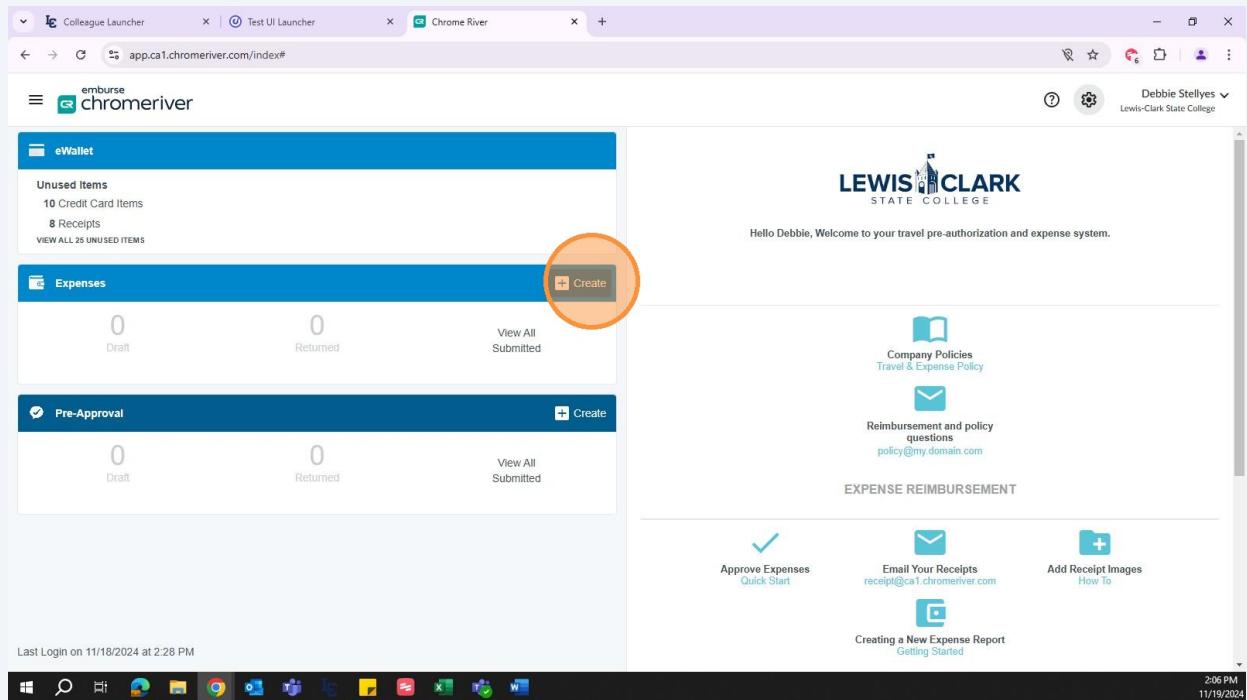


Athletic Team Travel Expense Report



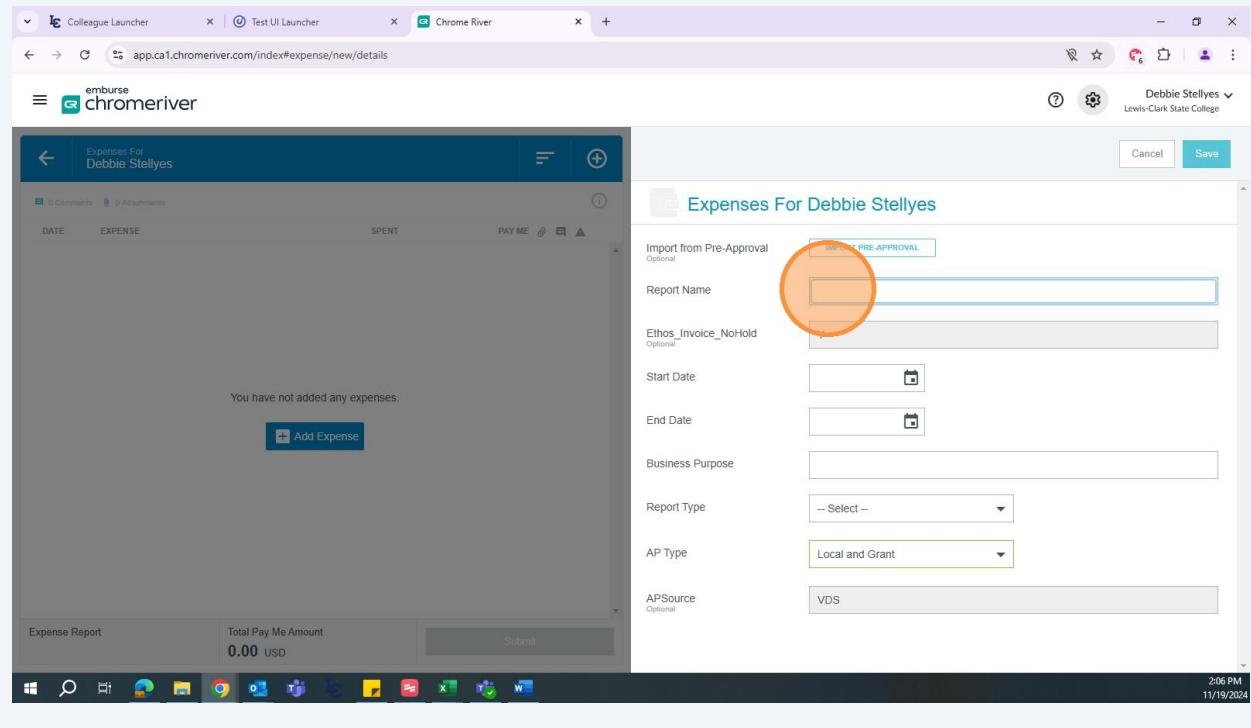
1 Great News!!! Chrome River is now known as Emburse Enterprise.

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

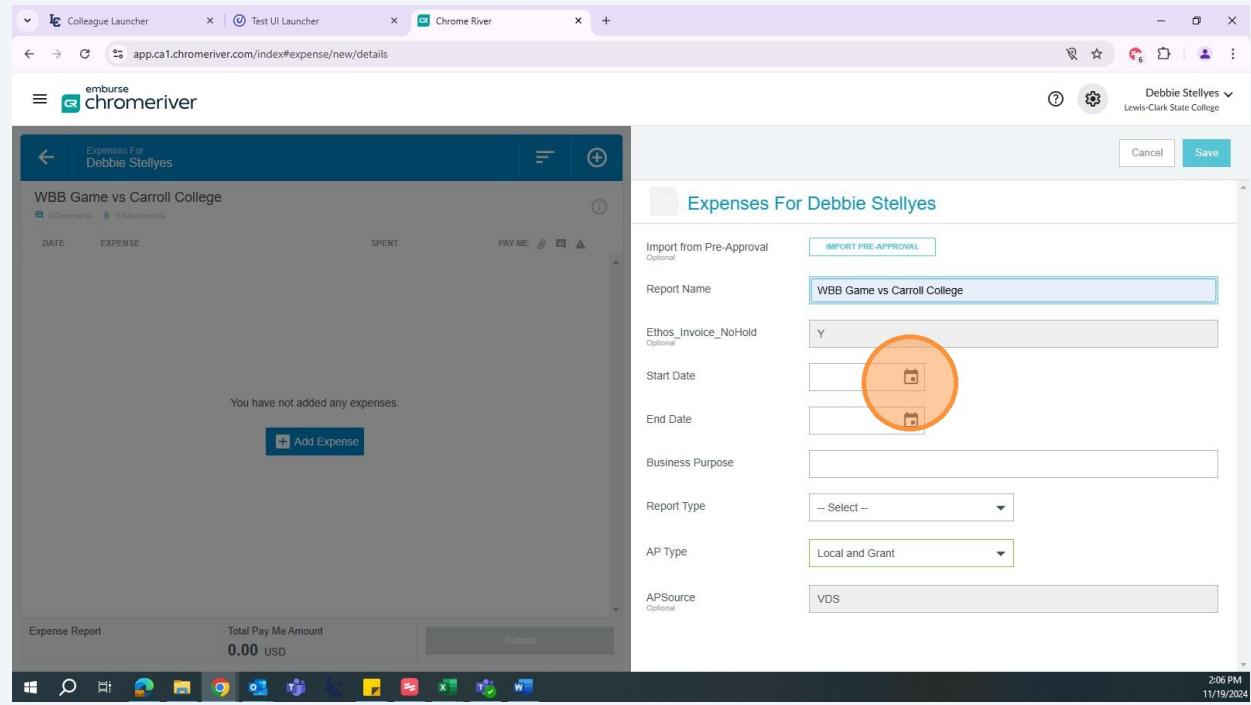


The screenshot shows the Emburse Enterprise travel expense report interface. The top navigation bar includes 'Colleague Launcher', 'Test UI Launcher', and 'Chrome River'. The main header says 'emburse chromeriver' and 'Hello Debbie, Welcome to your travel pre-authorization and expense system.' The interface is divided into sections: 'eWallet' (Unused Items: 10 Credit Card Items, 8 Receipts, View All 25 UNUSED ITEMS), 'Expenses' (0 Draft, 0 Returned, View All Submitted, a highlighted 'Create' button), and 'Pre-Approval' (0 Draft, 0 Returned, View All Submitted, a 'Create' button). On the right, there are links for 'Company Policies', 'Reimbursement and policy questions', 'EXPENSE REIMBURSEMENT' (Approve Expenses Quick Start, Email Your Receipts, Add Receipt Images), and 'Creating a New Expense Report'. The bottom status bar shows 'Last Login on 11/18/2024 at 2:28 PM' and the system is running at '2:06 PM 11/19/2024'.

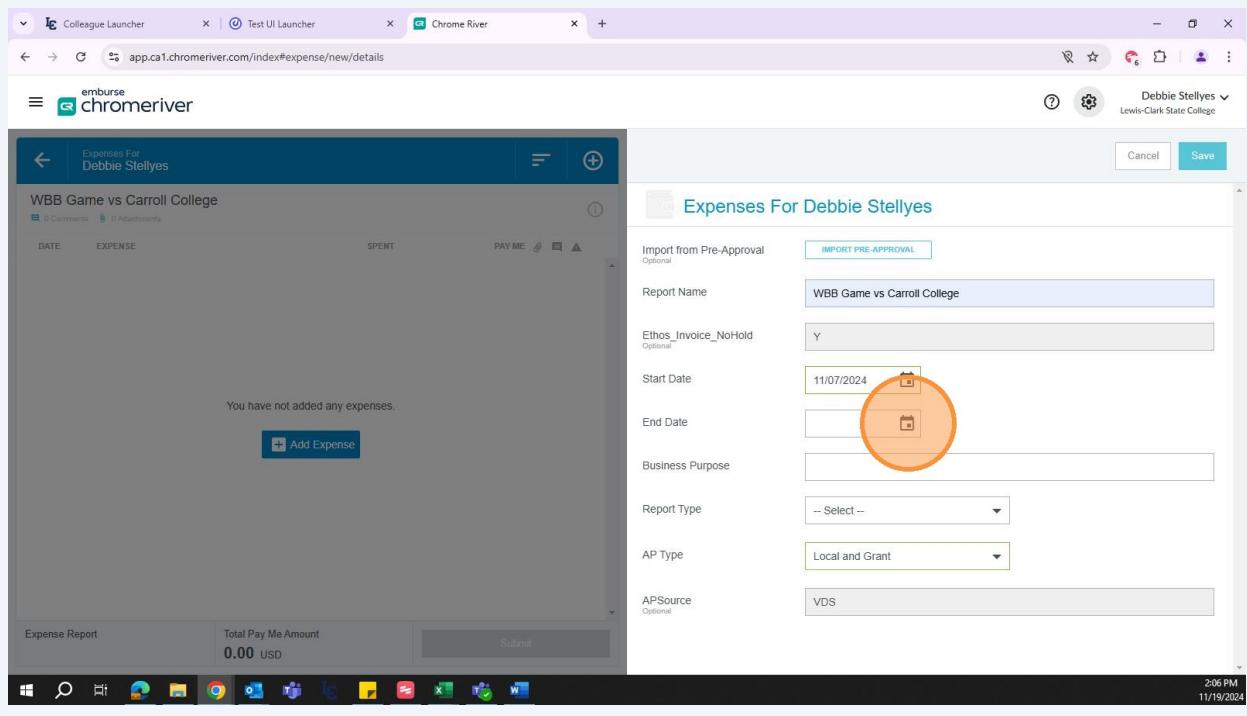
3 Enter the report name. This should include the Sport and Destination.



