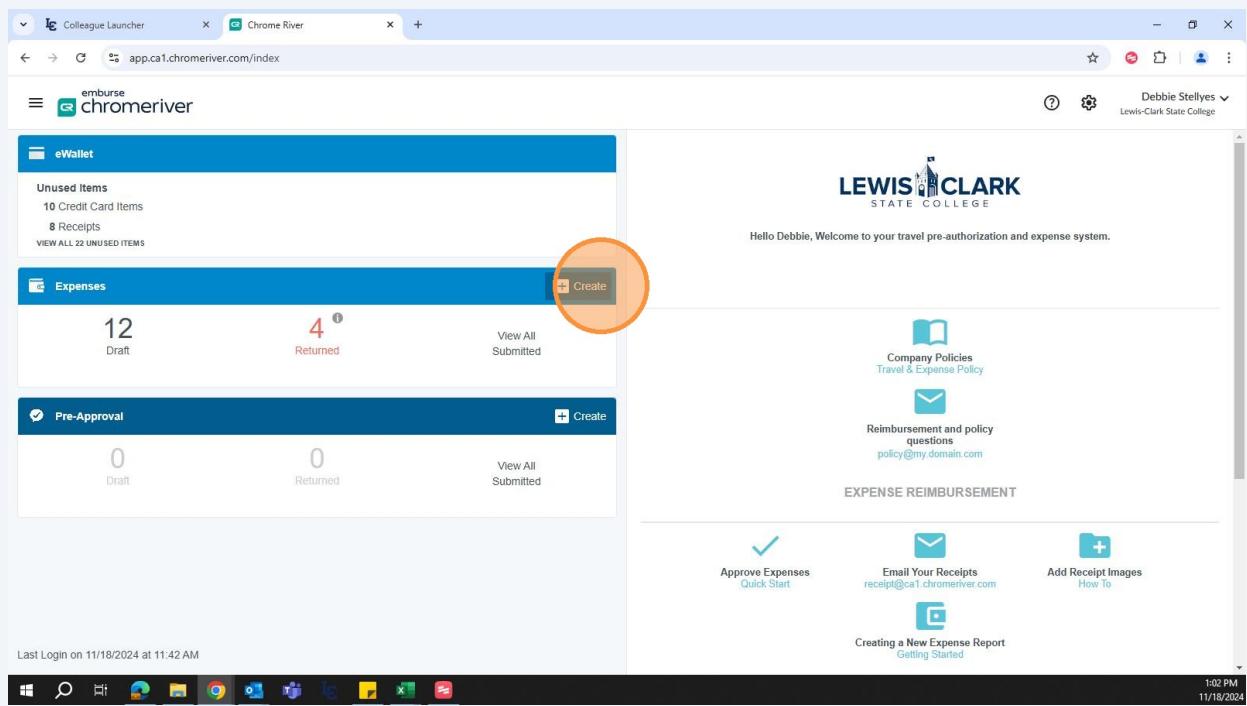


Athletic Team Travel Advance Request



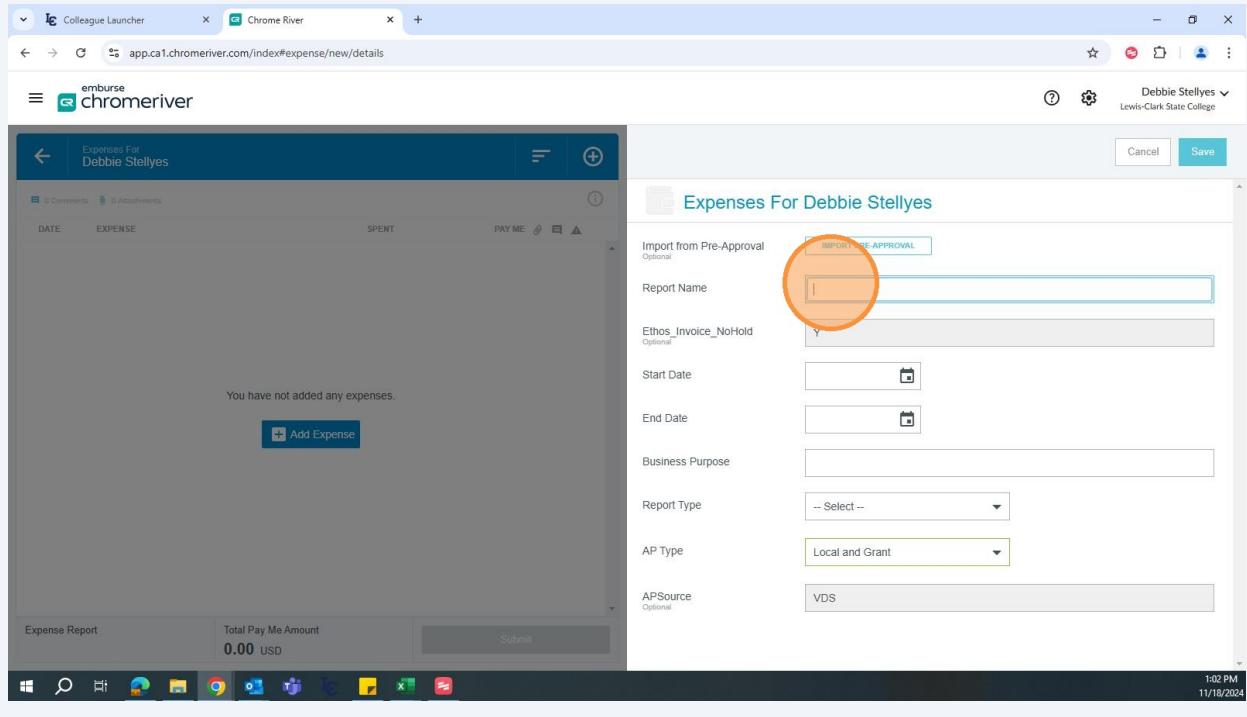
1 Great News!!!! Chrome River is now known as Emburse Enterprise.

