash Advance" to attach the cash advance request for that specific travel.

The screenshot shows the emburse chromeriver web application. The main area displays a table of expenses for 'Debbie Stellyes' under the heading 'WBB Game vs Carroll College'. The table has columns for DATE, EXPENSE, SPENT, and PAY ME. The expenses are all 'Athletic Meals' for the dates 11/07/2024, 11/08/2024, 11/09/2024, and 11/10/2024, each for 375.00 USD. The total pay me amount is 1,500.00 USD. On the right, the 'Add Expenses' sidebar is open, and the 'Cash Advance' option is highlighted with an orange circle. Other options include Air Travel, Ground Transportation, Hotel, Hotel-Athletic Recruitment, Meals/Entertainment, Dues/Fees, Professional Development, Miscellaneous, eWallet, Trips, Credit Card, Offline, Recycle Bin, eReceipts, and Receipt Gallery.

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00

Expense Report 010041144742 Total Pay Me Amount 1,500.00 USD Submit

## 22 If there is more than one cash advance for the same amount under that employee's name, click on the box and it will expand with a greater description. This way you can make sure you are picking the correct one.

The screenshot shows the emburse chromeriver web application with the 'Add Expenses' sidebar open. The 'Cash Advance' option is highlighted with an orange circle. The sidebar also shows a list of existing cash advances for the employee 'Debbie Stellyes'. The list includes five entries with dates and amounts: 09/26/2024 (-300.00 USD), 10/01/2024 (-250.00 USD), 10/02/2024 (-750.00 USD), 10/07/2024 (-381.00 USD), and 11/04/2024 (-250.00 USD). The last entry, dated 11/14/2024 for -1,500.00 USD, is highlighted with an orange circle. The main area shows the same expense table as in the previous screenshot.

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00

Expense Report 010041144742 Total Pay Me Amount 1,500.00 USD Submit

## 23 Check the box for the cash advance.

The screenshot shows the emburse chrome river interface. On the left, a table lists expenses for Debbie Stellyes under the heading "WBB Game vs Carroll College". The table has columns for DATE, EXPENSE, SPENT, and PAY ME. The expenses are for Athletic Meals on Thu 11/07/2024, Fri 11/08/2024, Sat 11/09/2024, and Sun 11/10/2024, each for 375.00 USD. At the bottom, the "Total Pay Me Amount" is 1,500.00 USD. On the right, the "Add Expenses" sidebar is open, showing a list of expense types: eWallet, All, Trips, Cash Advance (selected), Credit Card, Offline, Recycle Bin, eReceipts, and Receipt Gallery. The "Cash Advance" list on the right shows several entries, with the entry for 11/14/2024 highlighted in blue and an orange circle around the checkbox next to the amount -1,500.00 USD.

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00

Expense Report: 010041144742  
Total Pay Me Amount: 1,500.00 USD  
Submit

**Add Expenses**

- Create New
- eWallet
- All
- Trips
- Cash Advance**
- Credit Card
- Offline
- Recycle Bin
- eReceipts
- Receipt Gallery

**Cash Advance List:**

- Cash Advance 09/26/2024 -300.00 USD
- Cash Advance 10/01/2024 -250.00 USD
- Cash Advance 10/02/2024 -750.00 USD
- Cash Advance 10/07/2024 -381.00 USD
- Cash Advance 11/04/2024 -250.00 USD
- Cash Advance 11/14/2024 -1,500.00 USD** (checkbox checked)

Amount Original: -1500 USD  
Details: Report ID: 010041047732; ReportName: WBB Game vs Carroll College; RequestDate: 2024-11-14

## 24 Click "Add."

The screenshot shows the same emburse chrome river interface as before. The "Add Expenses" sidebar is still open, and the "Cash Advance" entry for 11/14/2024 is still highlighted. An orange circle is now around the "Add" button in the top right corner of the sidebar, indicating the next step in the process.

**Add Expenses**

- Create New
- eWallet
- All
- Trips
- Cash Advance**
- Credit Card
- Offline
- Recycle Bin
- eReceipts
- Receipt Gallery

**Cash Advance List:**

- Cash Advance 09/26/2024 -300.00 USD
- Cash Advance 10/01/2024 -250.00 USD
- Cash Advance 10/02/2024 -750.00 USD
- Cash Advance 10/07/2024 -381.00 USD
- Cash Advance 11/04/2024 -250.00 USD
- Cash Advance 11/14/2024 -1,500.00 USD** (checkbox checked)

Amount Original: -1500 USD  
Details: Report ID: 010041047732; ReportName: WBB Game vs Carroll College; RequestDate: 2024-11-14

**Add**

## 25 Enter a description.

The screenshot shows the 'emburse chrome river' web application. On the left, there's a sidebar with 'Expenses For Debbie Stellyes' and a table of expenses for 'WBB Game vs Carroll College'. The table has columns for DATE, EXPENSE, SPENT, and PAY ME. The total pay me amount is 1,500.00 USD. On the right, the 'Cash Advance' form is displayed. The 'Description' field is highlighted with an orange circle. The form also includes fields for Date, Spent, Location, Business Purpose, CRI Ref, and Cost Center.