4 Choose the start date of the travel.

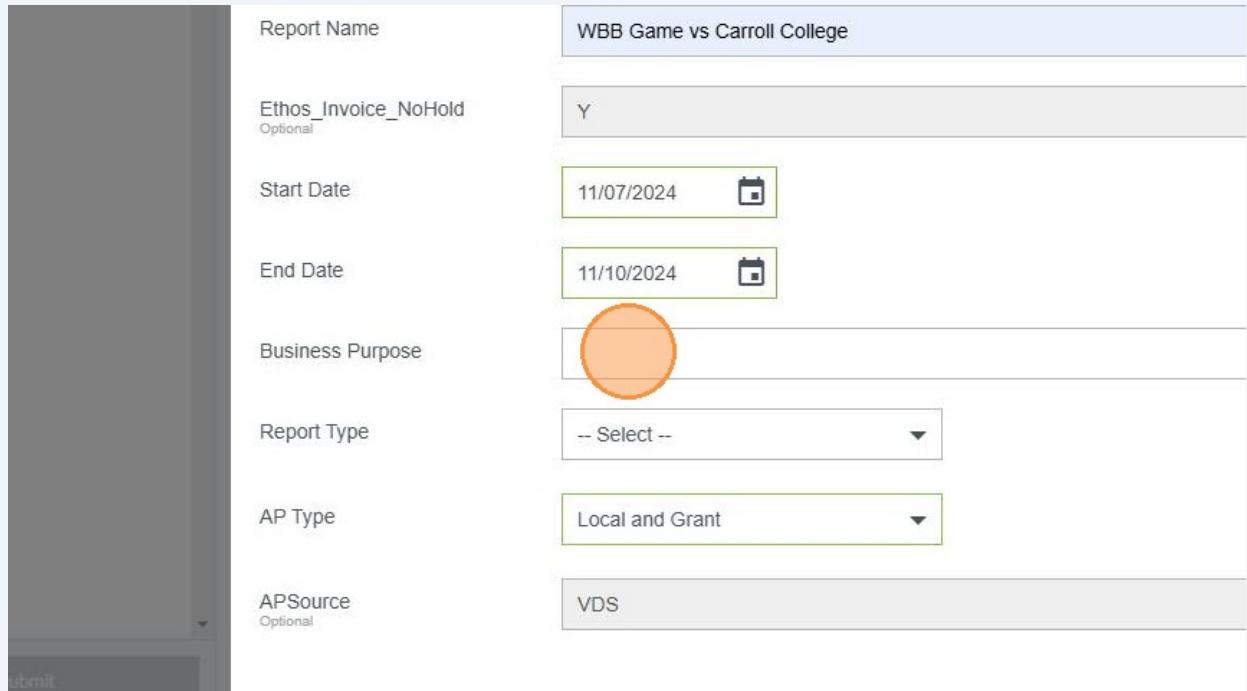


5 Choose the end date of the travel.



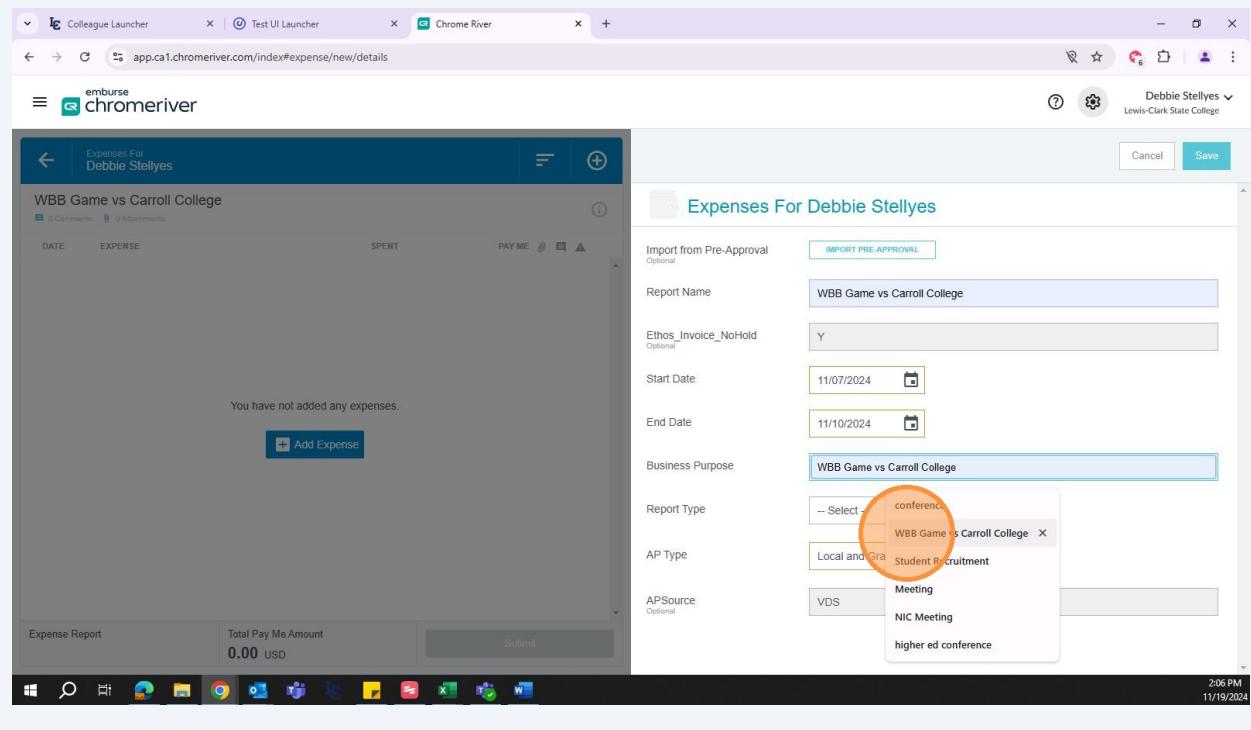
The screenshot shows the 'Expenses For Debbie Stellyes' page in the Chrome River application. The 'Report Name' is 'WBB Game vs Carroll College'. The 'Start Date' is '11/07/2024'. The 'End Date' field is highlighted with an orange circle and contains the value '11/07/2024'. The 'Business Purpose' field is empty. The 'Report Type' dropdown is set to '-- Select --'. The 'AP Type' dropdown is set to 'Local and Grant'. The 'APSource' field is 'VDS'. The left sidebar shows a list of expenses for the report. The bottom status bar shows '2:06 PM' and '11/19/2024'.

6 Enter a reason for the travel.



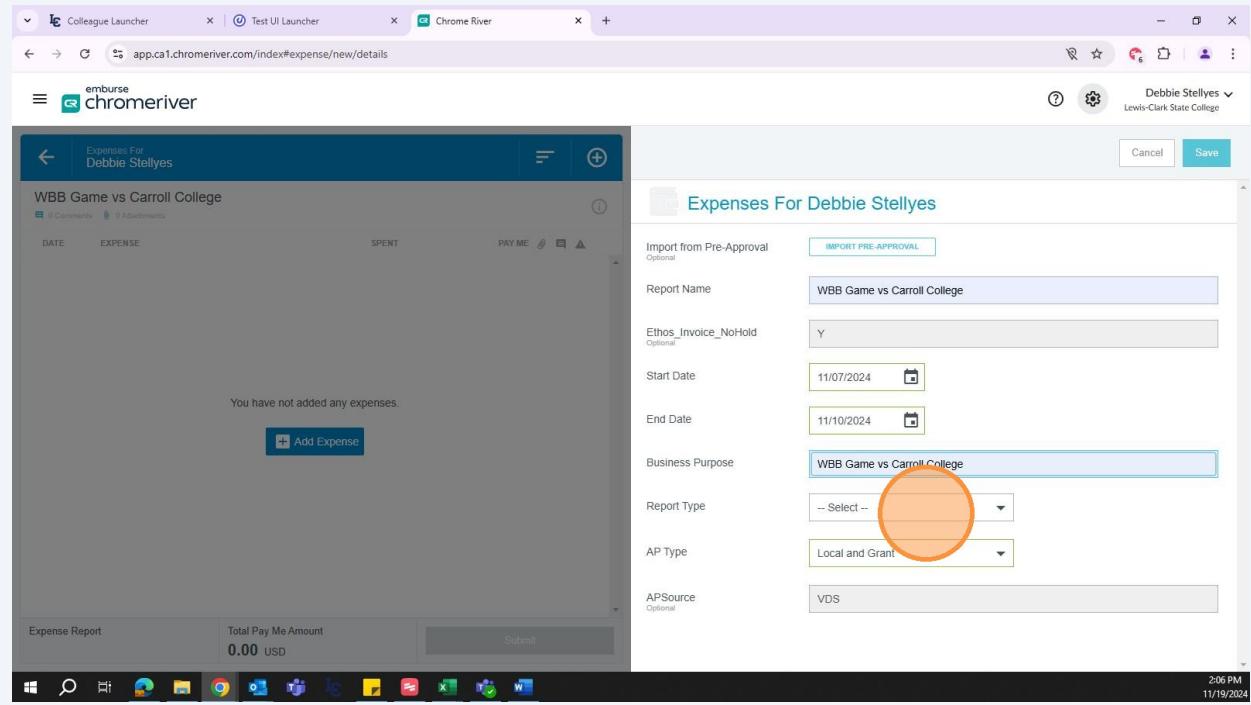
The screenshot shows the 'Expenses For Debbie Stellyes' page in the Chrome River application. The 'Report Name' is 'WBB Game vs Carroll College'. The 'Ethos_Invoice_NoHold' field is 'Y'. The 'Start Date' is '11/07/2024'. The 'End Date' is '11/10/2024'. The 'Business Purpose' field is highlighted with an orange circle. The 'Report Type' dropdown is set to '-- Select --'. The 'AP Type' dropdown is set to 'Local and Grant'. The 'APSource' field is 'VDS'. The bottom status bar shows '2:06 PM' and '11/19/2024'.