2 Click Create to create a new request.

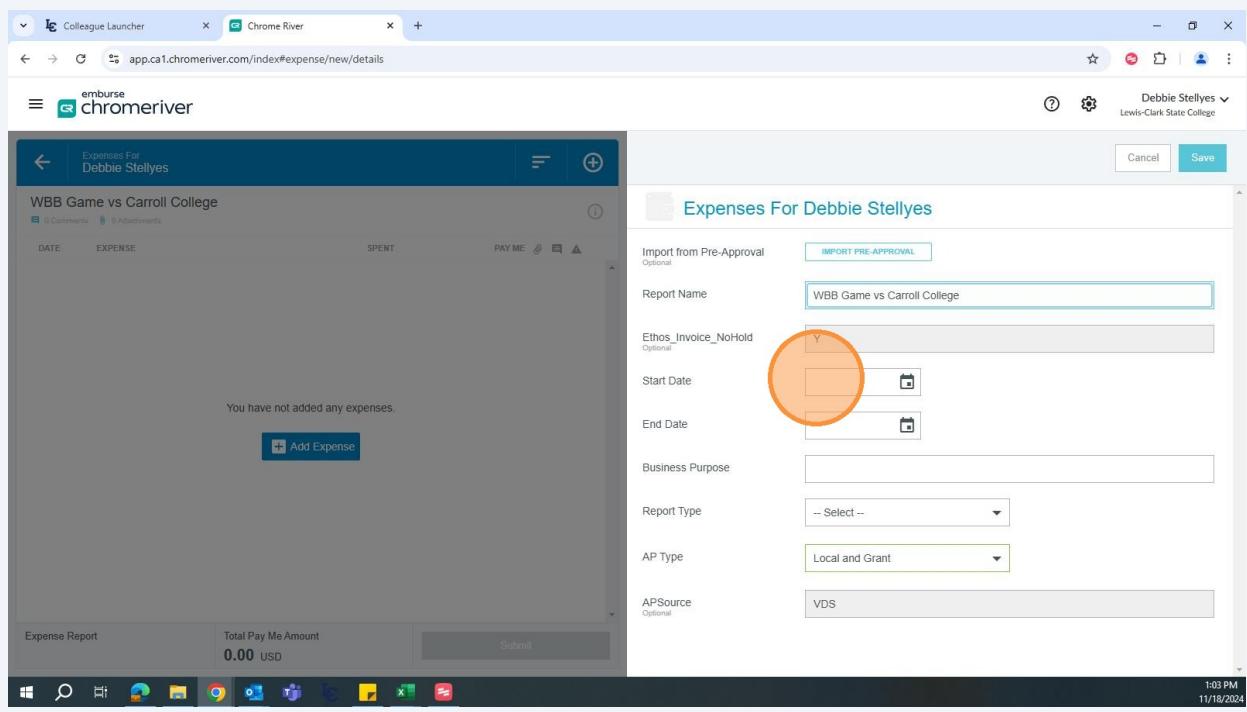


The screenshot shows the Emburse Enterprise web interface. The top navigation bar includes 'Colleague Launcher', 'Chrome River', and the URL 'app.ca1.chromeriver.com/index'. The main header 'emburse chromeriver' is displayed. On the left, there are three main sections: 'eWallet' (Unused Items: 10 Credit Card Items, 8 Receipts, View All 22 Unused Items), 'Expenses' (12 Draft, 4 Returned, View All Submitted), and 'Pre-Approval' (0 Draft, 0 Returned, View All Submitted). Each section has a '+ Create' button. The right side of the interface features the 'LEWIS & CLARK STATE COLLEGE' logo and a welcome message 'Hello Debbie, Welcome to your travel pre-authorization and expense system.' Below this are links for 'Company Policies' (Travel & Expense Policy), 'Reimbursement and policy questions' (policy@mydomain.com), and 'EXPENSE REIMBURSEMENT' with links for 'Approve Expenses' (Quick Start), 'Email Your Receipts' (receipt@ca1.chromeriver.com), 'Add Receipt Images' (How To), and 'Creating a New Expense Report' (Getting Started). The bottom of the screen shows the Windows taskbar with various icons and the system tray indicating the date and time: 'Last Login on 11/18/2024 at 11:42 AM', '1:02 PM', and '11/18/2024'.

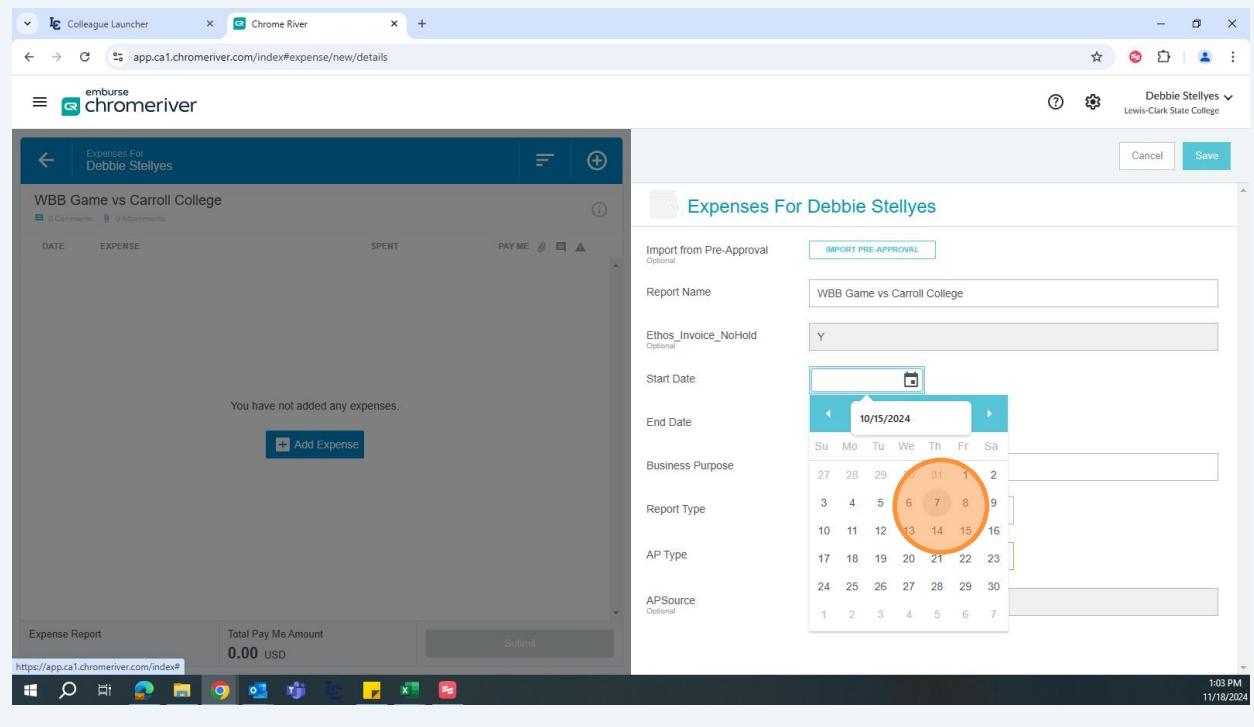
3 Enter the report name. It should include the sport as well as to where the team is traveling.



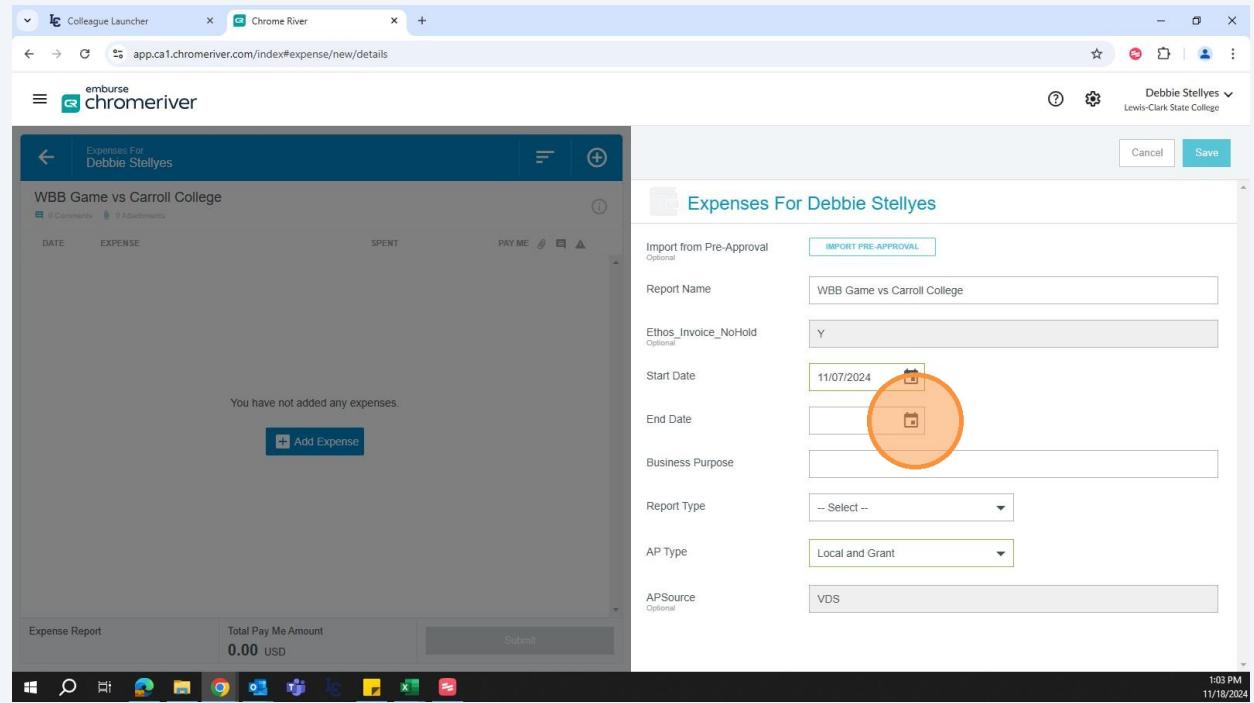
4 Enter the start date of the travel.