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00

Expense Report: 010041144742  
Total Pay Me Amount: 1,500.00 USD  
Submit

**Cash Advance**

Date: 11/14/2024  
Spent: -1,500.00 USD  
Location: United States  
Business Purpose: WBB Game vs Carroll College  
Description:    
CRI Ref:   
Cost Center:

## 26 Click "Save." This will apply the cash advance and reduce the amount owed to the coach or assistant coach by the amount of the advance.

The screenshot shows the same 'emburse chrome river' web application. The 'Cash Advance' form is now filled out with the following information: Date: 11/14/2024, Spent: -1,500.00 USD, Location: United States, Business Purpose: WBB Game vs Carroll College, Description: Per diem advance for Coach Orlandi, CRI Ref: , and Cost Center: . The 'Save' button is highlighted with an orange circle.

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00

Expense Report: 010041144742  
Total Pay Me Amount: 1,500.00 USD  
Submit

**Cash Advance**

Date: 11/14/2024  
Spent: -1,500.00 USD  
Location: United States  
Business Purpose: WBB Game vs Carroll College  
Description: Per diem advance for Coach Orlandi  
CRI Ref:   
Cost Center:

Cancel Save

## 27 Click in this area to add additional information.

The screenshot shows the Chrome River web application interface. The top navigation bar includes the 'emburse chrome river' logo and the user name 'Debbie Stellyes'. The main content area is titled 'WBB Game vs Carroll College' and displays a table of expenses. An orange circle highlights the 'Add Comments' link in the top left of the expense list. The table shows the following data:

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00
Thu 11/14/2024	Cash Advance	-1,500.00 USD	-1,500.00

The bottom of the screen shows the 'Expense Report' number '010041144742' and the 'Total Pay Me Amount' of '0.00 USD'. A green 'Submit' button is visible.

## 28 Add comments regarding how many volunteers traveled with the team as the number of athletes and coaches should already be listed in the Business Purpose as well as on the individual day per diems.

The screenshot shows the Chrome River web application interface. The top navigation bar includes the 'emburse chrome river' logo and the user name 'Debbie Stellyes'. The main content area is titled 'WBB Game vs Carroll College' and displays a table of expenses. An orange circle highlights the 'Add Comment' text input field in the 'Comments' section. The table shows the following data:

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00
Thu 11/14/2024	Cash Advance	-1,500.00 USD	-1,500.00

The bottom of the screen shows the 'Expense Report' number '010041144742' and the 'Total Pay Me Amount' of '0.00 USD'. A green 'Submit' button is visible.

29

Click to add attachments such as a copy of the Athletic Team Travel report as well as all required receipts.

The screenshot shows the 'emburse chrome river' web application. The user is logged in as Debbie Stellyes from Lewis-Clark State College. The interface displays an expense report titled 'WBB Game vs Carroll College'. The report includes a table of expenses and a summary section on the right.

DATE	EXPENSE	SPENT	PAY ME
Thu 11/07/2024	Athletic Meals	375.00 USD	375.00
Fri 11/08/2024	Athletic Meals	375.00 USD	375.00
Sat 11/09/2024	Athletic Meals	375.00 USD	375.00
Sun 11/10/2024	Athletic Meals	375.00 USD	375.00
Thu 11/14/2024	Cash Advance	-1,500.00 USD	-1,500.00

Summary: Expense Report 010041144742, Total Pay Me Amount 0.00 USD. A green 'Submit' button is visible at the bottom of the report.

On the right, the 'Pre-Approval Expense Summary' section includes a 'Comments' field with the text: '12 Athletes and 2 coaches traveled for a total of 14. All other expenses paid by p-card or direct bill.' Below this, the 'Attachments' section shows 'Attachments (0)' and a button labeled 'Add Attachments' which is circled in orange.

30

Click "Submit."

This screenshot shows the same interface as the previous one, but with the 'Submit' button highlighted by an orange circle. The 'Attachments' section now shows 'Attachments (1)' and a preview of an uploaded document. The 'Add Attachments' button is still visible.

31

Click "Submit" again after verifying everything is correct and included. If changes need to be made, click cancel, make the appropriate changes and then submit.

The screenshot displays the 'emburse chromeriver' web application interface. The main content area shows an expense report titled 'WBB Game vs Carroll College' for user 'Debbie Stellyes'. It contains a table of expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The expenses listed are Athletic Meals (375.00 USD) and Cash Advance (-1,500.00 USD). At the bottom, there is a 'Submit' button.

On the right side, there is a 'Submit Confirmation' section with a yellow background. It contains a text box with a certification statement and three buttons: 'PDF', 'Cancel', and 'Submit'. The 'Submit' button is circled in orange.

Below the confirmation section, there is a 'WBB Game vs Carroll College' section with fields for Report Owner (Debbie Stellyes), Expense Report ID (010041144742), and Business Purpose (WBB Game vs Carroll College).

At the bottom right, there are two summary tables:

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	0.00	0.00
Amount Due Employee	0.00	0.00

	AMOUNT (USD)	APPROVED (USD)
Athletic Meals	1,500.00	0.00

The bottom status bar shows the time as 2:11 PM on 11/19/2024.