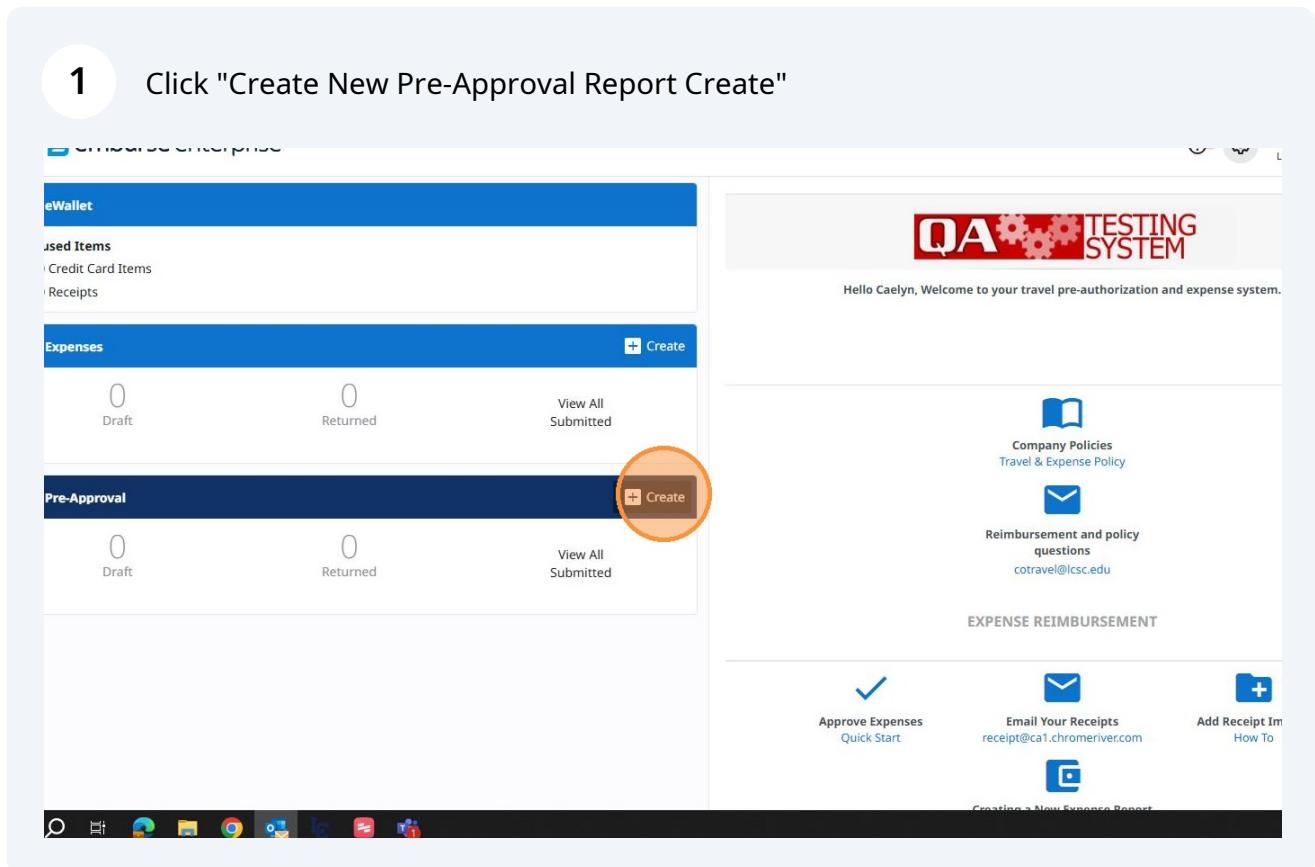


Athletic Recruitment Pre-Approval

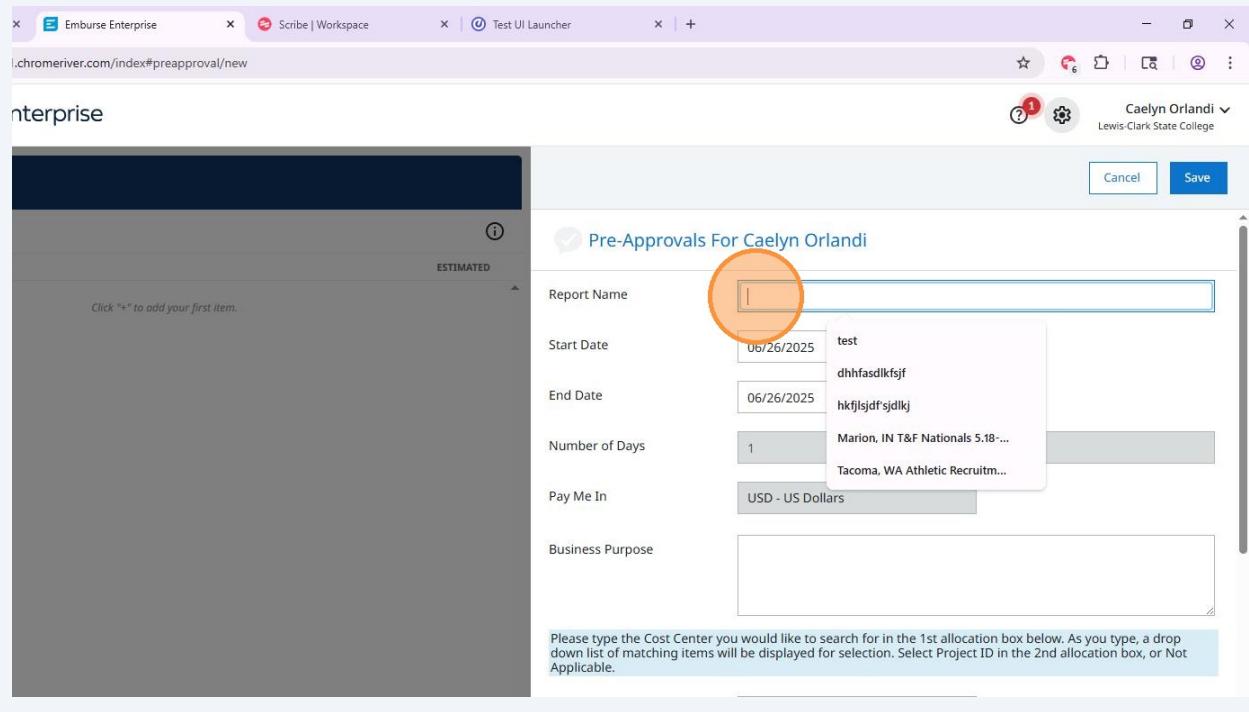


1 Click "Create New Pre-Approval Report Create"



The screenshot shows the Chrome River eWallet interface. On the left, there are sections for 'eWallet' (Used Items: Credit Card Items, Receipts), 'Expenses' (0 Draft, 0 Returned, View All Submitted, + Create), and 'Pre-Approval' (0 Draft, 0 Returned, View All Submitted, + Create). The 'Pre-Approval' section is circled in orange. On the right, there is a 'QA TESTING SYSTEM' welcome message, links for 'Company Policies' and 'Reimbursement and policy questions', and sections for 'EXPENSE REIMBURSEMENT' (Approve Expenses, Email Your Receipts, Add Receipt), and 'Creating a New Expense Report'.

2 Click "Report Name" and enter a description regarding the travel.



Pre-Approvals For Caelyn Orlandi

Report Name:

Start Date: 06/26/2025

End Date: 06/26/2025

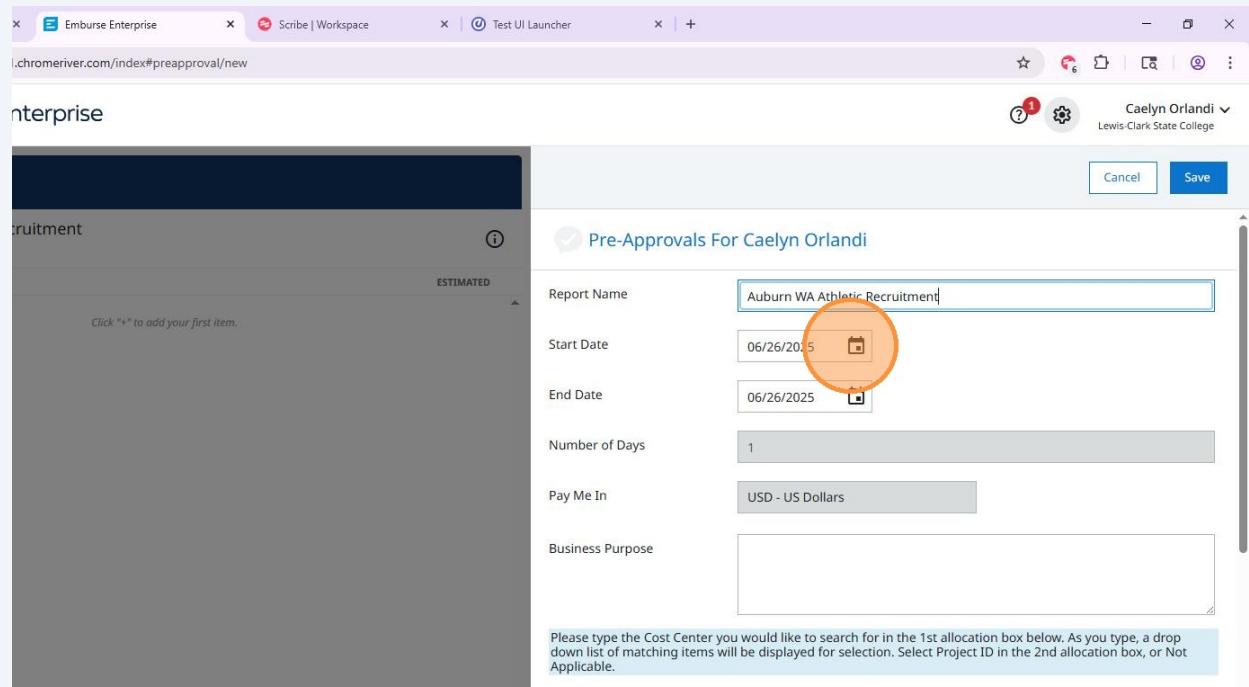
Number of Days: 1

Pay Me In: USD - US Dollars

Business Purpose:

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.