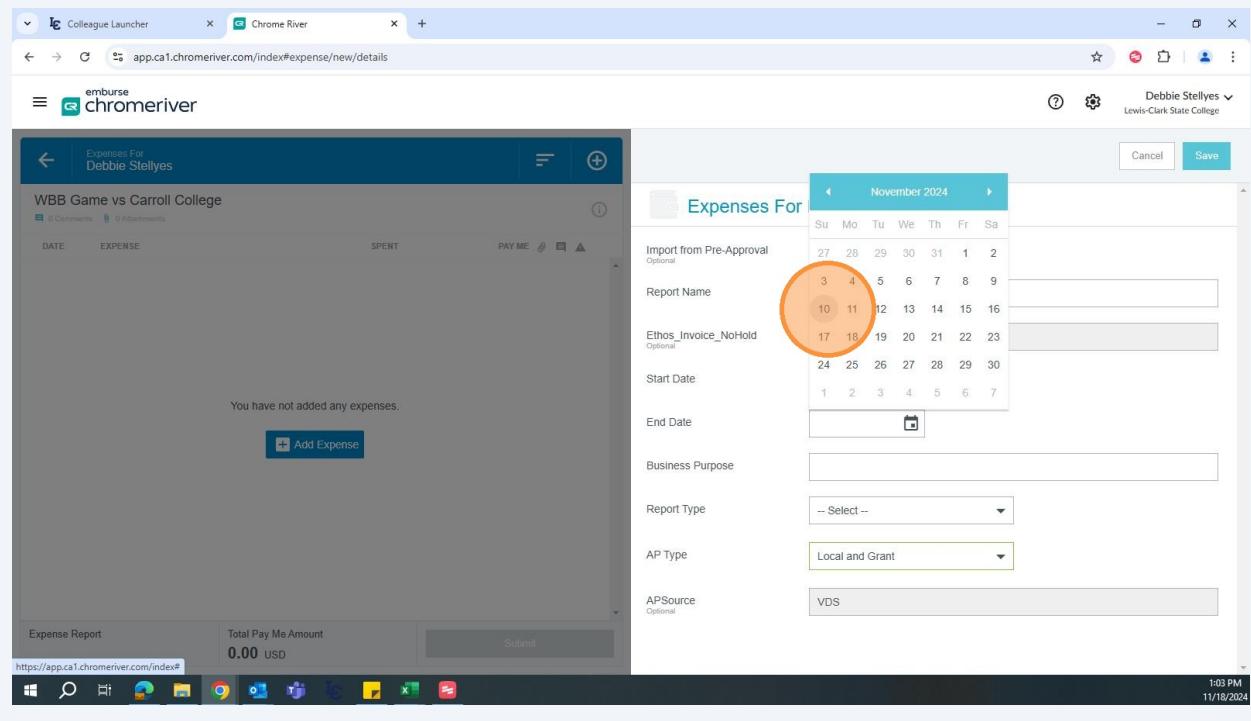
5 You can use the calendar to select start date.



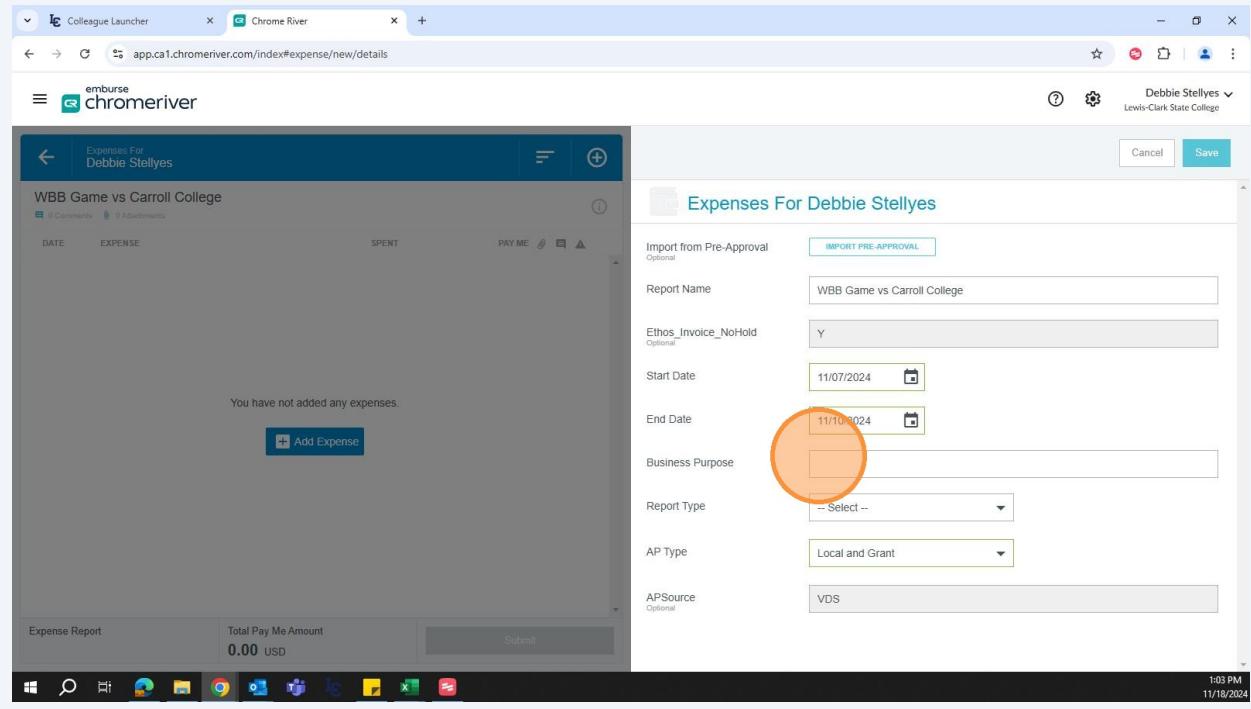
6 Enter the return date of the travel.



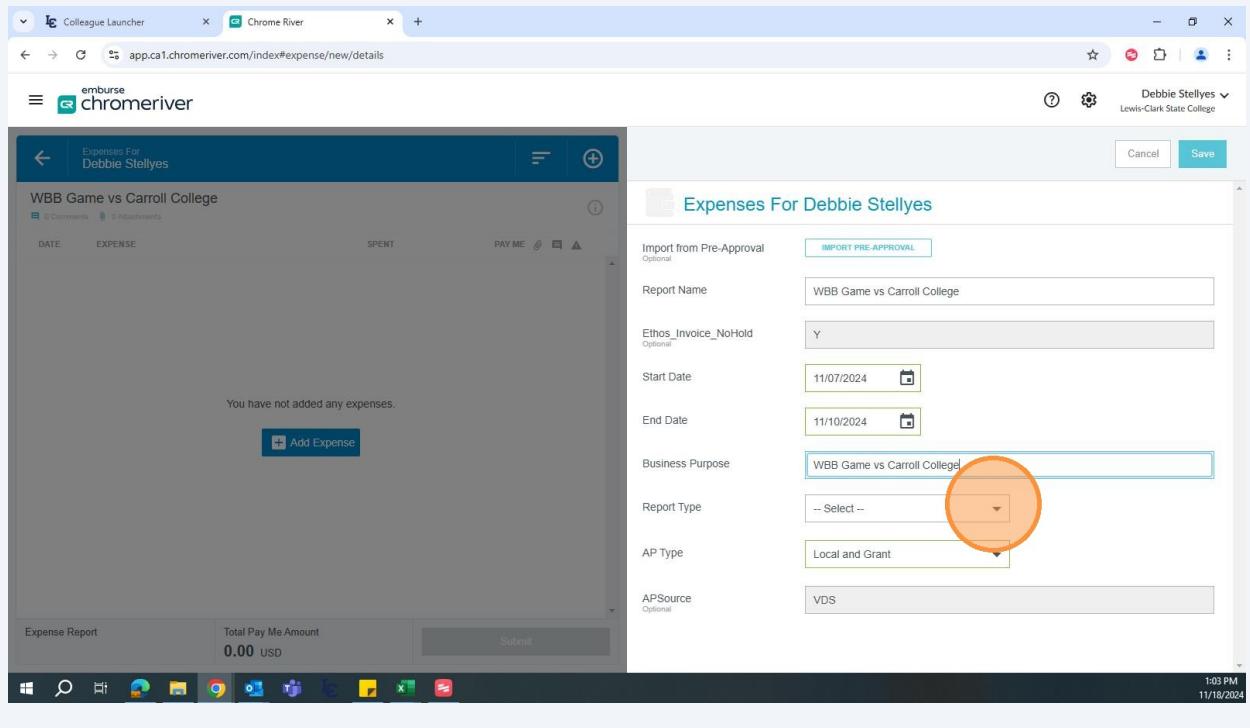
7 You can use the calendar to select end date.



