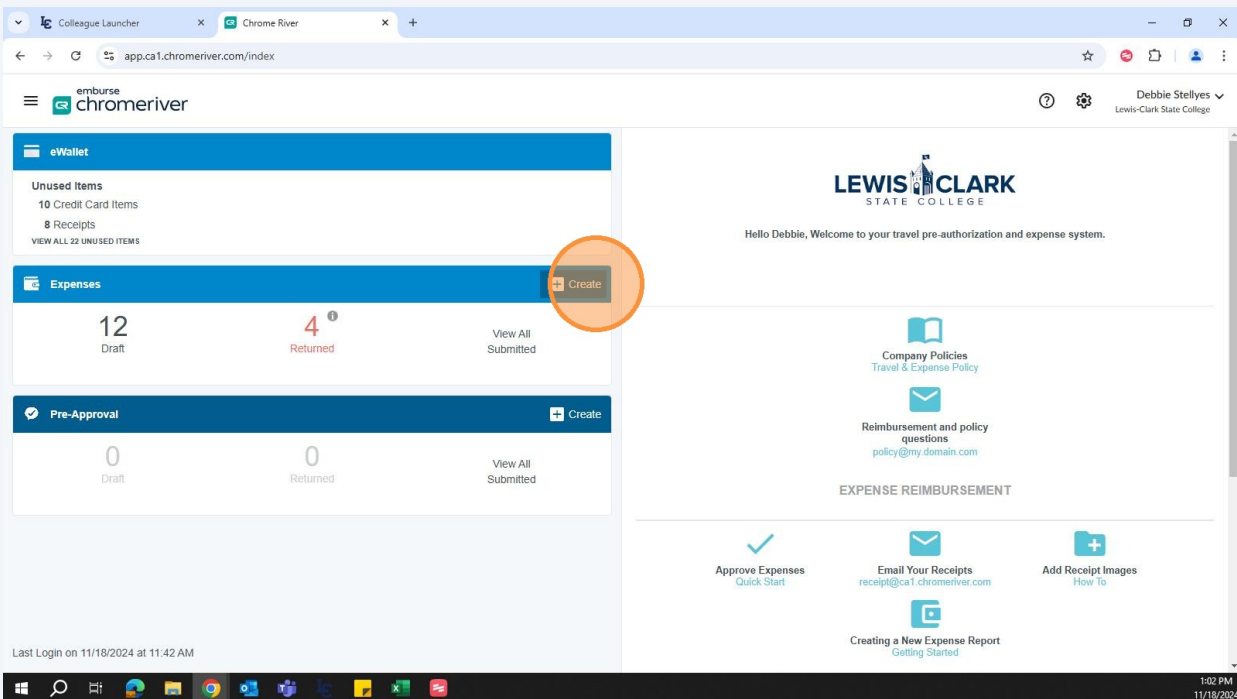


Athletic Team Travel Advance Request



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

2 Click Create to create a new request.



3

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

The screenshot shows the Chrome River web application interface. 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 the 'Expenses For Debbie Stellyes' form. It includes fields for 'Report Name' (highlighted with an orange circle), 'Ethos_Invoice_NoHold' (set to 'Y'), 'Start Date', 'End Date', 'Business Purpose', 'Report Type' (set to '-- Select --'), 'AP Type' (set to 'Local and Grant'), and 'APSource' (set to 'VDS'). There are 'Cancel' and 'Save' buttons at the top right of the form.

4

Enter the start date of the travel.

This screenshot shows the same Chrome River form as above, but with the 'Report Name' field filled with 'WBB Game vs Carroll College'. The 'Start Date' field is now highlighted with an orange circle. The 'Ethos_Invoice_NoHold' field remains 'Y'. The 'End Date' field is empty. The 'Business Purpose', 'Report Type', 'AP Type', and 'APSource' fields are unchanged. The 'Cancel' and 'Save' buttons are still present at the top right.

5 You can use the calendar to select start date.

emburse chrome river

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

https://app.ca1.chromeriver.com/index#

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 10/15/2024

End Date

Business Purpose

Report Type

AP Type

APSource Optional

1:03 PM 11/18/2024

6 Enter the return date of the travel.

emburse chrome river

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

https://app.ca1.chromeriver.com/index#

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

Business Purpose

Report Type -- Select --

AP Type Local and Grant

APSource Optional VDS

1:03 PM 11/18/2024

7 You can use the calendar to select end date.

The screenshot shows the 'emburse chrome river' application. On the left, a sidebar displays 'Expenses For Debbie Stellyes' and a table with columns: DATE, EXPENSE, SPENT, and PAY ME. The main area shows a form titled 'Expenses For' with the following fields:

- Import from Pre-Approval (Optional)
- Report Name
- Ethos_Invoice_NoHold (Optional)
- Start Date
- End Date (highlighted with an orange circle, with a calendar overlay for November 2024)
- Business Purpose
- Report Type (Dropdown: -- Select --)
- AP Type (Dropdown: Local and Grant)
- APSource (Optional: VDS)

The calendar overlay for November 2024 shows dates from 27 to 30. The 'End Date' field is highlighted with an orange circle, and the calendar is open, showing the date 10/11/24 selected.