3 Click on the calendar to choose the start date of the travel.



Pre-Approvals For Caelyn Orlandi

Report Name: Auburn WA Athletic Recruitment

Start Date: 06/26/2025

End Date: 06/26/2025

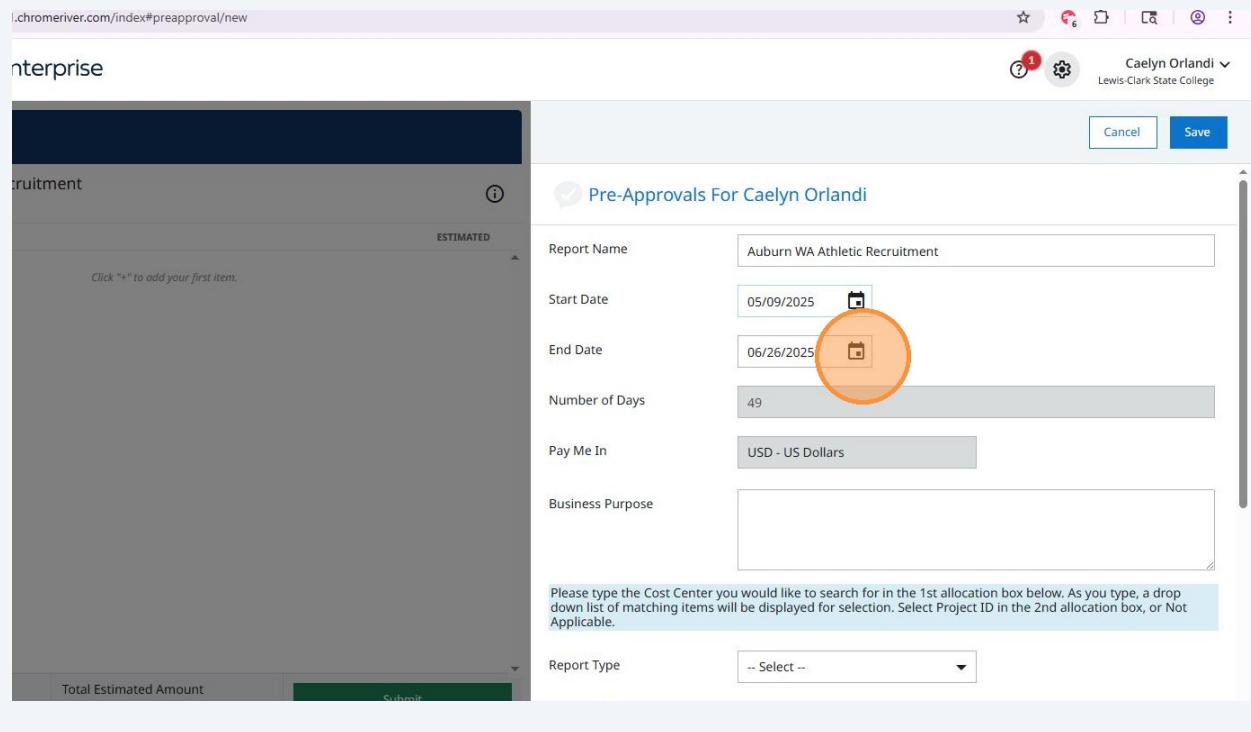
Number of Days: 1

Pay Me In: USD - US Dollars

Business Purpose:

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.

4 Click the calendar to pick the end date of the travel.

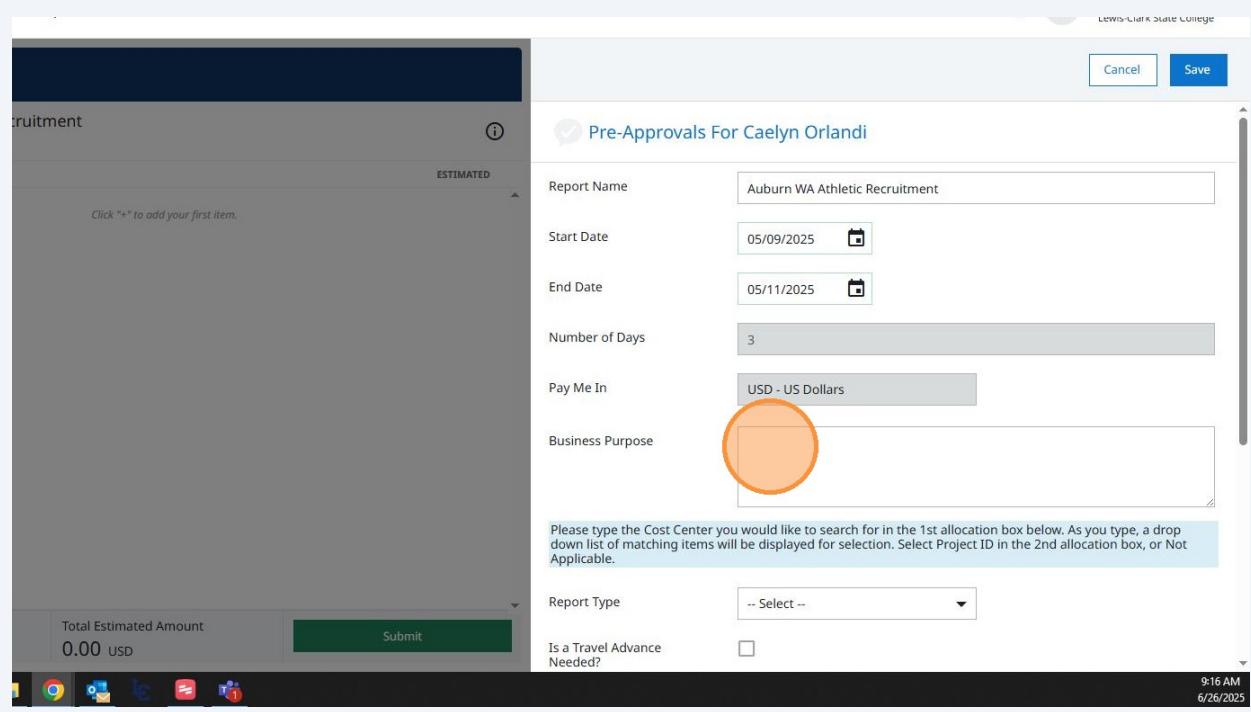


Pre-Approvals For Caelyn Orlandi

Report Name	Auburn WA Athletic Recruitment
Start Date	05/09/2025
End Date	06/26/2025
Number of Days	49
Pay Me In	USD - US Dollars
Business Purpose	
Report Type	-- Select --

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.