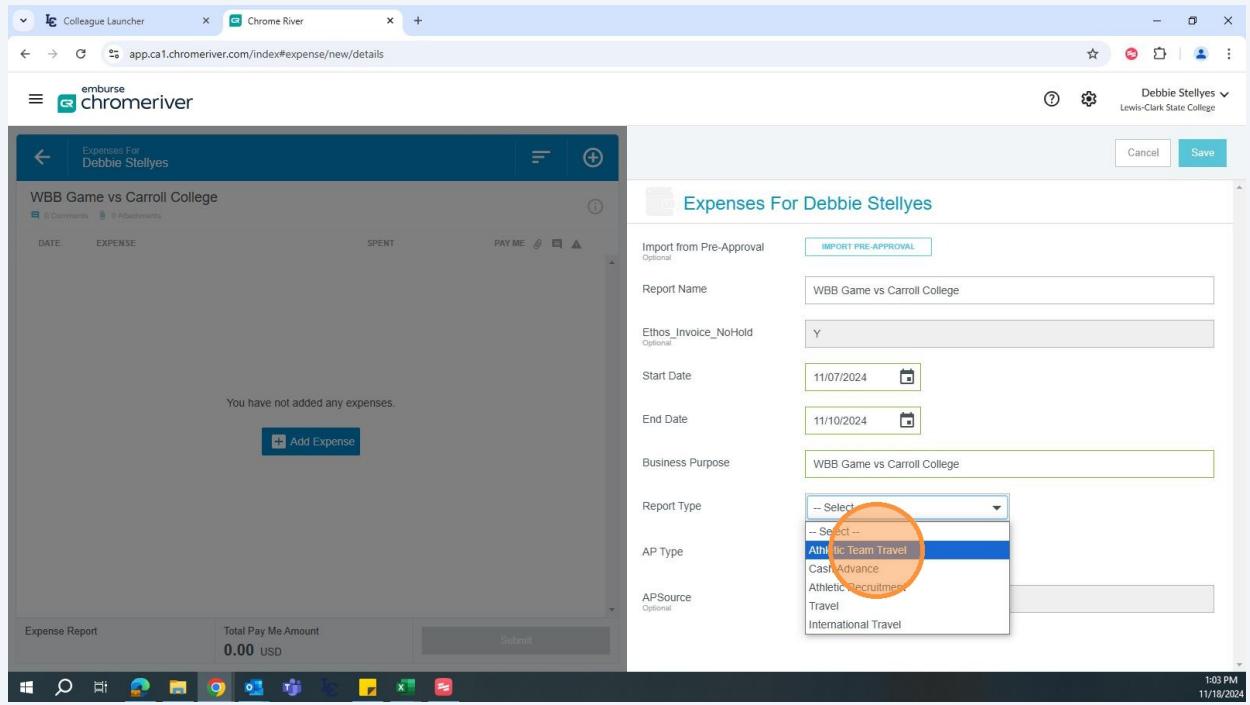
8 Enter the business purpose description.



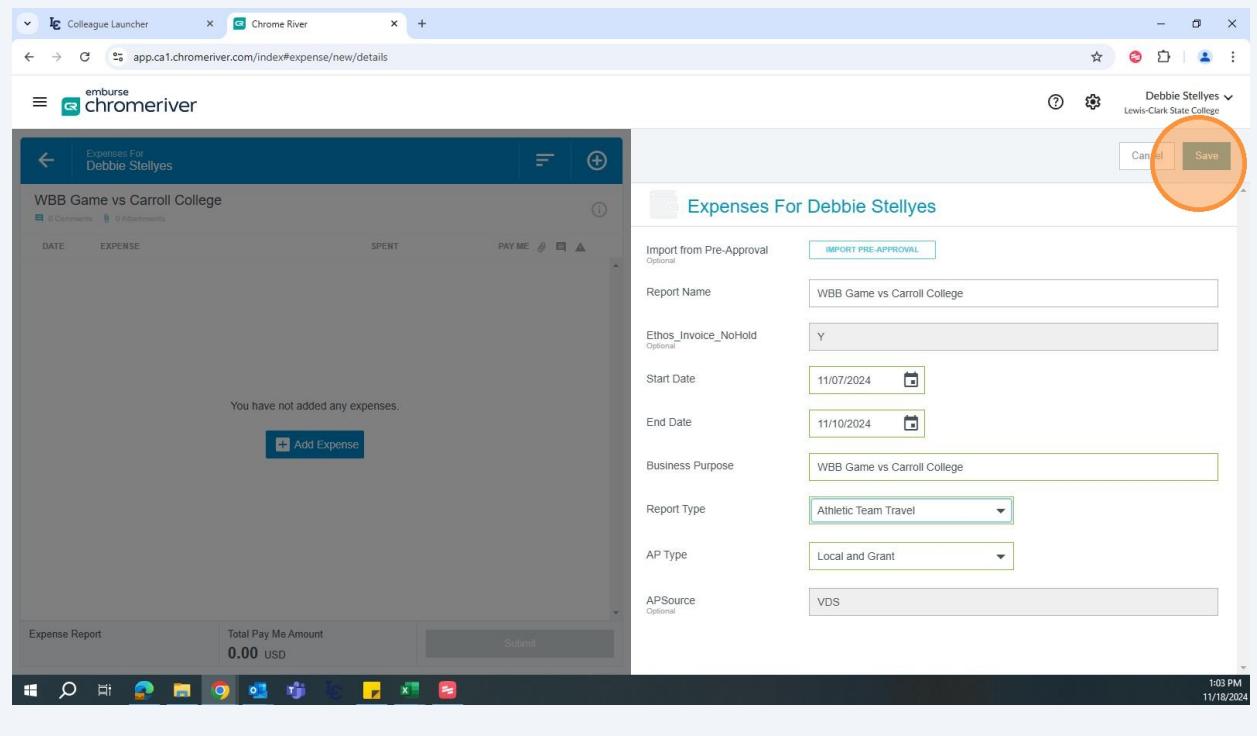
9 Use drop down on Report Type to select proper report.



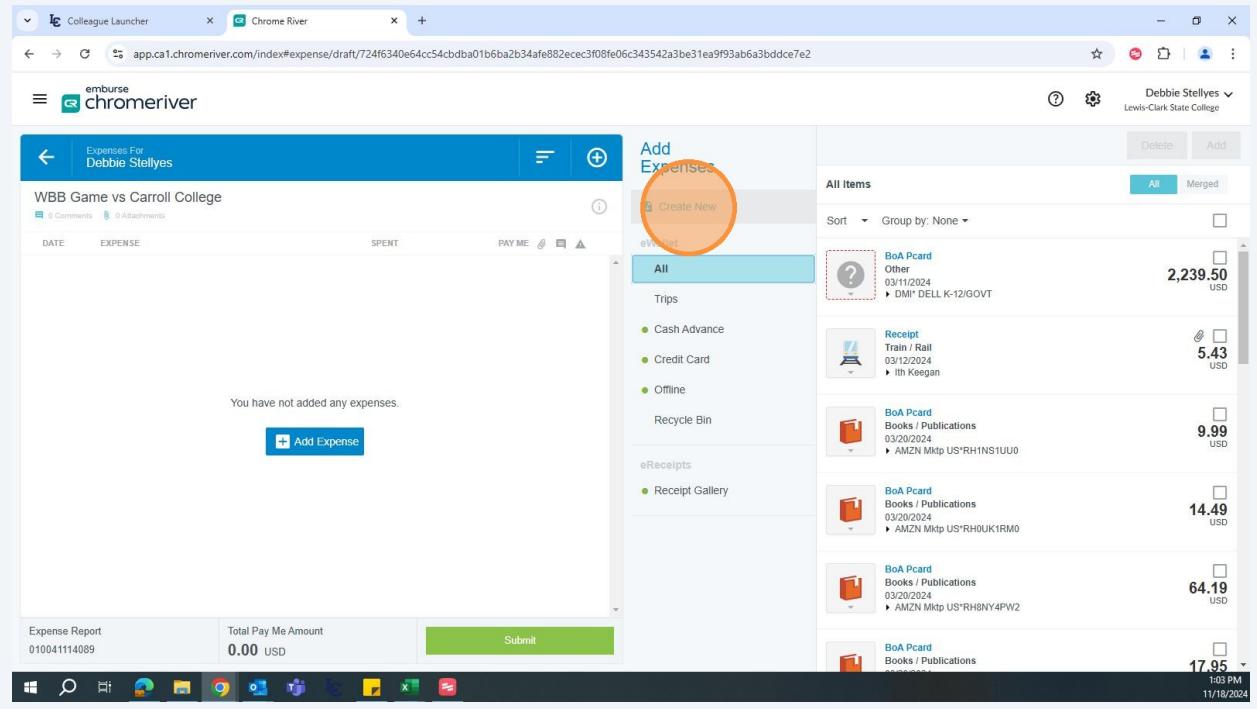
10 Click the drop down arrow and select Athletic Team Travel