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



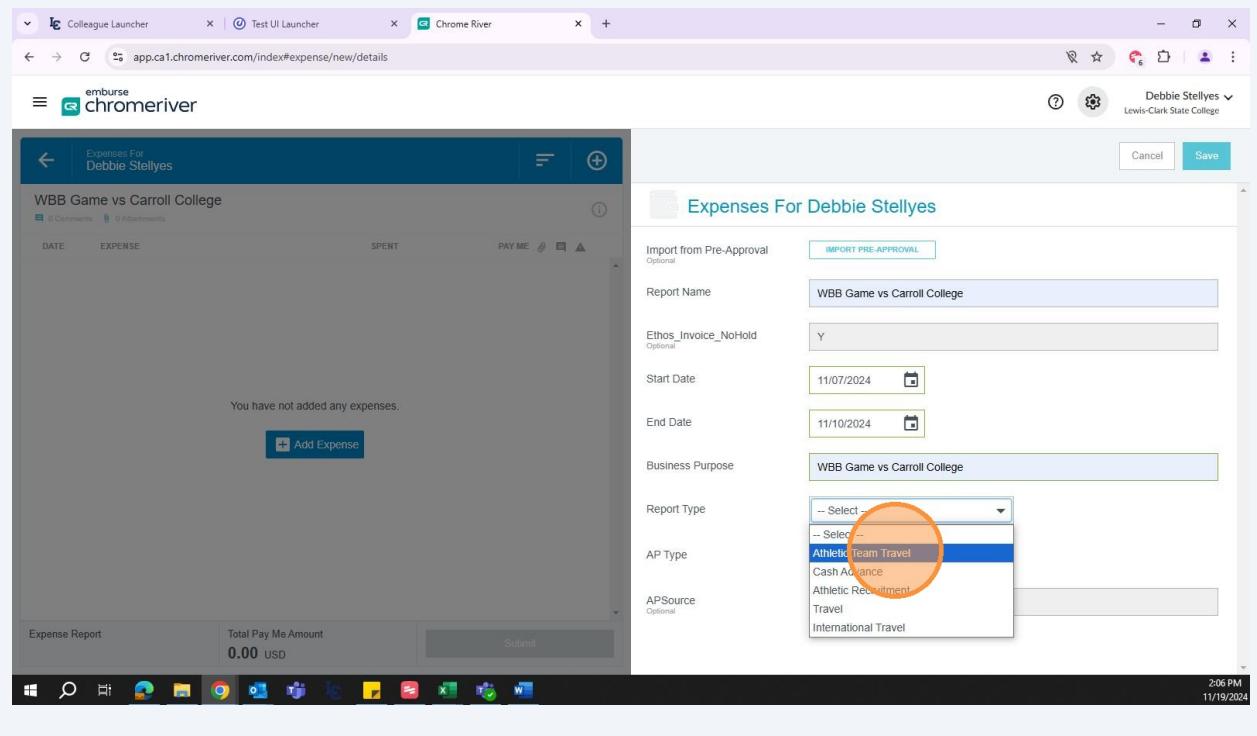
The screenshot shows the 'Expenses For Debbie Stellyes' page. The 'Business Purpose' field is highlighted with an orange circle. The dropdown menu shows several options: 'conference', 'WBB Game vs Carroll College', 'Local and Grant', 'Student Recruitment', 'Meeting', 'NIC Meeting', and 'higher ed conference'. The 'WBB Game vs Carroll College' option is currently selected.

8 Click the down arrow to select the report type.



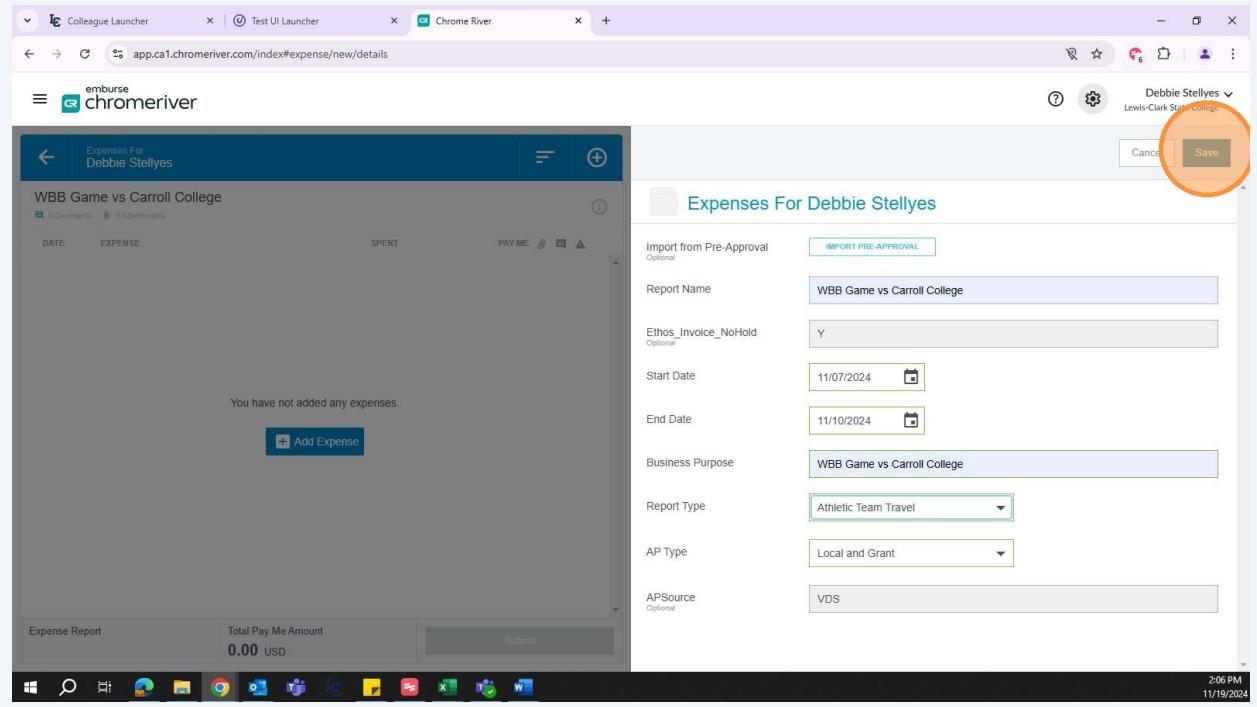
The screenshot shows the 'Expenses For Debbie Stellyes' page. The 'Report Type' field is highlighted with an orange circle, showing a dropdown menu with options: '-- Select --', 'conference', 'WBB Game vs Carroll College', 'Local and Grant', 'Student Recruitment', 'Meeting', 'NIC Meeting', and 'higher ed conference'. The 'WBB Game vs Carroll College' option is currently selected.

9 Select Athletic Team Travel.



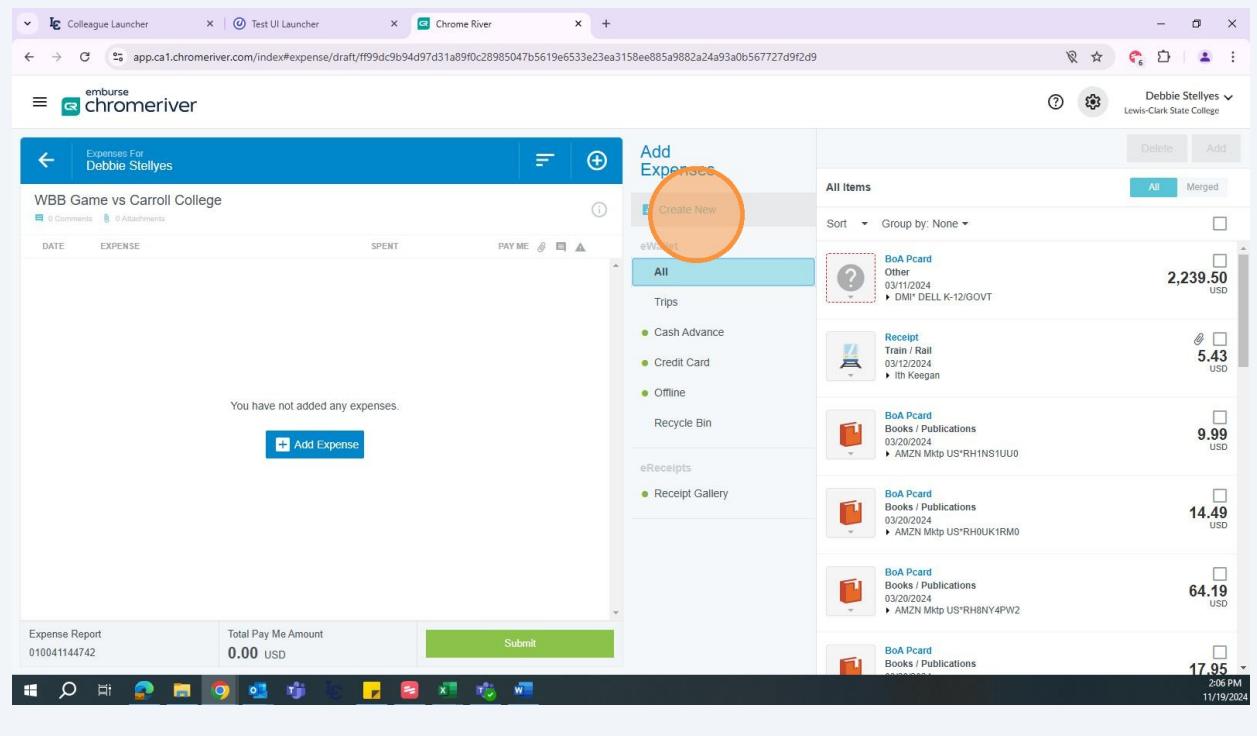
The screenshot shows a web browser window with three tabs: 'Colleague Launcher', 'Test UI Launcher', and 'Chrome River'. The 'Chrome River' tab is active, displaying an expense report for 'Debbie Stellyes' titled 'WBB Game vs Carroll College'. The report status is 'Spent'. On the right, a modal window titled 'Expenses For Debbie Stellyes' is open. In the 'Report Type' dropdown, the option 'Athletic Team Travel' is selected and highlighted with a blue background. A red circle is drawn around this selected option. The modal also contains 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' (WBB Game vs Carroll College), 'AP Type' (Local and Grant), and 'APSource' (VDS). The bottom right of the modal has 'Cancel' and 'Save' buttons, with 'Save' being the one highlighted by a red circle.

10 Click "Save."

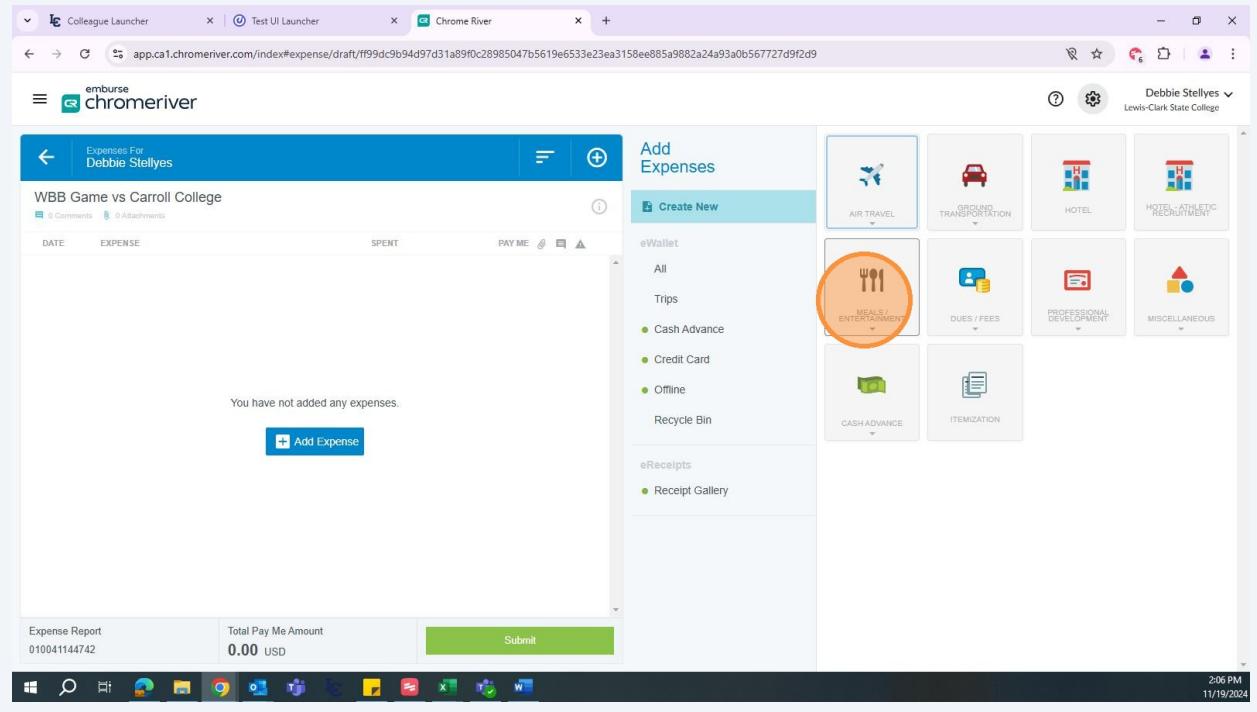


The screenshot shows the same web browser and modal window as the previous step. The 'Report Type' dropdown now shows 'Athletic Team Travel' as the selected option. The 'AP Type' dropdown shows 'Local and Grant' as the selected option. The 'APSource' field shows 'VDS'. The 'Save' button in the bottom right corner of the modal window is highlighted with a red circle. The rest of the interface is identical to the previous screenshot, showing the expense report details and the 'Save' button.