5 Click "Business Purpose" and enter a description for the travel.



Pre-Approvals For Caelyn Orlandi

Report Name	Auburn WA Athletic Recruitment
Start Date	05/09/2025
End Date	05/11/2025
Number of Days	3
Pay Me In	USD - US Dollars
Business Purpose	
Report Type	-- Select --

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.

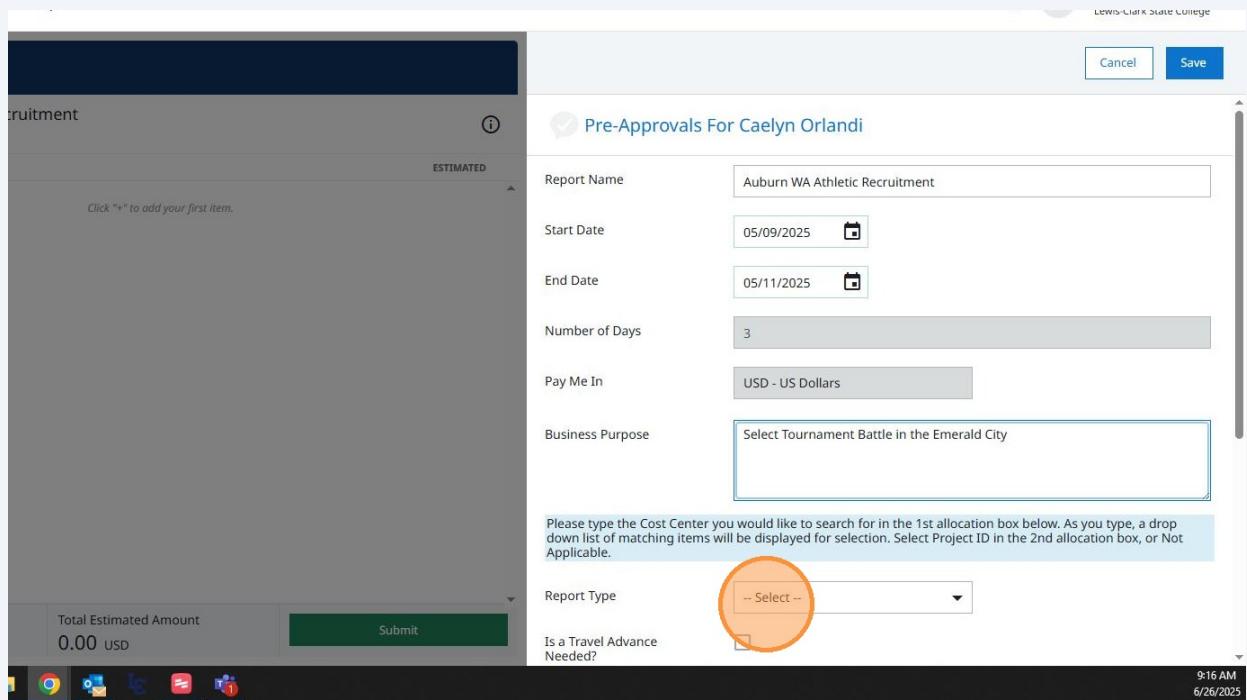
Total Estimated Amount
0.00 USD

Submit

Is a Travel Advance Needed?

9:16 AM
6/26/2025

6 Click the drop down arrow to select the correct report type.



Report Name: Auburn WA Athletic Recruitment

Start Date: 05/09/2025

End Date: 05/11/2025

Number of Days: 3

Pay Me In: USD - US Dollars

Business Purpose: Select Tournament Battle in the Emerald City

Report Type: -- Select --

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.