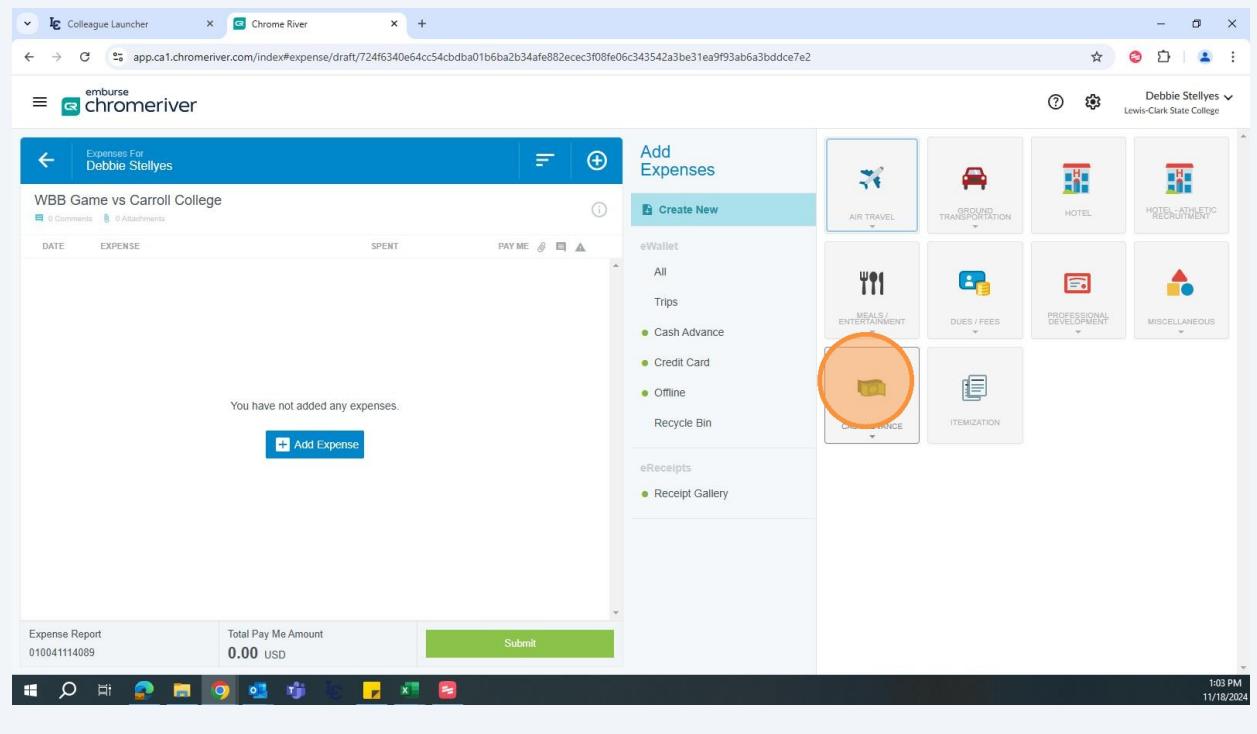
11 Hit Save.



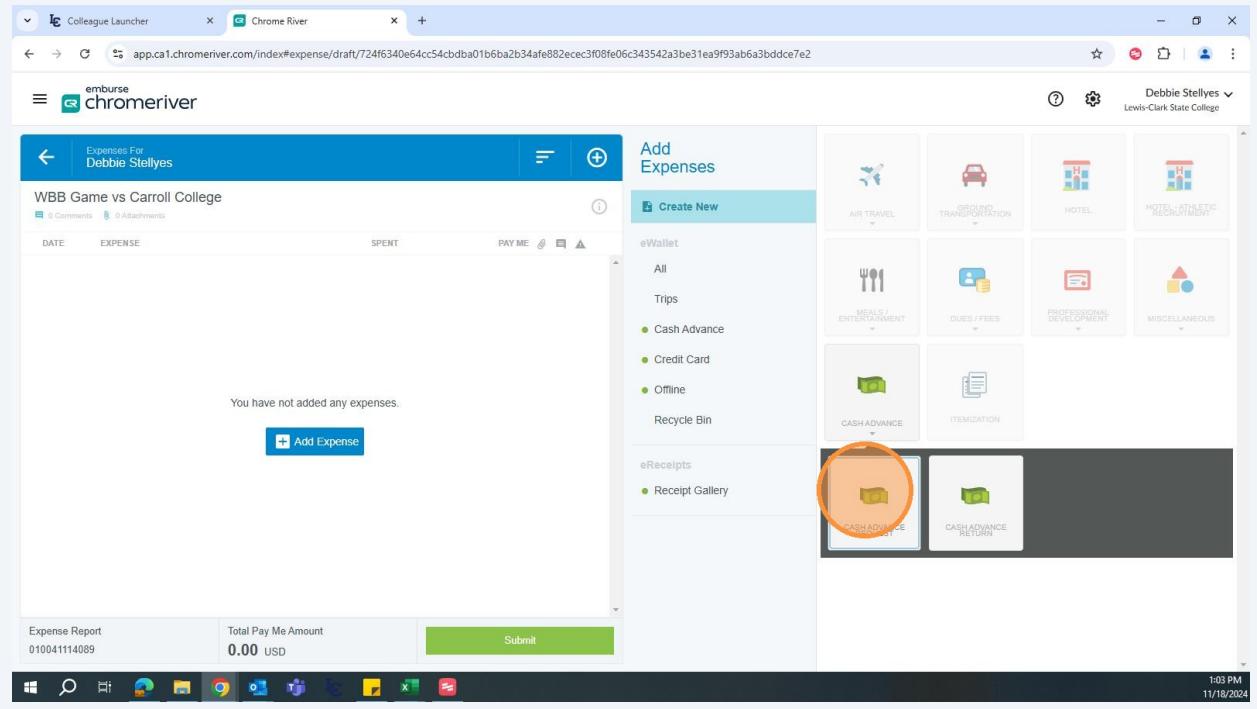
12 Click "Create New".



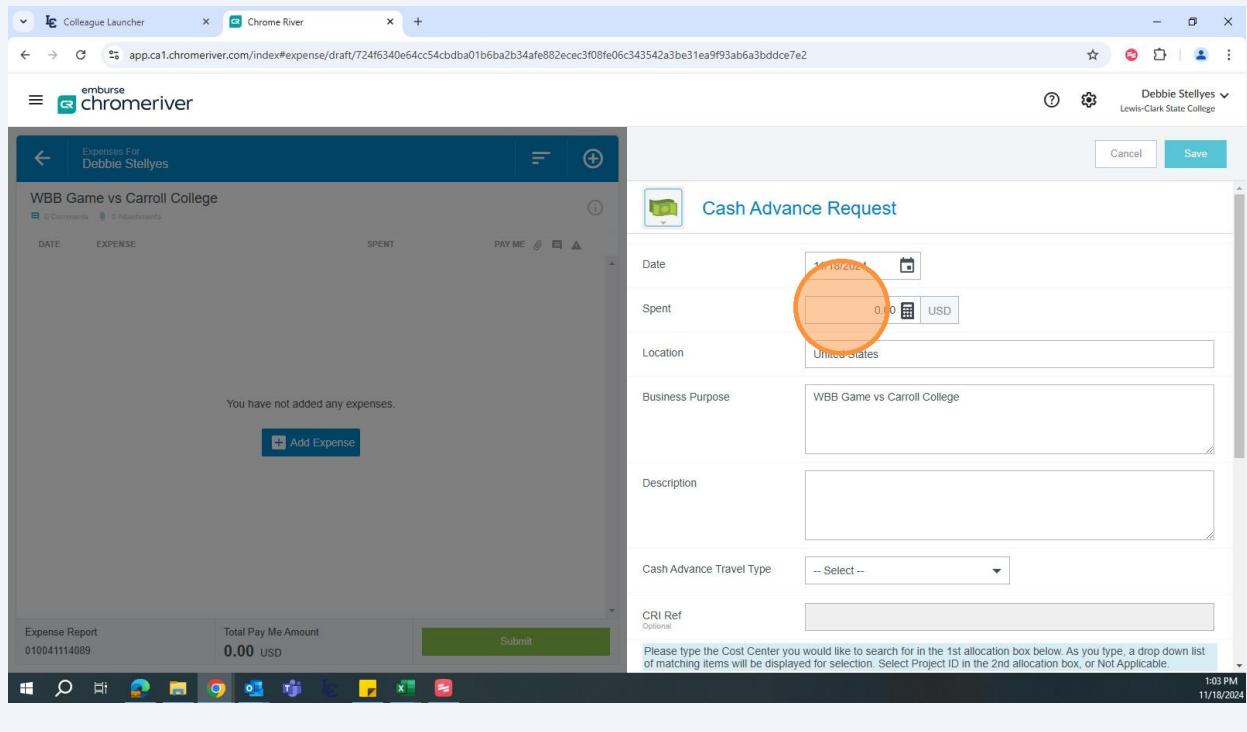
13 Click on the down arrow on the Cash Advance box.