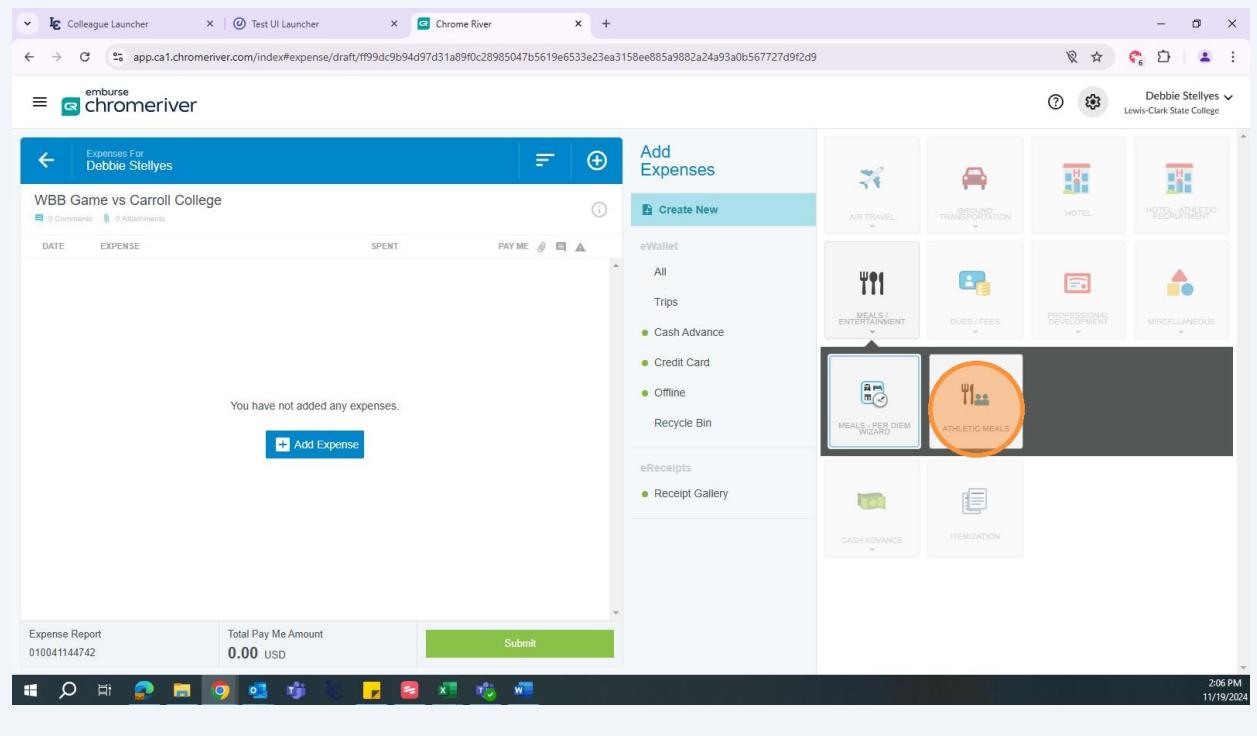
11 Click "Create New".



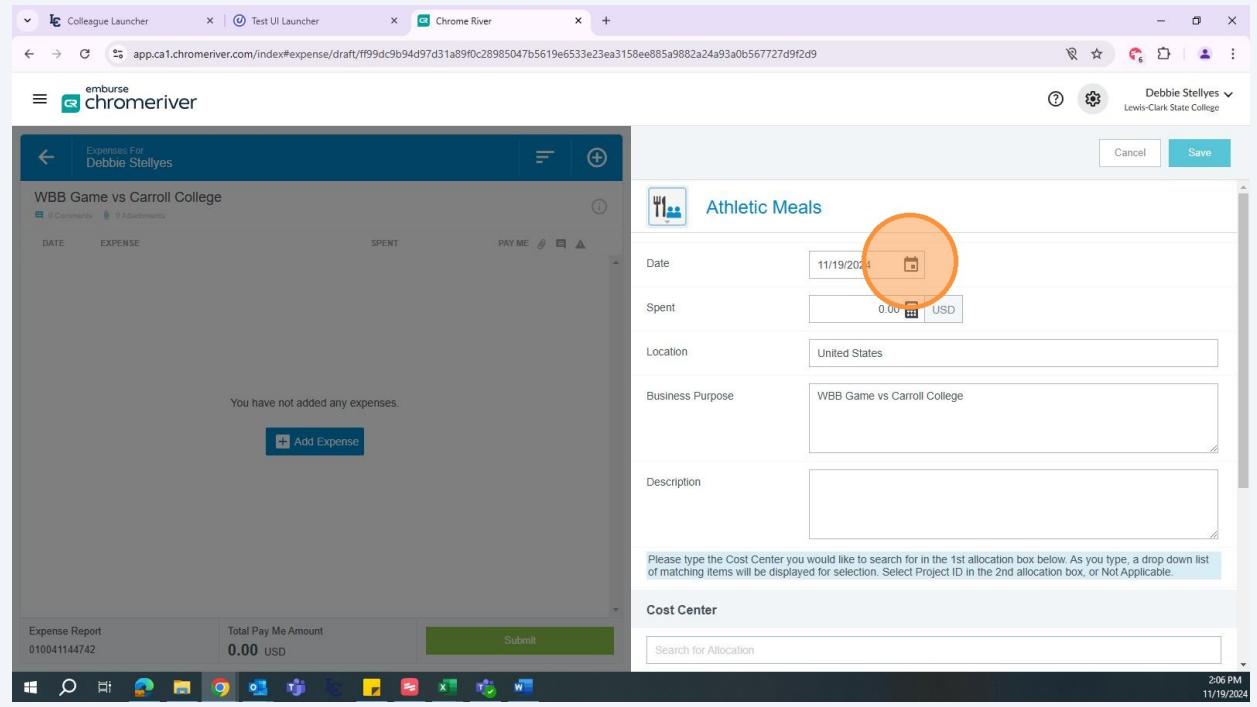
12 Click the "Meals/Entertainment" tile to add per diem.



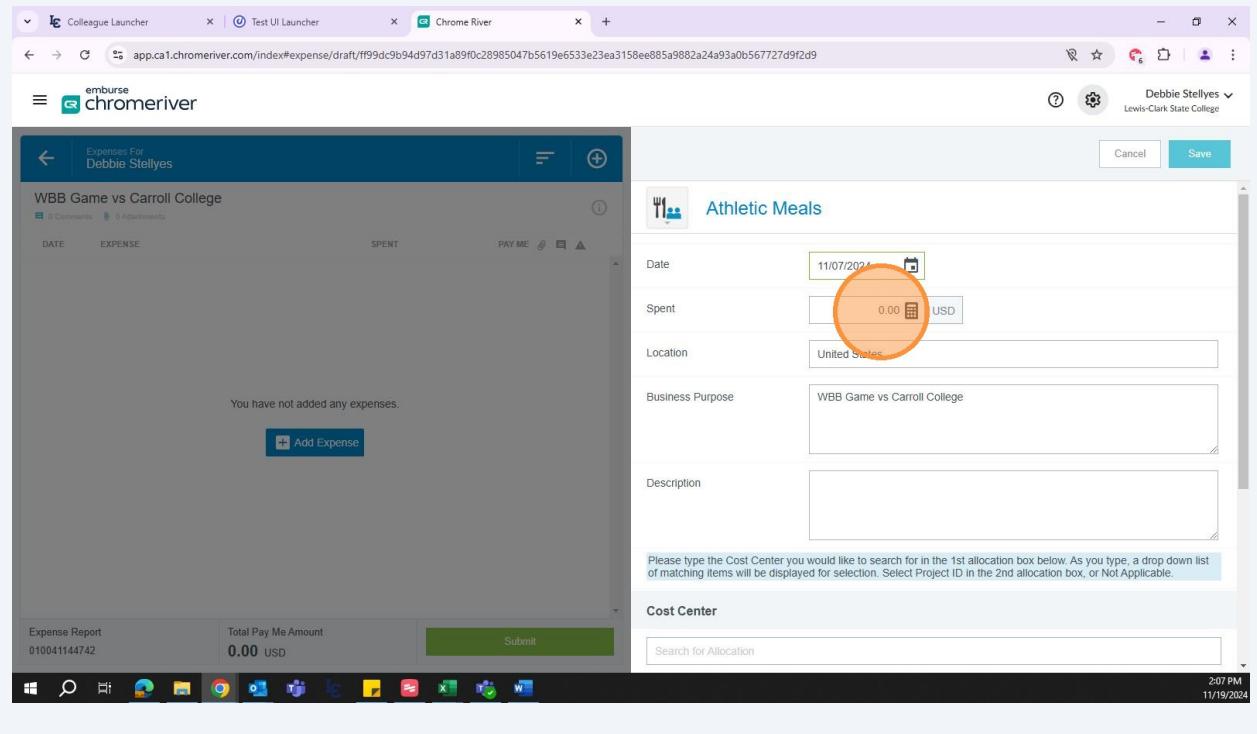
13 Click on the "Athletic Meals" tile.