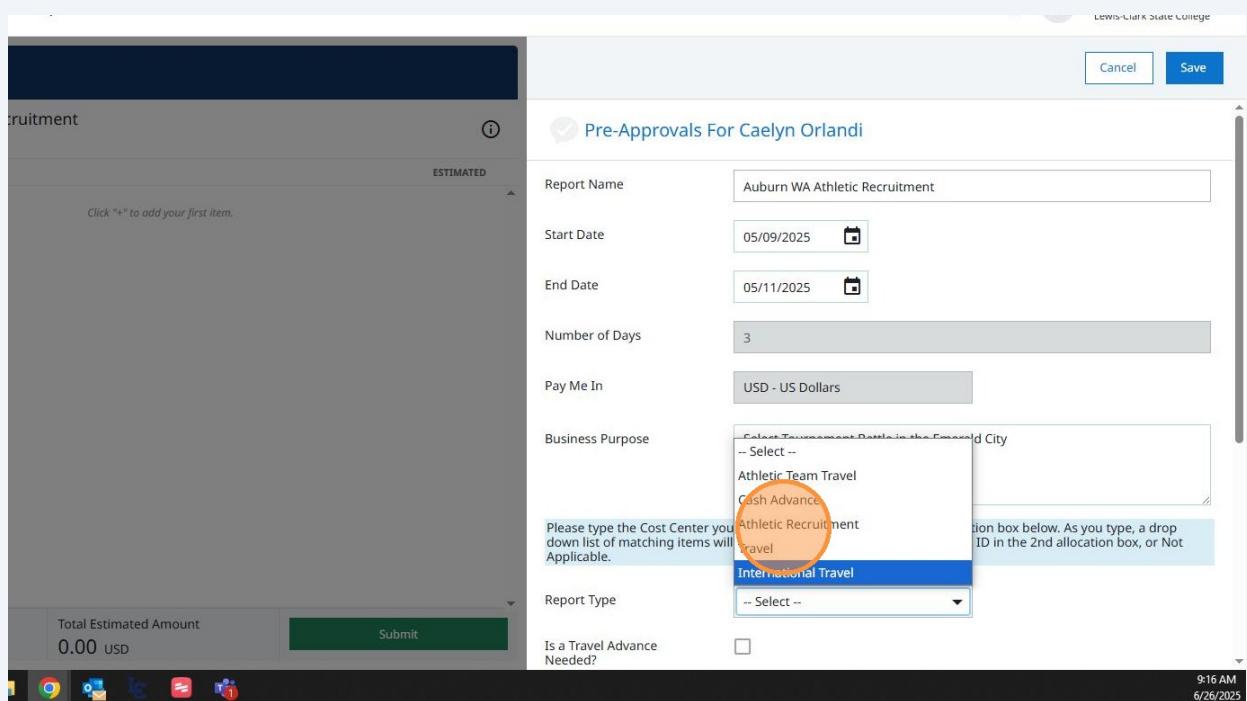
Is a Travel Advance Needed?

Total Estimated Amount: 0.00 USD

Submit

9:16 AM 6/26/2025

7 Choose Athletic Recruitment



Report Name: Auburn WA Athletic Recruitment

Start Date: 05/09/2025

End Date: 05/11/2025

Number of Days: 3

Pay Me In: USD - US Dollars

Business Purpose: Select Tournament Battle in the Emerald City

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.

Report Type: -- Select --

Is a Travel Advance Needed?