14 Choose Cash Advance Request.



15 Enter the dollar amount of the cash advance request.



Colleague Launcher Chrome River

app.ca1.chromeriver.com/index#expense/draft/724f6340e64cc54cbdb01b6ba2b34afe882ecec3f08fe06c343542a3be31ea9f93ab6a3bddce7e2

emburse chromeriver

Debbie Stellyes Lewis-Clark State College

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Expense Report 010041114089 Total Pay Me Amount 0.00 USD Submit

Cash Advance Request

Date: 11/18/2024

Spent: 0.00 USD

Location: United States

Business Purpose: WBB Game vs Carroll College

Description: (empty)

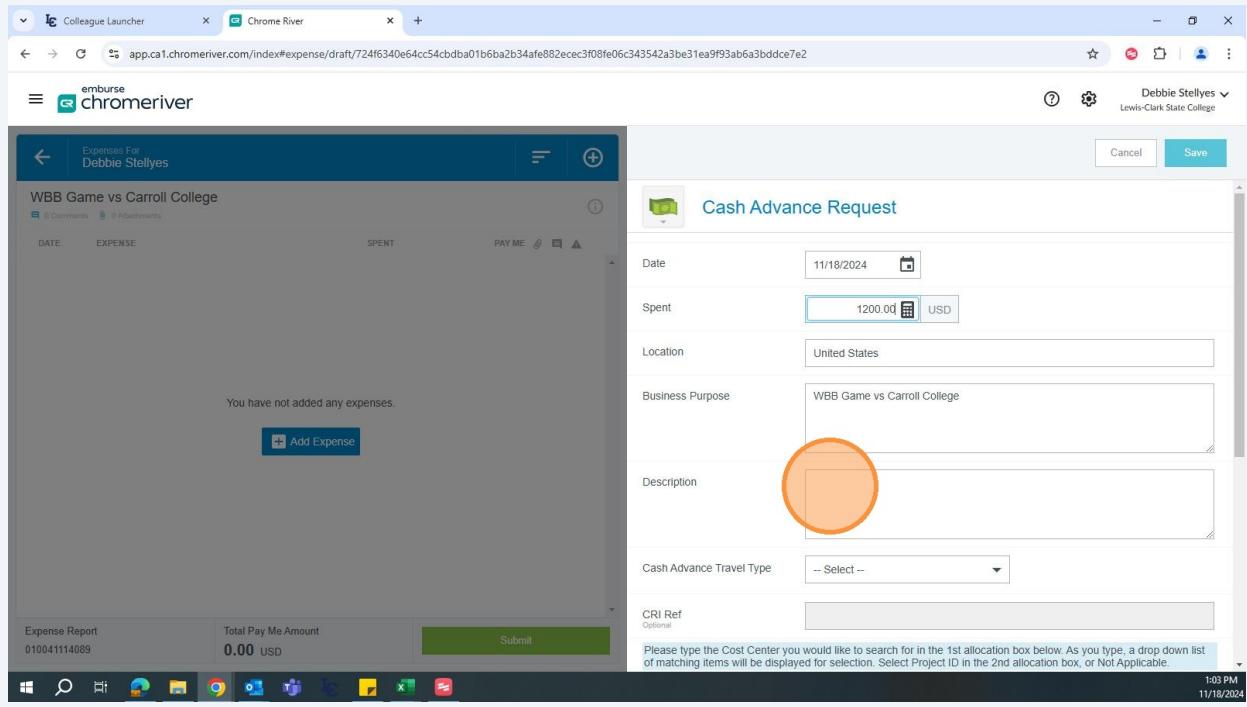
Cash Advance Travel Type: -- Select --

CRI Ref: (Optional)

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.

1:03 PM 11/18/2024

16 Enter a description.



Colleague Launcher Chrome River

app.ca1.chromeriver.com/index#expense/draft/724f6340e64cc54cbdb01b6ba2b34afe882ecec3f08fe06c343542a3be31ea9f93ab6a3bddce7e2

emburse chromeriver

Debbie Stellyes Lewis-Clark State College

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Expense Report 010041114089 Total Pay Me Amount 0.00 USD Submit

Cash Advance Request

Date: 11/18/2024

Spent: 1200.00 USD

Location: United States

Business Purpose: WBB Game vs Carroll College

Description: (empty)

Cash Advance Travel Type: -- Select --

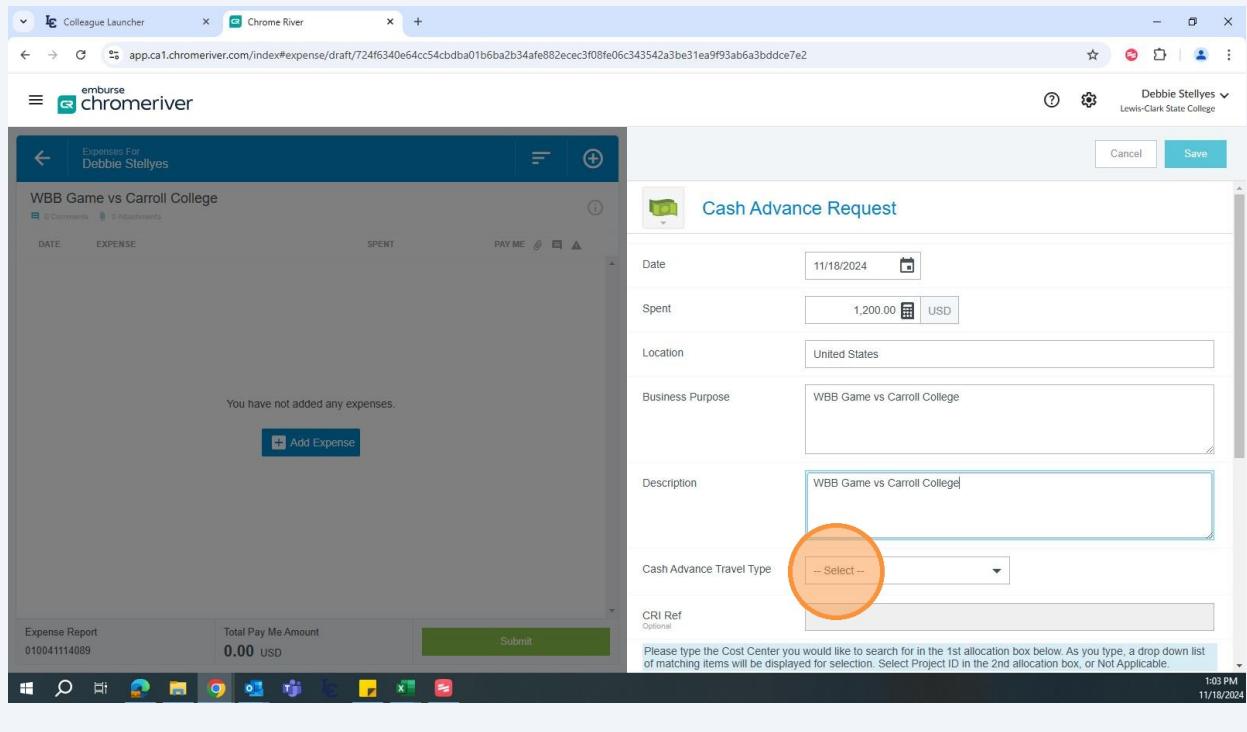
CRI Ref: (Optional)

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.