14 Enter the first date of the travel.

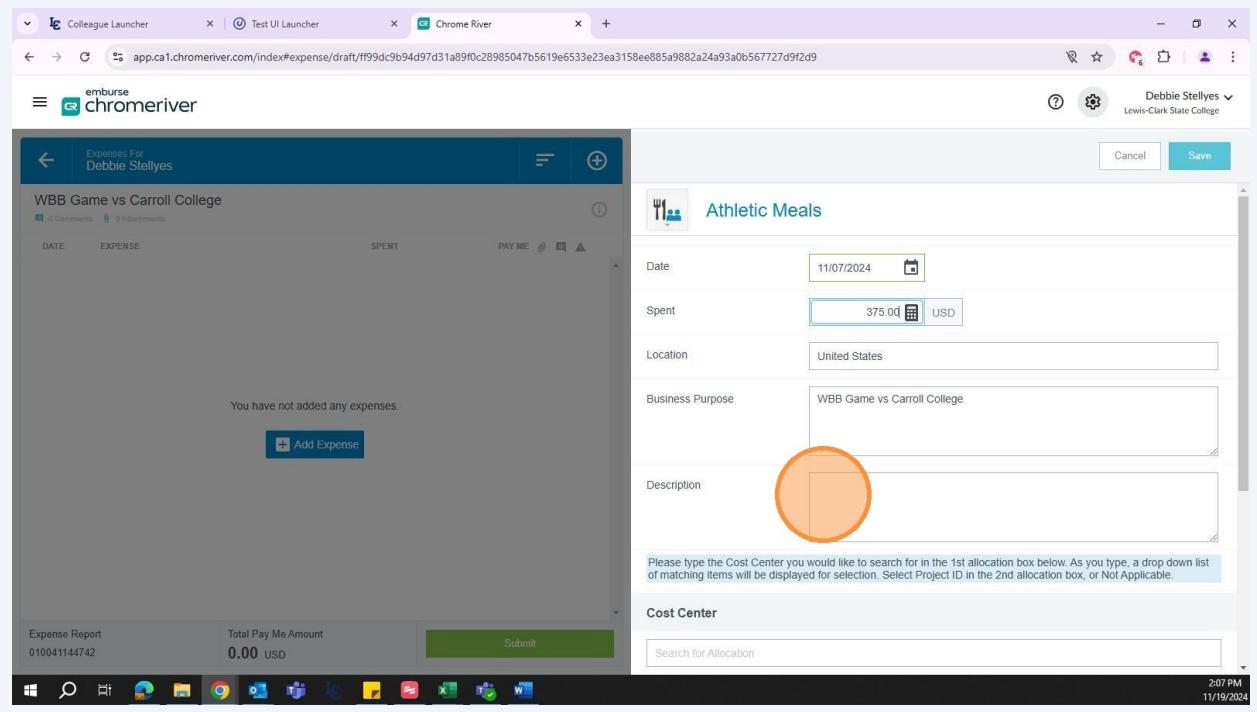


15 Enter the amount of per diem for that day.



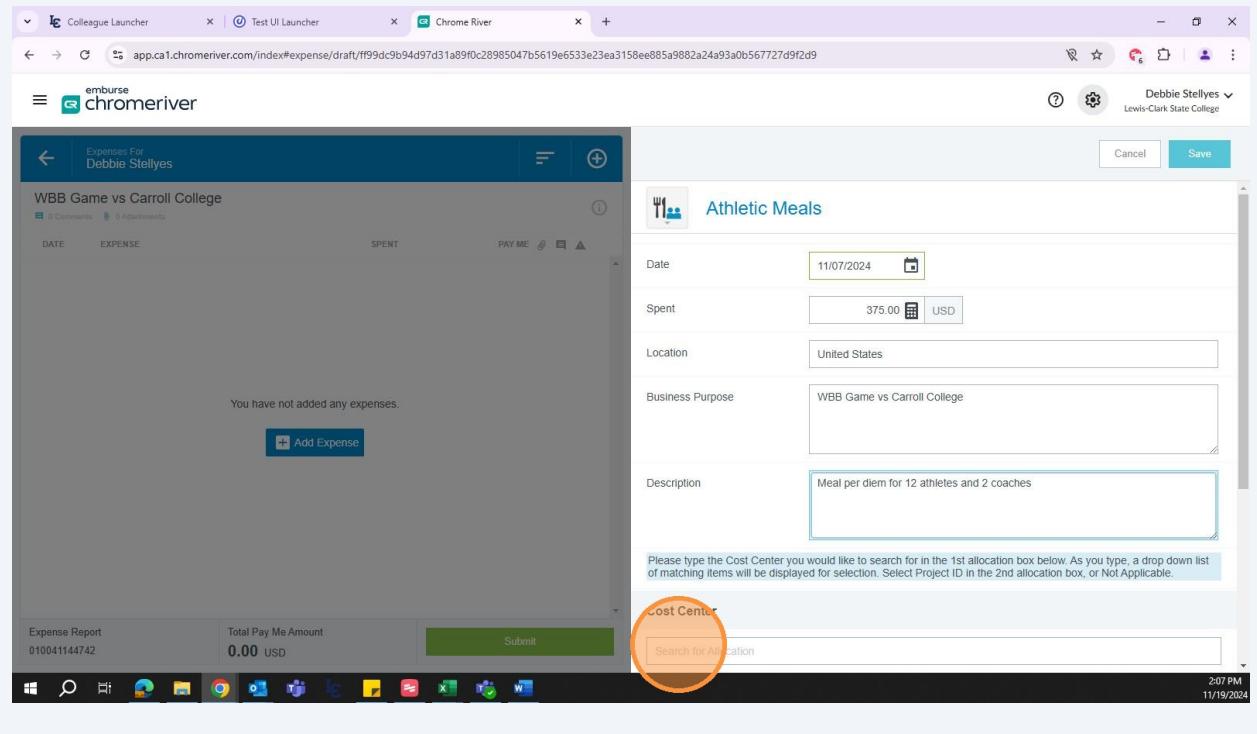
The screenshot shows the 'Athletic Meals' expense entry screen. The 'Spent' field, which contains '0.00 USD', is highlighted with an orange circle. The 'Date' is set to '11/07/2024'. The 'Business Purpose' is 'WBB Game vs Carroll College'. The 'Description' field is empty. The 'Cost Center' search bar contains 'Search for Allocation'. The top navigation bar shows 'Colleague Launcher', 'Test UI Launcher', and 'Chrome River'. The user is logged in as 'Debbie Stellyes' from 'Lewis-Clark State College'.

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

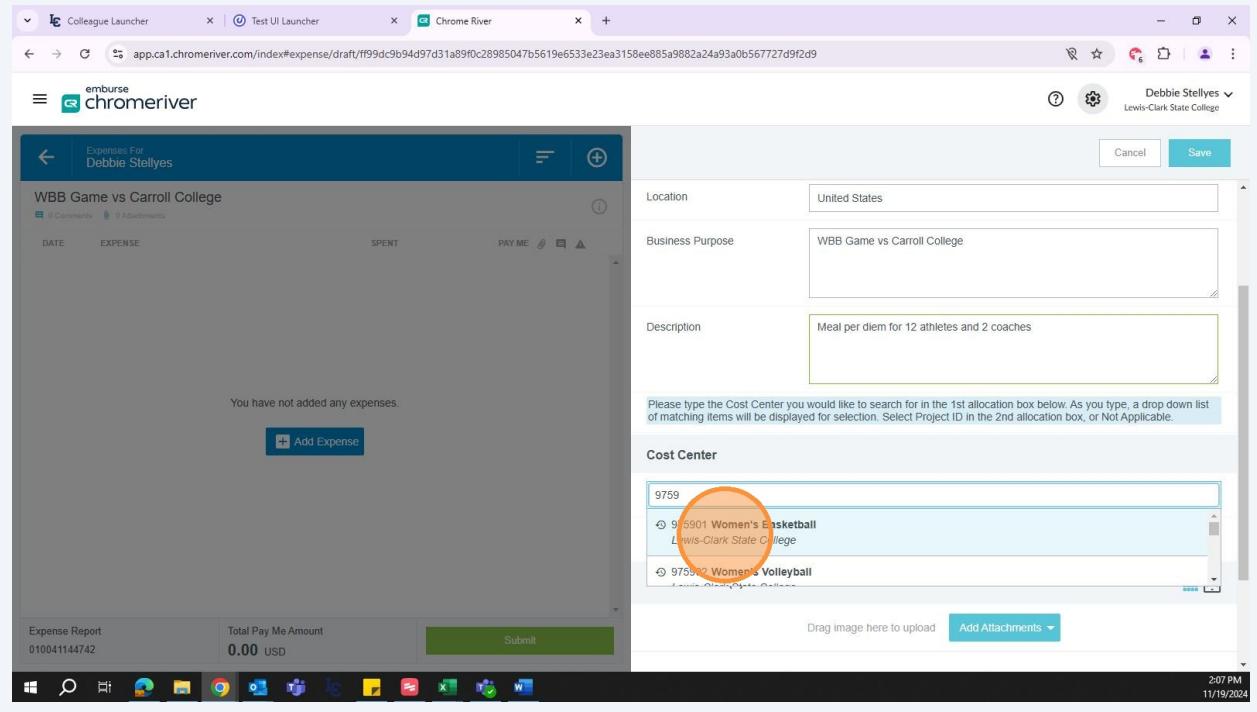


The screenshot shows the 'Athletic Meals' expense entry screen. The 'Description' field is highlighted with an orange circle. The 'Spent' field is now '375.00 USD'. The 'Date' is '11/07/2024'. The 'Business Purpose' is 'WBB Game vs Carroll College'. The 'Cost Center' search bar contains 'Search for Allocation'. The top navigation bar shows 'Colleague Launcher', 'Test UI Launcher', and 'Chrome River'. The user is logged in as 'Debbie Stellyes' from 'Lewis-Clark State College'.

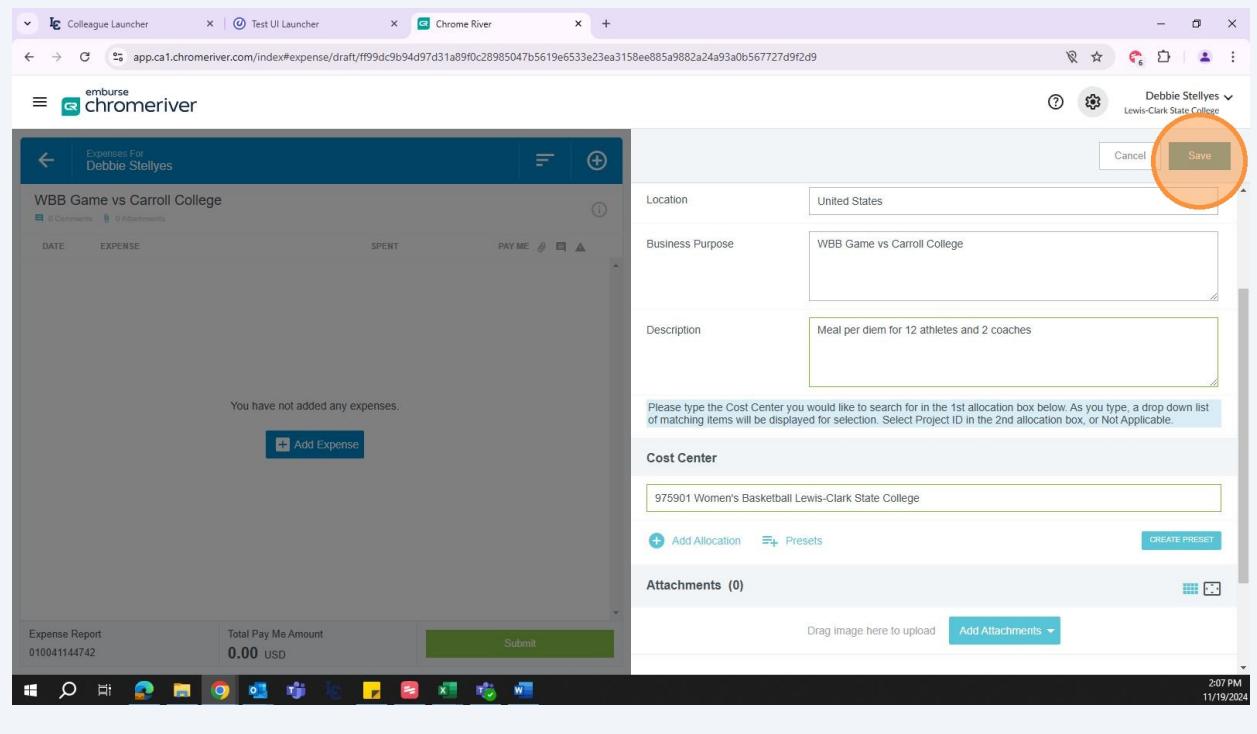
17 Enter the appropriate cost center.



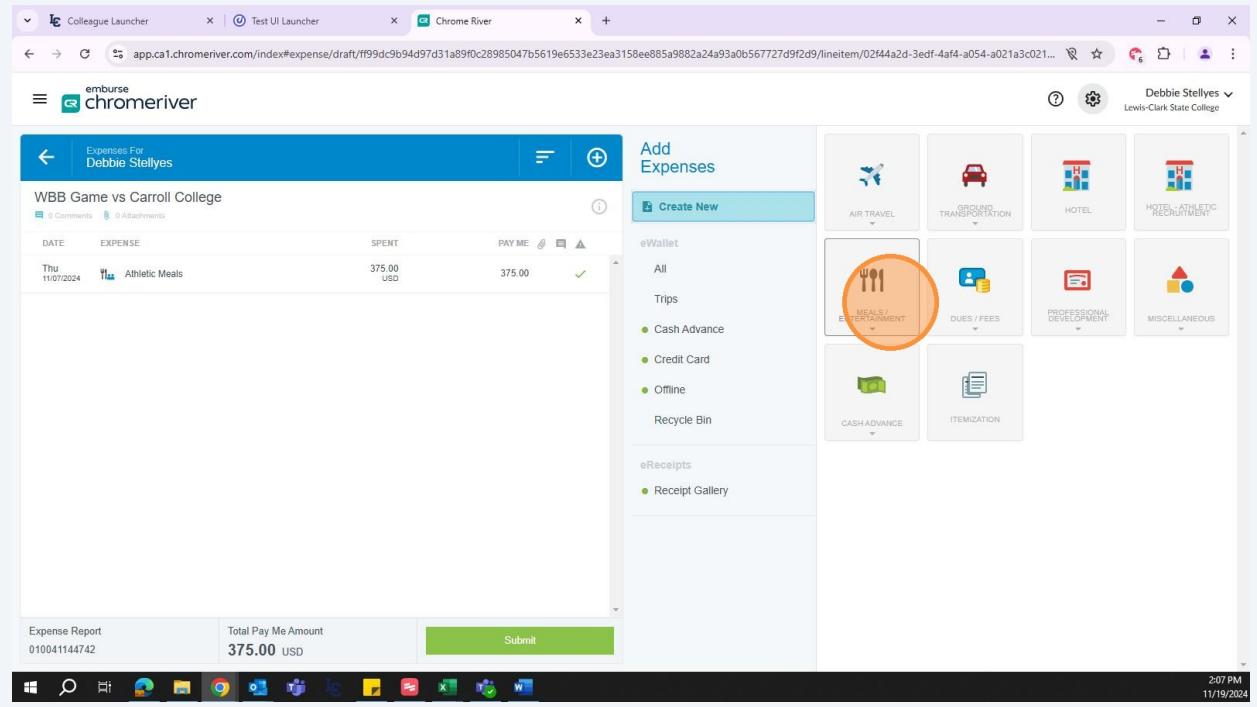
18 Click on the cost center when it appears.