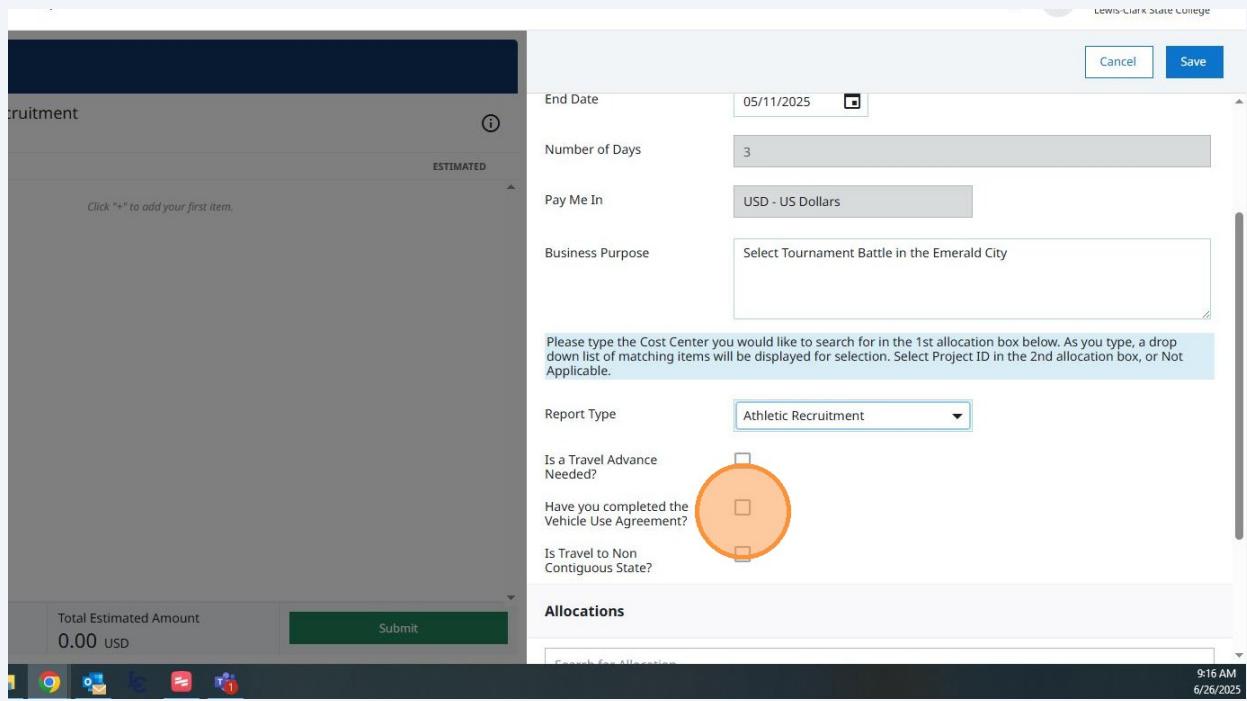
Total Estimated Amount: 0.00 USD

Submit

9:16 AM 6/26/2025

8

Check the appropriate boxes to request a travel advance, attest to having completing a Vehicle Use Agreement and/or stating if travel is noncontiguous to Idaho.



End Date: 05/11/2025

Number of Days: 3

Pay Me In: USD - US Dollars

Business Purpose: Select Tournament Battle in the Emerald City

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.

Report Type: Athletic Recruitment

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Allocations: Search for Allocation