8 Enter the business purpose description.

The screenshot shows the 'emburse chrome river' application. On the left, a sidebar displays 'Expenses For Debbie Stellyes' and a table with columns: DATE, EXPENSE, SPENT, and PAY ME. The main area shows a form titled 'Expenses For Debbie Stellyes' with the following fields:

- Import from Pre-Approval (Optional)
- Report Name: WBB Game vs Carroll College
- Ethos_Invoice_NoHold (Optional): Y
- Start Date: 11/07/2024
- End Date: 11/10/2024
- Business Purpose (highlighted with an orange circle)
- Report Type (Dropdown: -- Select --)
- AP Type (Dropdown: Local and Grant)
- APSource (Optional: VDS)

The 'Business Purpose' field is highlighted with an orange circle, indicating where the user should enter the business purpose description.

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

The screenshot shows the 'emburse chrome river' 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 with the following fields:

- 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
- Report Type: -- Select -- (highlighted with an orange circle)
- AP Type: Local and Grant
- APSource: VDS

Buttons for 'Cancel' and 'Save' are at the top right. The bottom status bar shows '1:03 PM 11/18/2024'.

10 Click the drop down arrow and select Athletic Team Travel

This screenshot is similar to the previous one, but the 'Report Type' dropdown menu is open, showing a list of options. An orange circle highlights the 'Athletic Team Travel' option, which is currently selected. The other options in the dropdown are: -- Select --, Cash Advance, Athletic Recruitment, Travel, and International Travel.

The rest of the form and interface elements remain the same as in the previous screenshot.

11 Hit Save.

The screenshot shows the Chrome River interface for Debbie Stellyes. The left pane displays a message: "You have not added any expenses." with an "Add Expense" button. The right pane shows the "Expenses For Debbie Stellyes" form with the following fields:

- 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
- Report Type: Athletic Team Travel
- AP Type: Local and Grant
- APSource: VDS

The "Save" button in the top right corner is circled in orange.

12 Click "Create New".

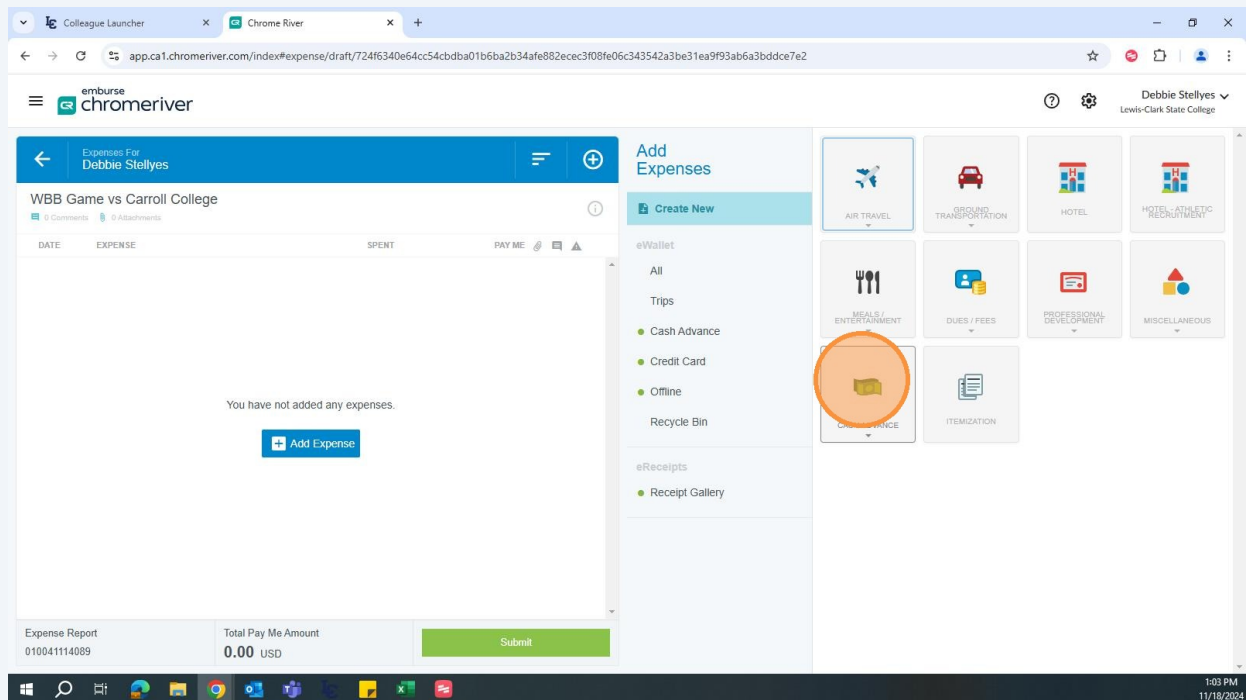
The screenshot shows the Chrome River interface with the "Add Expenses" sidebar open. The "Create New" button is circled in orange. The sidebar lists the following options:

- All
- Trips
- Cash Advance
- Credit Card
- Offline
- Recycle Bin
- Receipts
- Receipt Gallery

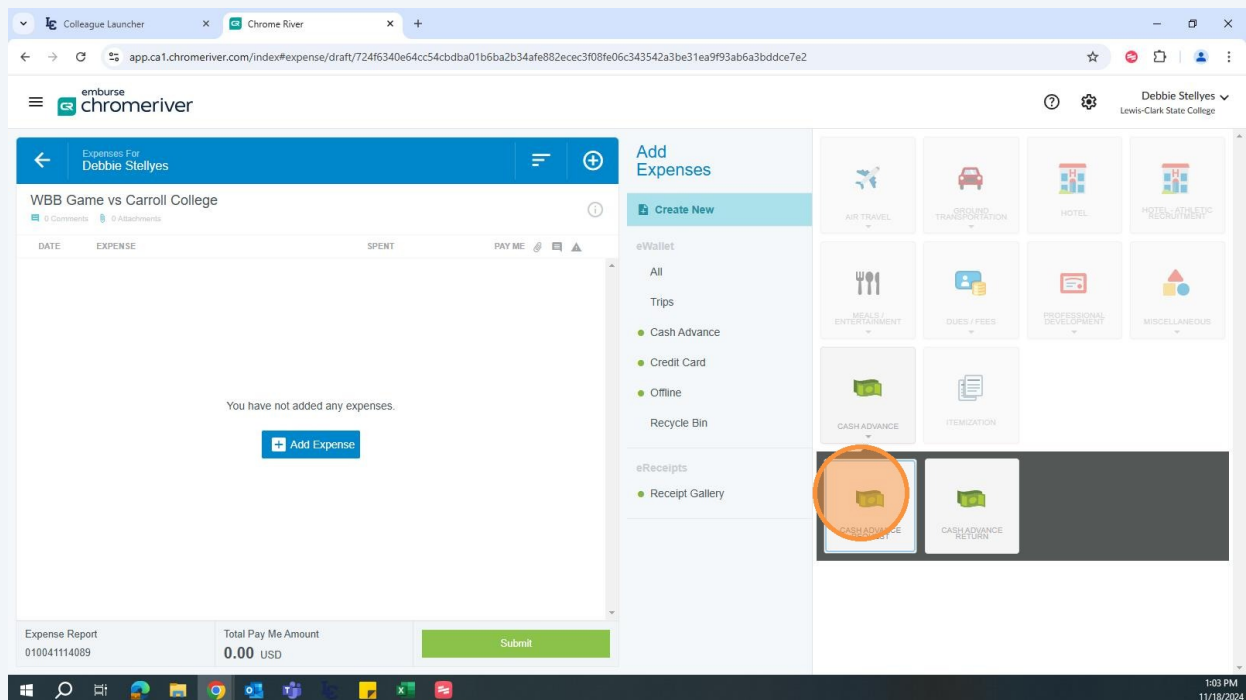
The main pane displays a list of items with the following details:

Item	Amount
BoA Pcard Other 03/11/2024 DM* DELL K-12/GOVT	2,239.50 USD
Receipt Train / Rail 03/12/2024 1th Keegan	5.43 USD
BoA Pcard Books / Publications 03/20/2024 AMZN Mktp US*RH1NS1UU0	9.99 USD
BoA Pcard Books / Publications 03/20/2024 AMZN Mktp US*RH0UK1RM0	14.49 USD
BoA Pcard Books / Publications 03/20/2024 AMZN Mktp US*RH8NY4PW2	64.19 USD
BoA Pcard Books / Publications	17.95 USD

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.

The screenshot shows the Chrome River 'Cash Advance Request' form. The 'Spent' field is highlighted with an orange circle and contains the value '0.00'. The form includes fields for Date (11/18/2024), Location (United States), Business Purpose (WBB Game vs Carroll College), Description, Cash Advance Travel Type (dropdown), and CRI Ref (Optional). The left sidebar shows the 'Expenses For Debbie Stellyes' section with a table header (DATE, EXPENSE, SPENT, PAY ME) and a message 'You have not added any expenses.' with an 'Add Expense' button. The bottom status bar shows 'Expense Report 010041114089' and 'Total Pay Me Amount 0.00 USD'.