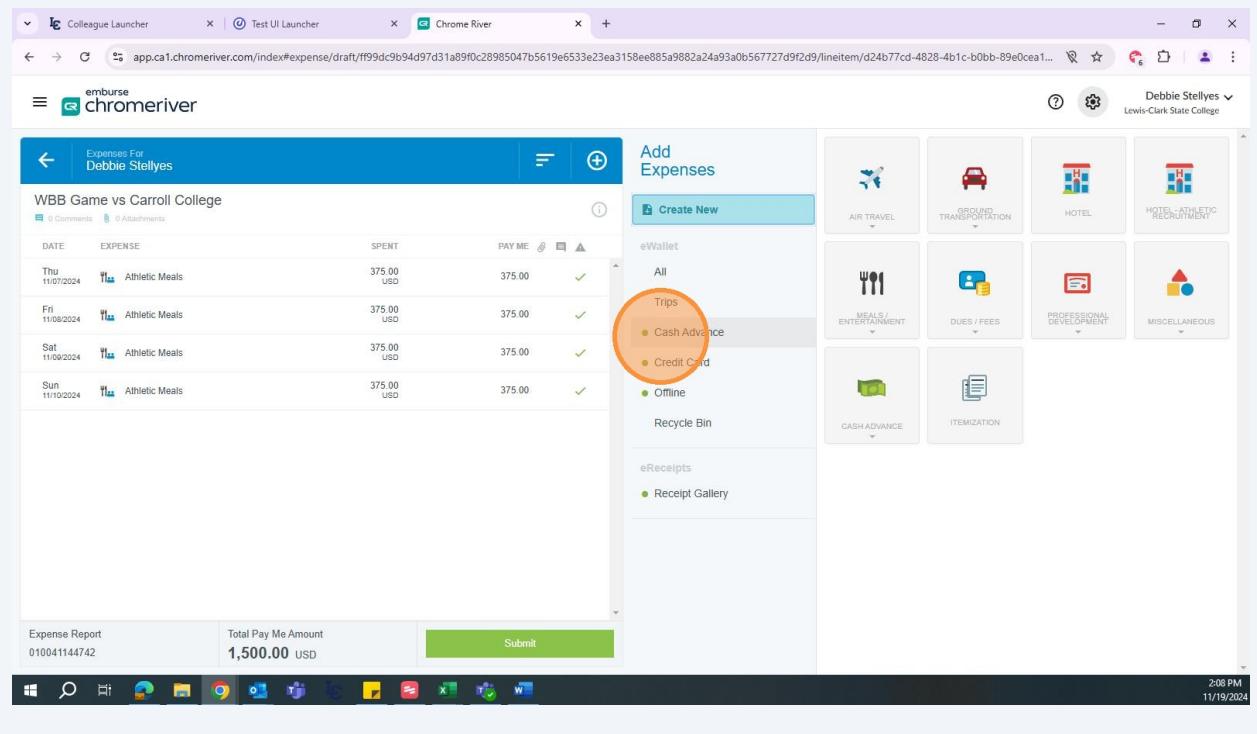
19 Click "Save."



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

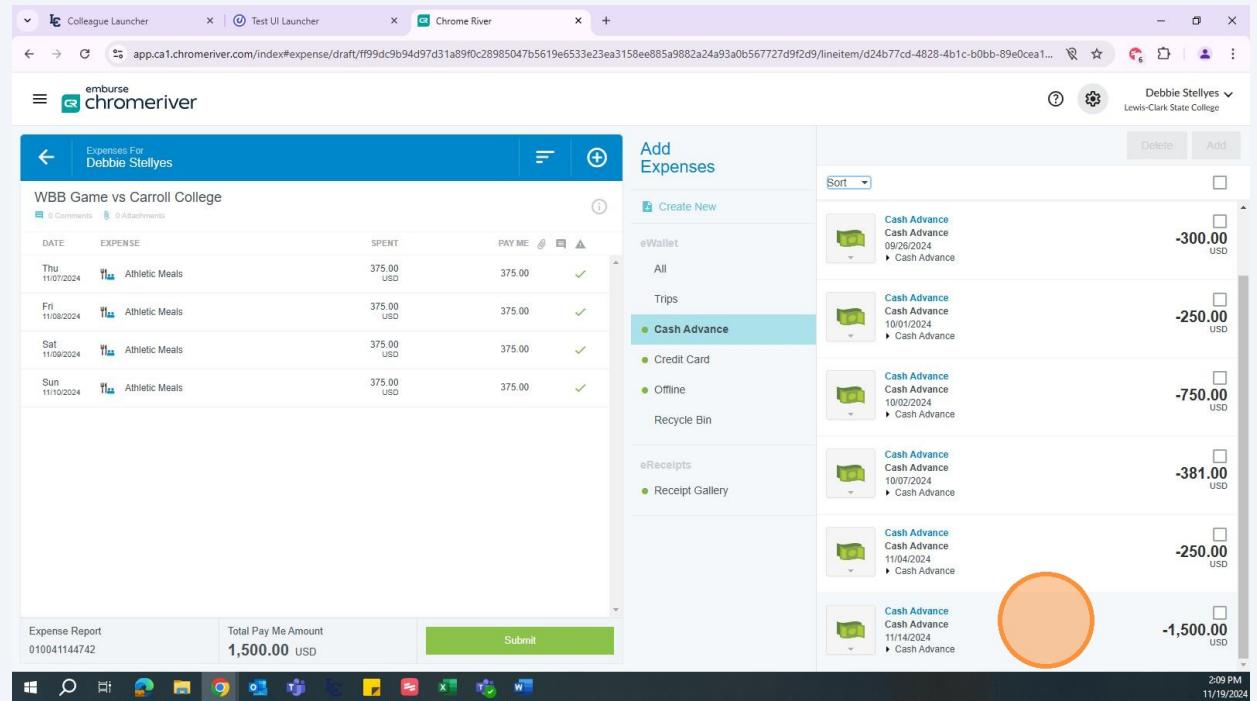


21 Click "Cash Advance" to attach the cash advance request for that specific travel.



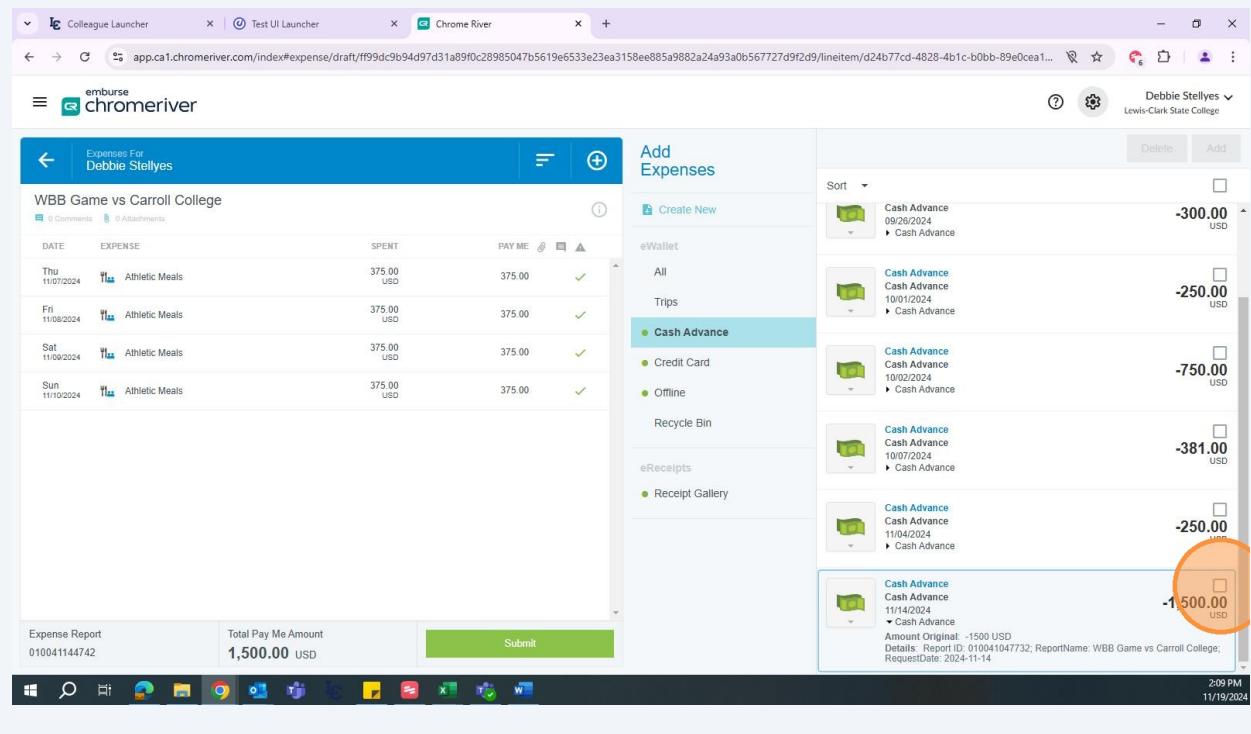
The screenshot shows the Chromeriver expense reporting interface. On the left, a list of travel expenses for 'WBB Game vs Carroll College' is displayed, showing dates, expense types (Athletic Meals), amounts spent (375.00 USD), and paid (375.00). On the right, the 'Add Expenses' screen is open. The 'eWallet' sidebar is expanded, with a red circle highlighting the 'Cash Advance' option under the 'Trips' category. Other categories like 'All', 'Credit Card', and 'Offline' are also listed. The main area shows a summary of the expense report: 'Expense Report 010041144742' and 'Total Pay Me Amount 1,500.00 USD', with a 'Submit' button at the bottom.

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.