1:03 PM 11/18/2024

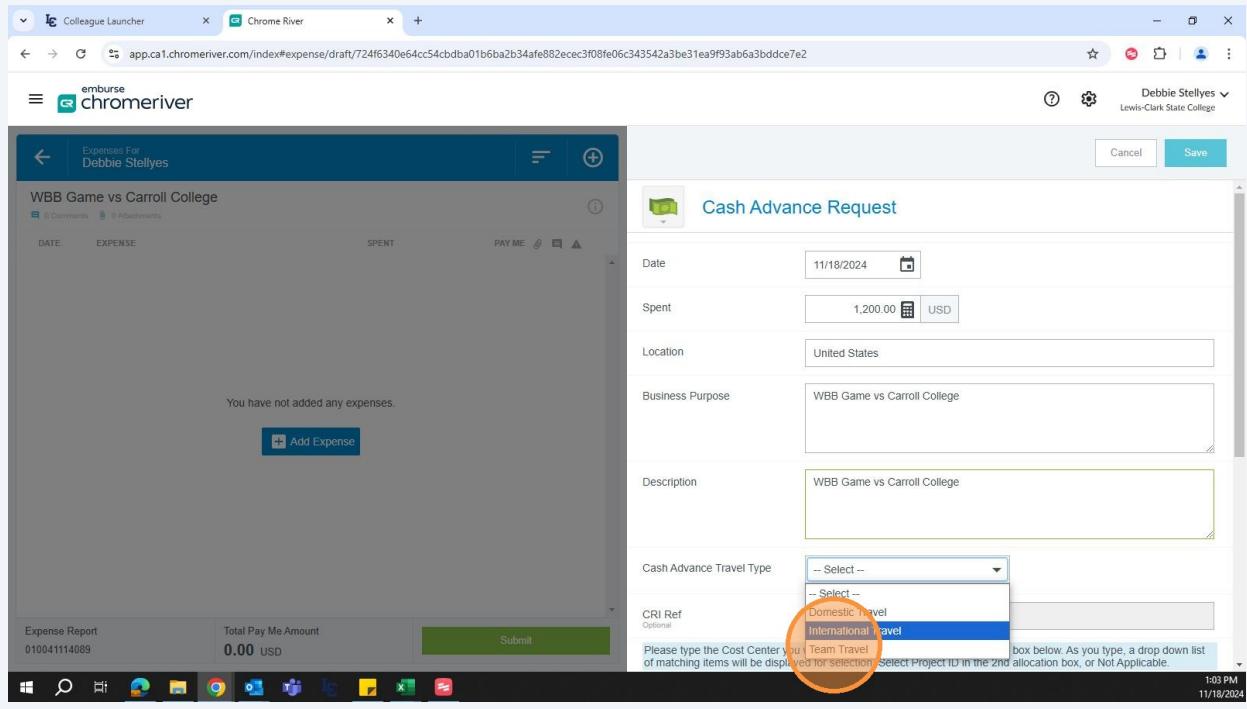
17

Click the down arrow on the Cash Advance Travel Type box.

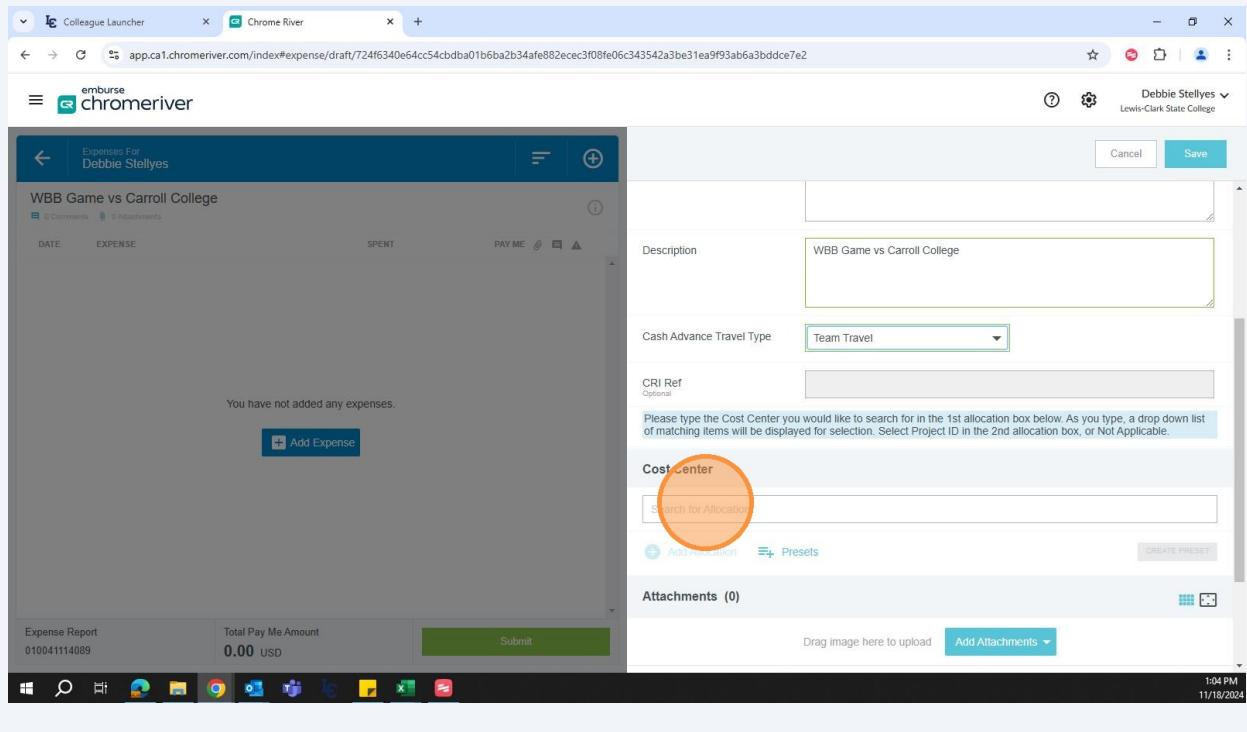


18

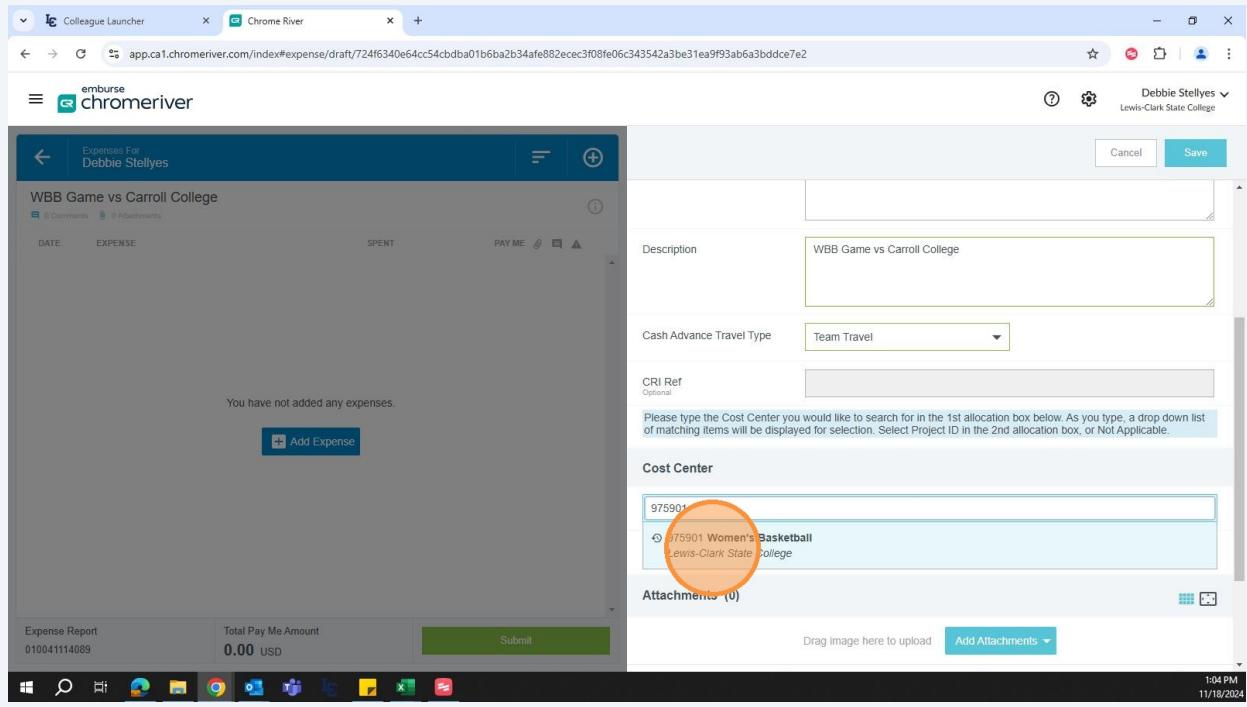
Choose Team Travel.