16 Enter a description.

The screenshot shows the Chrome River 'Cash Advance Request' form. The 'Description' field is highlighted with an orange circle. The form includes fields for Date (11/18/2024), Spent (1200.00), Location (United States), Business Purpose (WBB Game vs Carroll College), Description, Cash Advance Travel Type (dropdown), and CRI Ref (Optional). The left sidebar shows the 'Expenses For Debbie Stellyes' section with a table header (DATE, EXPENSE, SPENT, PAY ME) and a message 'You have not added any expenses.' with an 'Add Expense' button. The bottom status bar shows 'Expense Report 010041114089' and 'Total Pay Me Amount 0.00 USD'.

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

The screenshot shows the Chrome River 'Cash Advance Request' form. The form is titled 'Cash Advance Request' and includes fields for Date, Spent, Location, Business Purpose, Description, Cash Advance Travel Type, and CRI Ref. The 'Cash Advance Travel Type' dropdown menu is highlighted with an orange circle, showing a down arrow. The form is for a 'WBB Game vs Carroll College' and has a 'Total Pay Me Amount' of 0.00 USD. The user is logged in as Debbie Stellyes at Lewis-Clark State College.

18 Choose Team Travel.

The screenshot shows the Chrome River 'Cash Advance Request' form. The 'Cash Advance Travel Type' dropdown menu is highlighted with an orange circle, showing the 'Team Travel' option selected. The form is for a 'WBB Game vs Carroll College' and has a 'Total Pay Me Amount' of 0.00 USD. The user is logged in as Debbie Stellyes at Lewis-Clark State College.

19

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Expenses For Debbie Stellyes

WBB Game vs Carroll College

0 Comments 0 Attachments

DATEEXPENSESPENTPAY ME

You have not added any expenses.

Add Expense

Expense Report010041114089Total Pay Me Amount0.00 USDSubmit

Debbie StellyesLewis-Clark State College

CancelSave

DescriptionWBB Game vs Carroll College

Cash Advance Travel TypeTeam Travel

CRI RefOptional

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

Add AllocationPresetsCREATE PRESET

Attachments (0)

Drag image here to uploadAdd Attachments

20

The screenshot displays the Chrome River interface for adding an expense. The left sidebar shows the user's profile 'Debbie Stellyes' and a table with columns 'DATE', 'EXPENSE', and 'SPENT'. A message states 'You have not added any expenses.' with an 'Add Expense' button. The main area shows the 'Add Expense' form with the following details:

- Description:** WBB Game vs Carroll College
- Cash Advance Travel Type:** Team Travel
- Cost Center:** 975901 Women's Basketball (highlighted with a red circle)

The bottom status bar shows the 'Expense Report' number 010041114089, a 'Total Pay Me Amount' of 0.00 USD, and a 'Submit' button.

21 Click "Save".

The screenshot shows the Chrome River interface for a 'Cash Advance Request'. The left sidebar shows the user's profile 'Debbie Stellyes' and a list of expenses. The main area contains the 'Cash Advance Request' form with fields for Date (11/18/2024), Spent (1,200.00 USD), Location (United States), Business Purpose (WBB Game vs Carroll College), Description (WBB Game vs Carroll College), Cash Advance Travel Type (Team Travel), and CRI Ref. The 'Save' button is circled in orange.

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Debbie Stellyes
Lewis-Clark State College

Cancel Save

Cash Advance Request

Date 11/18/2024

Spent 1,200.00 USD

Location United States

Business Purpose WBB Game vs Carroll College

Description WBB Game vs Carroll College

Cash Advance Travel Type Team Travel

CRI Ref

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.

Expense Report 010041114089 Total Pay Me Amount 0.00 USD Submit

22 Click "Submit".

The screenshot shows the Chrome River interface for 'Expenses For Debbie Stellyes'. The left sidebar shows the user's profile 'Debbie Stellyes' and a list of expenses. The main area contains the 'Expenses For Debbie Stellyes' page with a table of expenses. The 'Submit' button is circled in orange.

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Debbie Stellyes
Lewis-Clark State College

Delete Edit ...

Expenses For Debbie Stellyes

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

Report Type Athletic Team Travel

AP Type Local and Grant

APSource VDS

Pre-Approval Expense Summary

Import from Pre-Approval ADD PRE-APPROVAL REPORT

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

23

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

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?

⚙

Debbie Stellyes ▾
Lewis-Clark State College

←

Expenses For
Debbie Stellyes

≡

+

WBB Game vs Carroll College

1 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Mon 11/18/2024	Cash Advance Re...	1,200.00 USD	1,200.00	✓

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