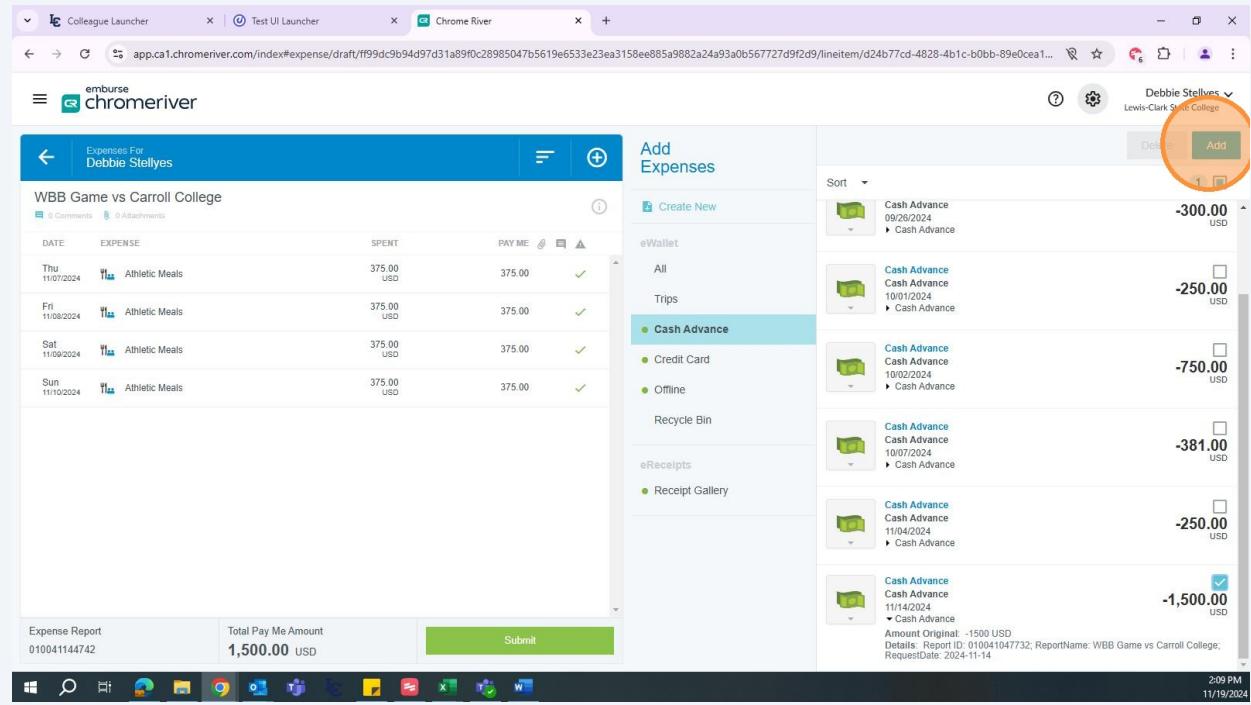
The screenshot shows the same expense reporting interface as the previous one, but with multiple cash advance entries listed in the 'eWallet' sidebar. Each entry is a box that, when clicked, expands to show a detailed description of the cash advance, including the date (e.g., 09/26/2024, 10/01/2024, 10/02/2024, 10/07/2024, 11/04/2024, 11/14/2024) and a description of 'Cash Advance'. The last entry, dated 11/14/2024, has a red circle around its expanded description. The interface includes a 'Sort' dropdown, a 'Delete' button, and an 'Add' button. The bottom section shows the expense report summary and a 'Submit' button.

23 Check the box for the cash advance.



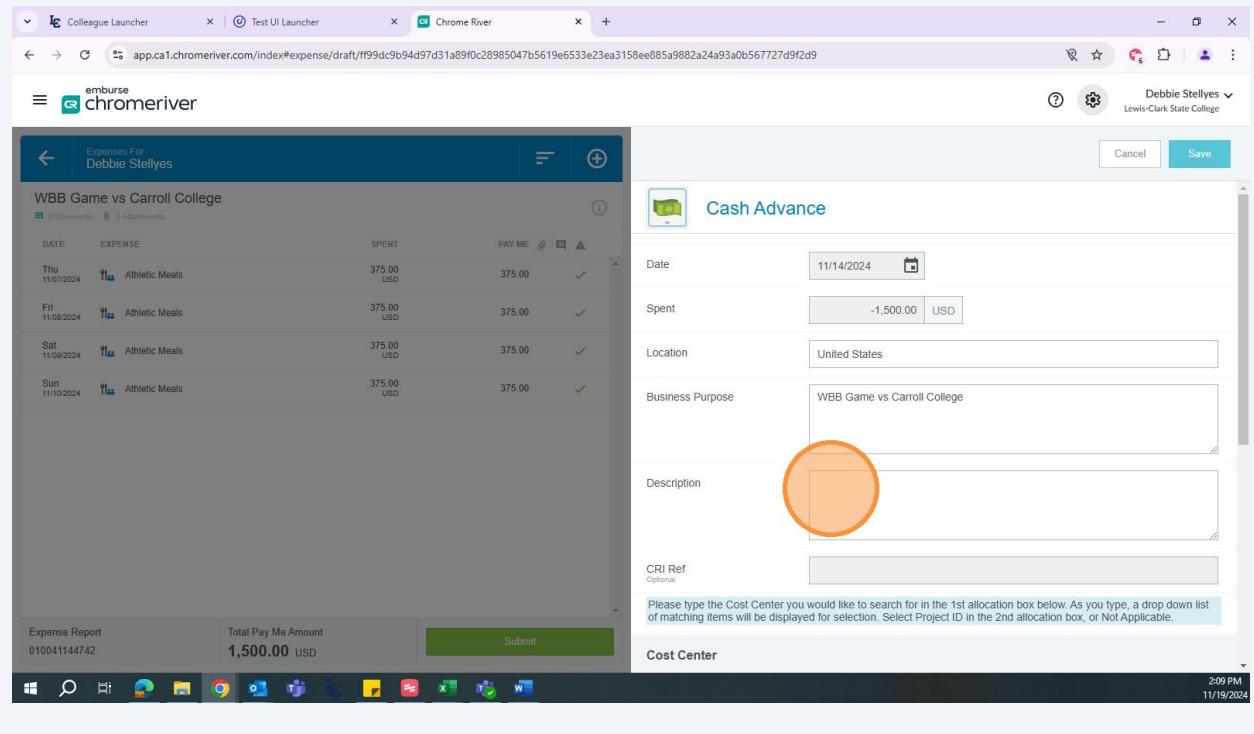
The screenshot shows the Chrome River expense reporting interface. On the left, a list of expenses for 'WBB Game vs Carroll College' is displayed, showing four entries for 'Athletic Meals' on different dates in November 2024, each costing \$375.00 USD. On the right, the 'Add Expenses' sidebar is open, showing a list of cash advances. The last entry, dated 11/14/2024 with an amount of -\$1,500.00 USD, has a checkbox next to it, which is highlighted with an orange circle. The 'Cash Advance' section is selected in the sidebar.

24 Click "Add."



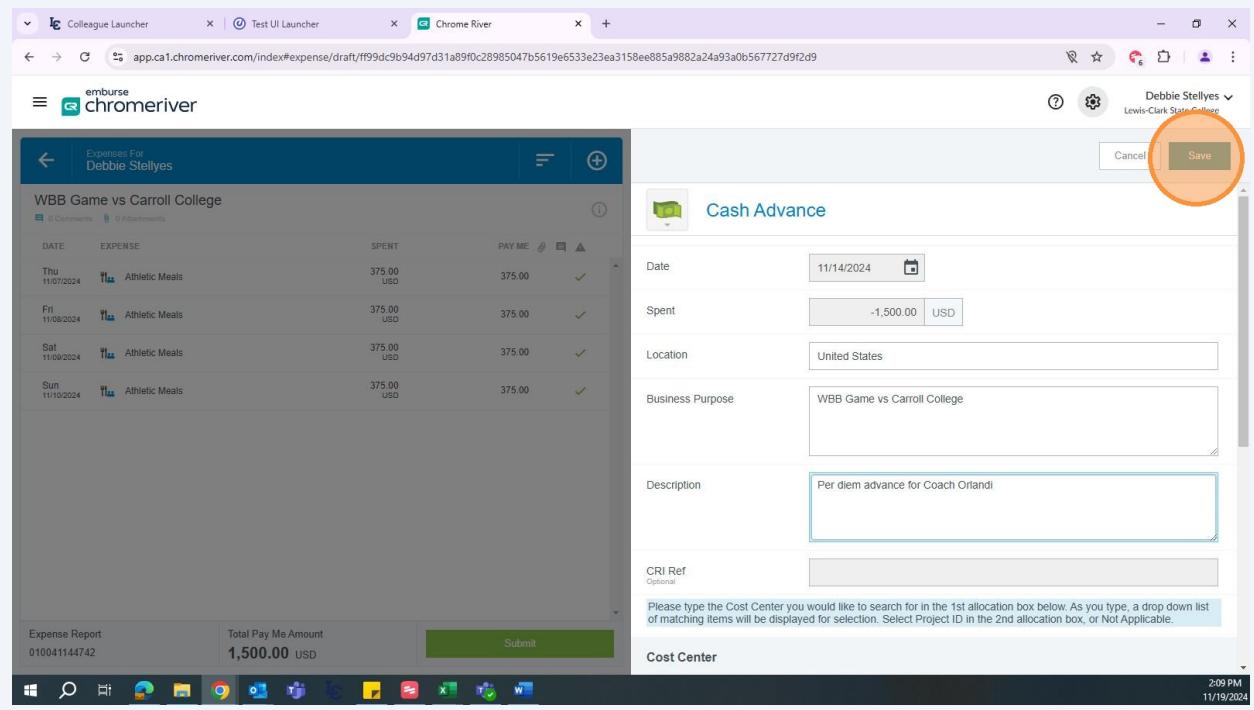
The screenshot shows the same expense reporting interface as the previous one. The 'Add Expenses' sidebar is open, and the 'Add' button at the top right of the sidebar is highlighted with an orange circle. The rest of the interface, including the expense list on the left and the cash advance list on the right, appears identical to the previous screenshot.

25 Enter a description.



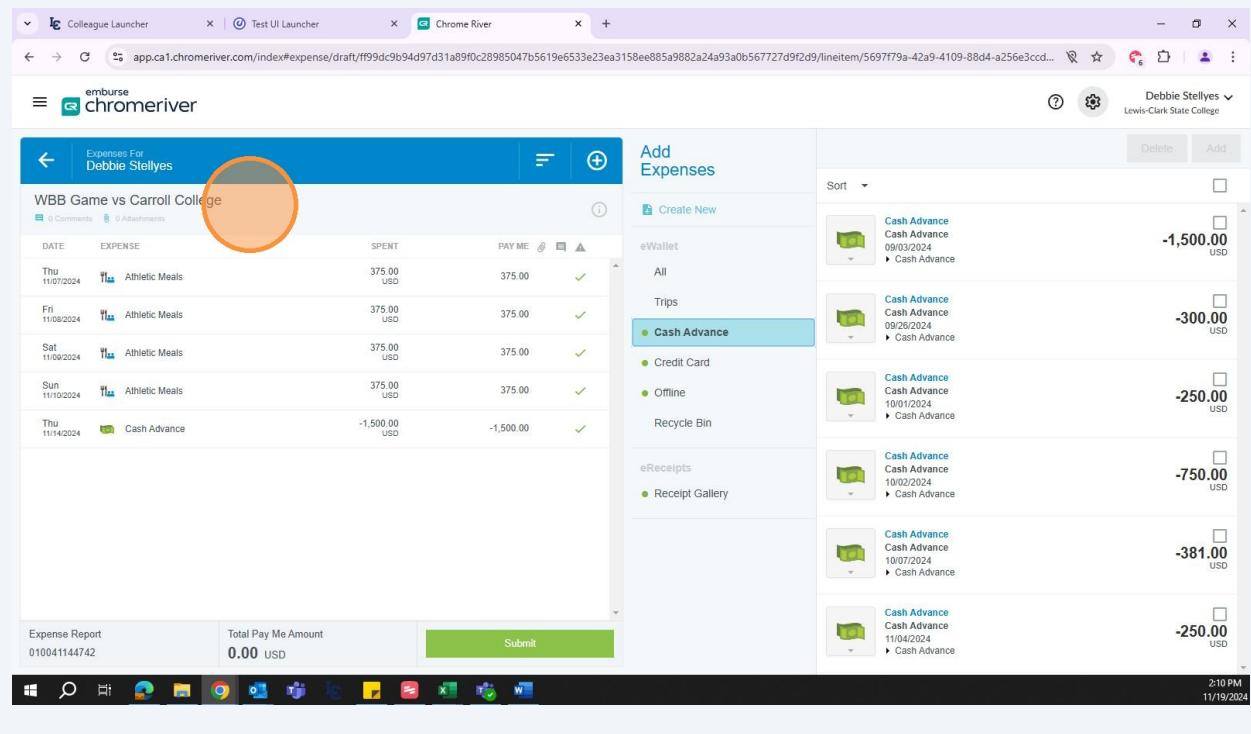
The screenshot shows the Chromeriver software interface. On the left, there is a list of expenses for 'Debbie Stellyes' related to 'WBB Game vs Carroll College'. On the right, a 'Cash Advance' dialog box is open. The 'Description' field in this dialog box is highlighted with an orange circle. The dialog box contains fields for Date (11/14/2024), Spent (-1,500.00 USD), Location (United States), Business Purpose (WBB Game vs Carroll College), and a Cost Center field. The 'Save' button is visible at the top right of the dialog box.

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.