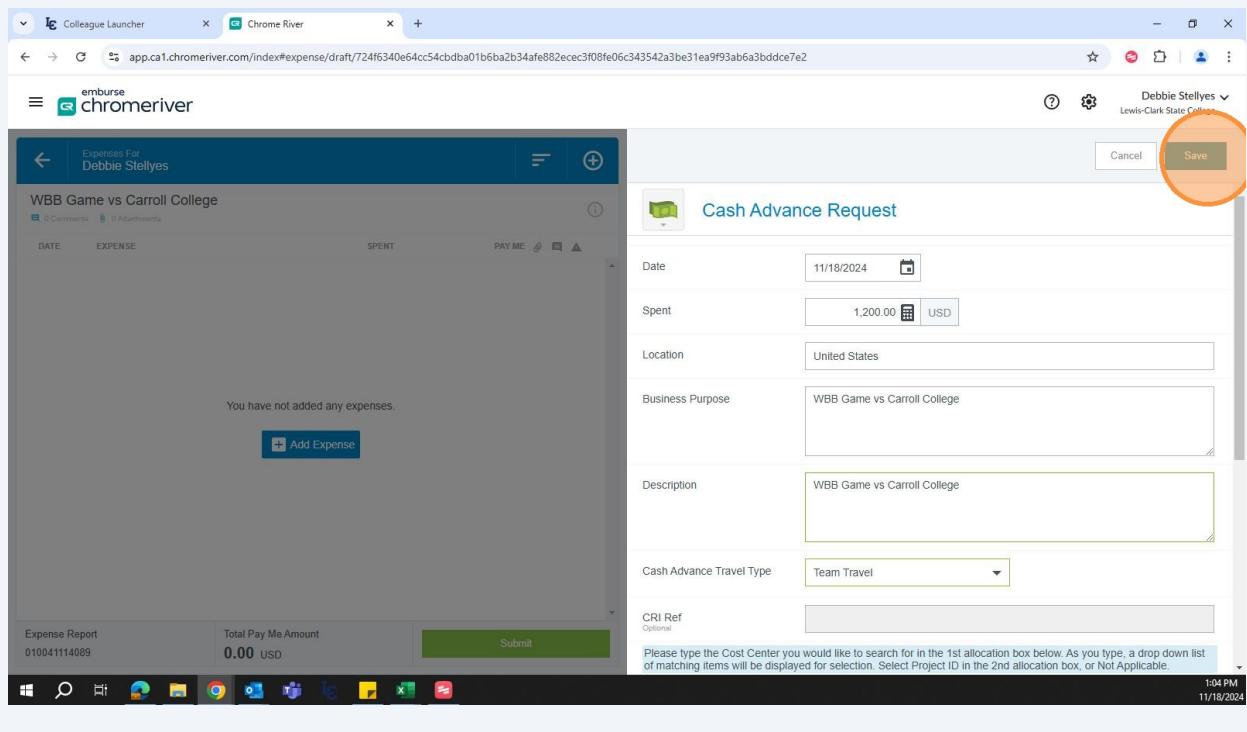
19 Start entering the appropriate cost center/cost centers.



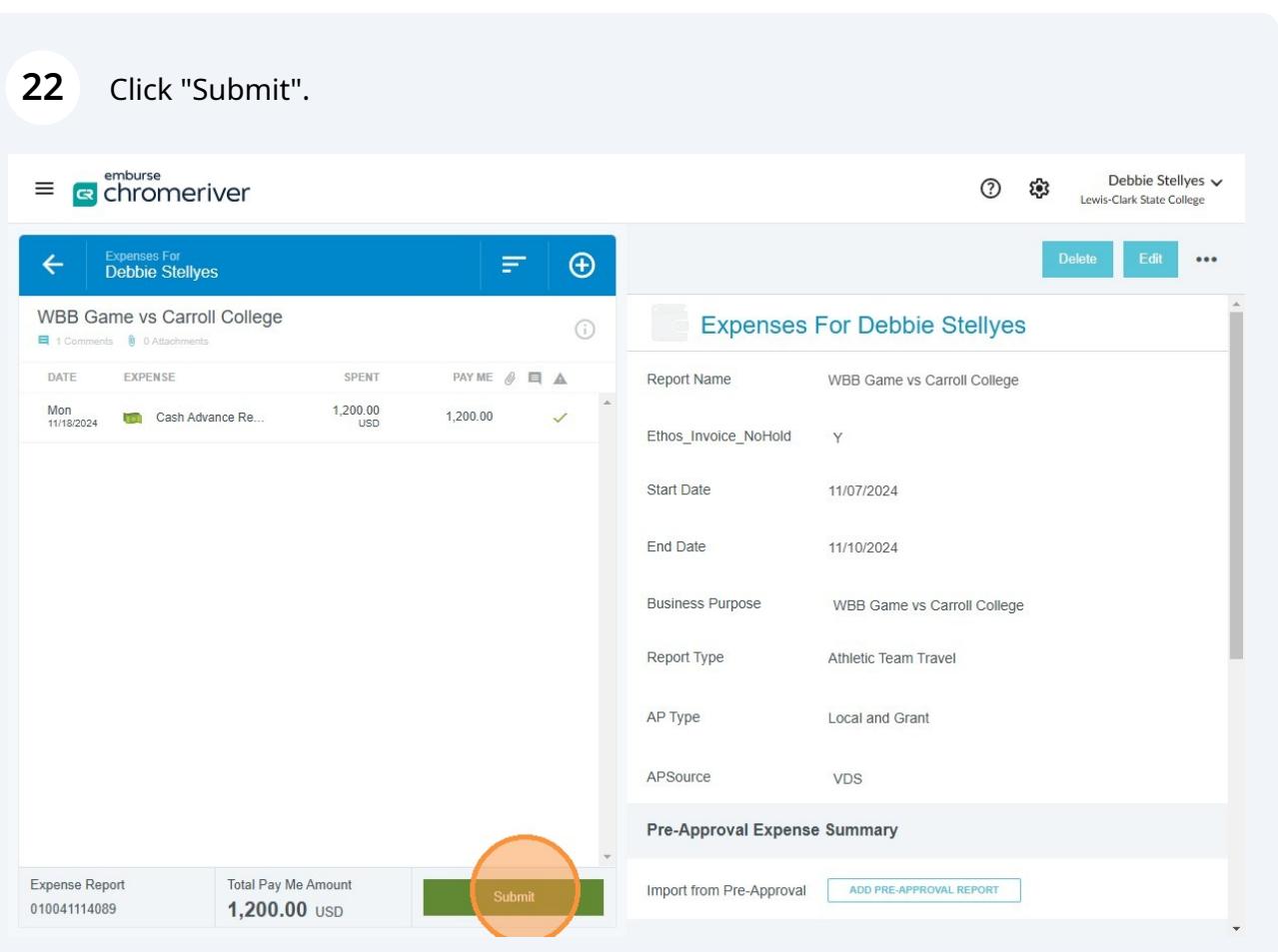
20 Click on the cost center the advance should be charged to.



21 Click "Save".



22 Click "Submit".



23

Verify everything is correct and click "Submit". If it is not, click cancel, make the appropriate changes and then submit.

The screenshot shows the Chromeriver expense reporting interface. On the left, a list of expenses for Debbie Stellyes is displayed, including a cash advance request for \$1,200.00. On the right, a 'Submit Confirmation' dialog box is open. The dialog contains a statement: 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' Below this are three buttons: 'Cancel', 'Pre-Approval' (disabled), and 'Submit'. The 'Submit' button is highlighted with an orange circle. Below the dialog, the expense report summary is shown again, including the total amount of \$1,200.00 and the 'Submit' button.

Expenses For Debbie Stellyes

WBB Game vs Carroll College

DATE EXPENSE SPENT PAY ME

Mon 11/18/2024 Cash Advance Re... 1,200.00 USD 1,200.00 ✓

Report Owner Debbie Stellyes

Expense Report ID 010041114089

Business Purpose WBB Game vs Carroll College

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,200.00	0.00
Amount Due Employee	1,200.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Cash Advance Request	1,200.00	0.00

Expense Report 010041114089 Total Pay Me Amount **1,200.00 USD** **Submit**

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.

Cancel Pre-Approval **Submit**

WBB Game vs Carroll College

Report Owner Debbie Stellyes

Expense Report ID 010041114089

Business Purpose WBB Game vs Carroll College

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,200.00	0.00
Amount Due Employee	1,200.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Cash Advance Request	1,200.00	0.00