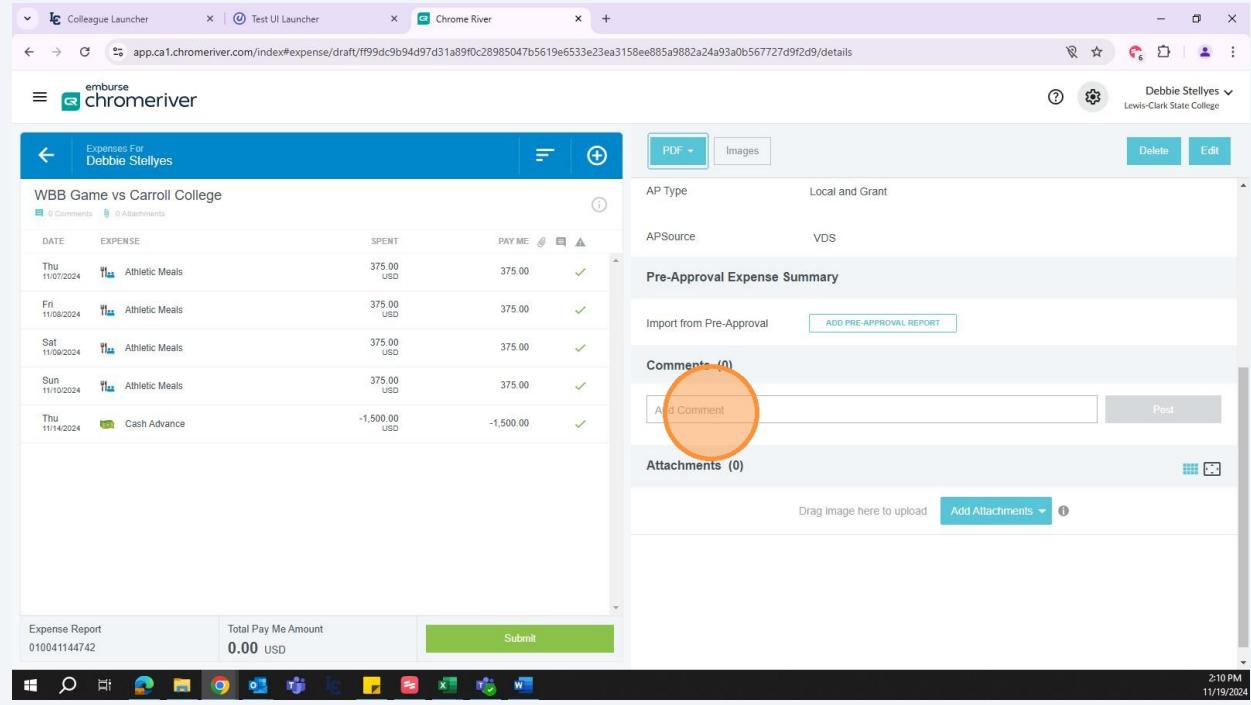
The screenshot shows the same software interface as the previous one, but now the 'Save' button in the 'Cash Advance' dialog box is highlighted with an orange circle. The dialog box contains the same fields as before: Date (11/14/2024), Spent (-1,500.00 USD), Location (United States), Business Purpose (WBB Game vs Carroll College), and a Description field containing 'Per diem advance for Coach Orlando'. The 'Save' button is located at the top right of the dialog box.

27 Click in this area to add additional information.



The screenshot shows the Chromeriver expense report interface. On the left, a list of expenses for 'WBB Game vs Carroll College' is displayed, including dates, descriptions, amounts spent, and paid. On the right, a sidebar titled 'Add Expenses' is open, showing categories like 'eWallet', 'eReceipts', and 'Trips'. A specific category, 'Cash Advance', is highlighted with a blue box and circled with an orange circle. Below the sidebar, a table lists several cash advance transactions with amounts ranging from -1,500.00 USD to -381.00 USD. At the bottom, there are buttons for 'Expense Report', 'Total Pay Me Amount' (0.00 USD), and 'Submit'.

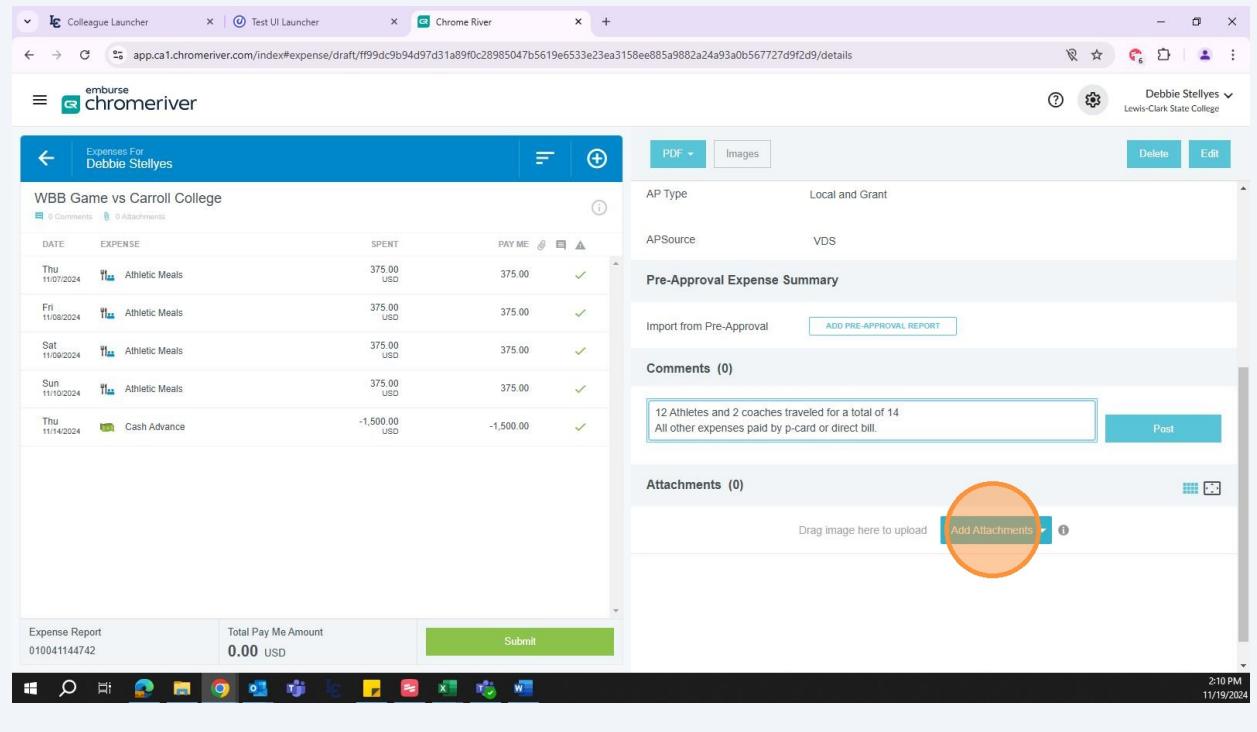
28 Add comments regarding how many volunteers traveled with the team as the number of athletes and coaches should already be listed in the Business Purpose as well as on the individual day per diems.



The screenshot shows the Chromeriver expense report interface. On the left, a list of expenses for 'WBB Game vs Carroll College' is displayed. On the right, a sidebar titled 'Comments (0)' is open, with a text input field labeled 'Add Comment' and a 'Post' button. The sidebar also includes sections for 'AP Type' (Local and Grant), 'APSource' (VDS), and 'Pre-Approval Expense Summary'. At the bottom, there are buttons for 'Expense Report', 'Total Pay Me Amount' (0.00 USD), and 'Submit'.

29

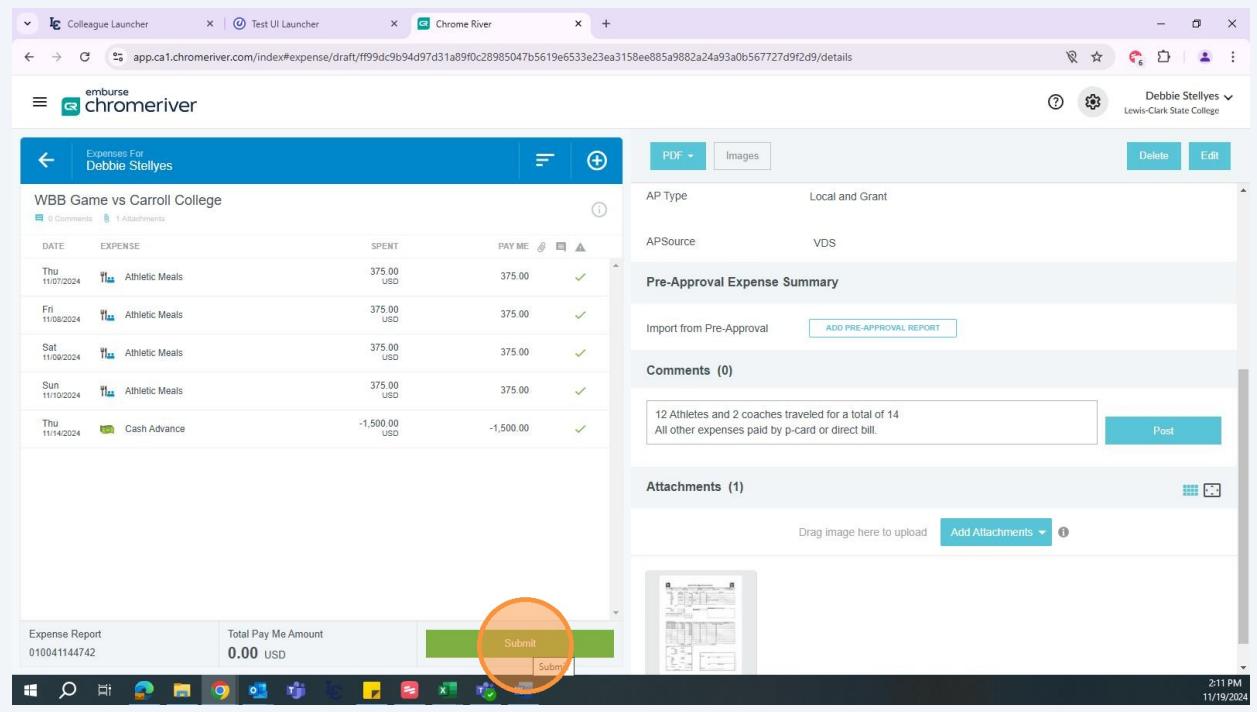
Click to add attachments such as a copy of the Athletic Team Travel report as well as all required receipts.



This screenshot shows the Chrome River expense report interface. The main content area displays a table of expenses for a 'WBB Game vs Carroll College' on various dates from November 7 to November 14, 2024. The expenses are for 'Athletic Meals' and a 'Cash Advance'. The total spent is \$375.00 and the total pay me amount is \$0.00 USD. The 'AP Type' is 'Local and Grant' and the 'APSource' is 'VDS'. Below the table, there is a 'Comments' section with a note about 12 athletes and 2 coaches traveling for a total of 14. The 'Attachments' section is empty, with a placeholder 'Drag image here to upload' and a 'Add Attachments' button. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock showing 2:10 PM on 11/19/2024.

30

Click "Submit."



This screenshot shows the same Chrome River expense report interface as the previous one, but with a key difference: the 'Attachments' section now contains a single attachment, represented by a thumbnail image of a document. The 'Add Attachments' button is still visible. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock showing 2:11 PM on 11/19/2024.

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.

Colleague Launcher | Test UI Launcher | Chrome River

app.ca1.chomeriver.com/index#expense/draft/ff99dc9b94d97d31a89f0c28985047b5619e6533e23ea3158ee885a9882a24a93a0b567727d9f2d9/details

Debbie Stellyes Lewis-Clark State College

emburse chromeriver

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 ✓

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 ✓

Report Owner Debbie Stellyes

Expense Report ID 010041144742

Business Purpose WBB Game vs Carroll College

Financial Summary

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

Expense Summary

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

Expense Report 010041144742 Total Pay Me Amount 0.00 USD Submit

2:11 PM 11/19/2024