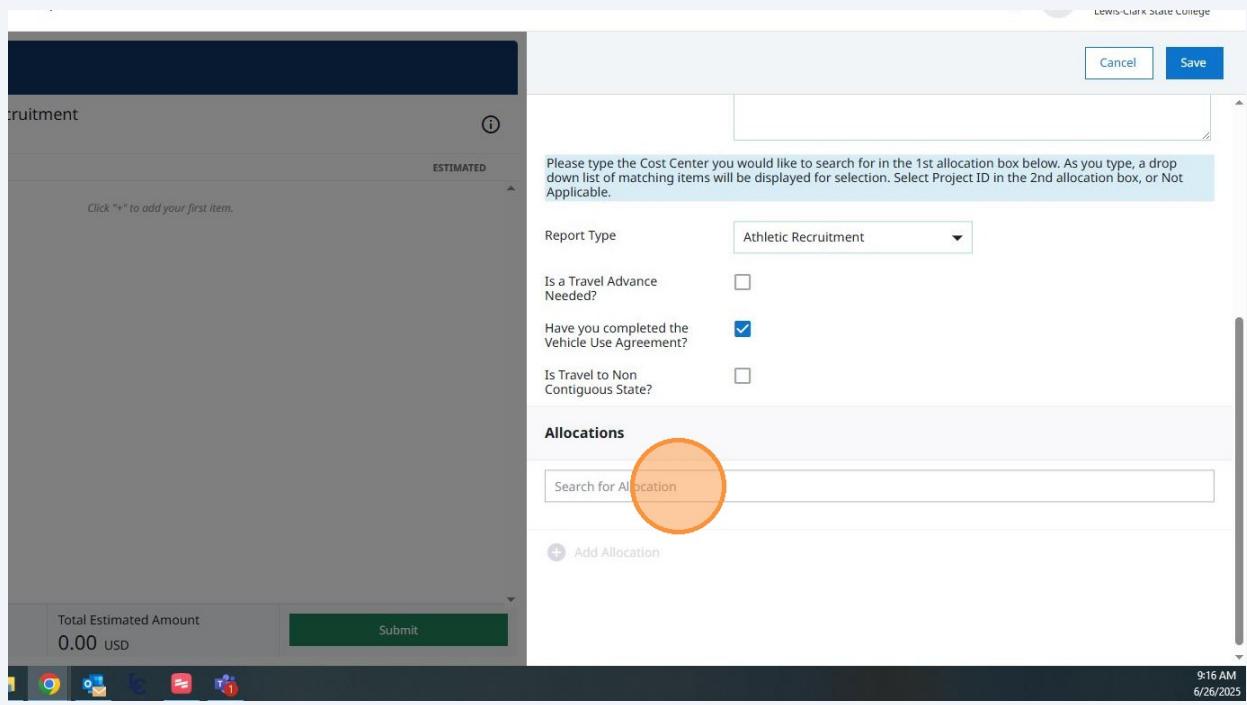
Total Estimated Amount: 0.00 USD

Submit

9:16 AM 6/26/2025

9

Click "Search for Allocation"



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.

Report Type: Athletic Recruitment

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Allocations: Search for Allocation

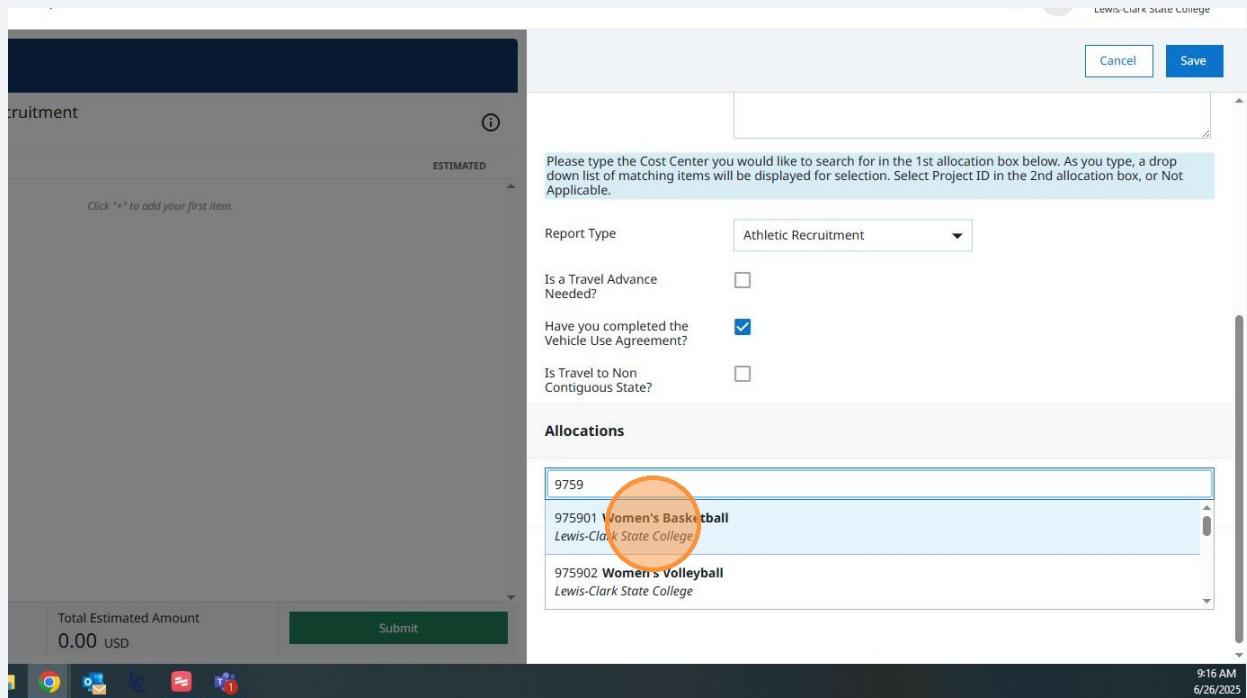
Add Allocation

Total Estimated Amount: 0.00 USD

Submit

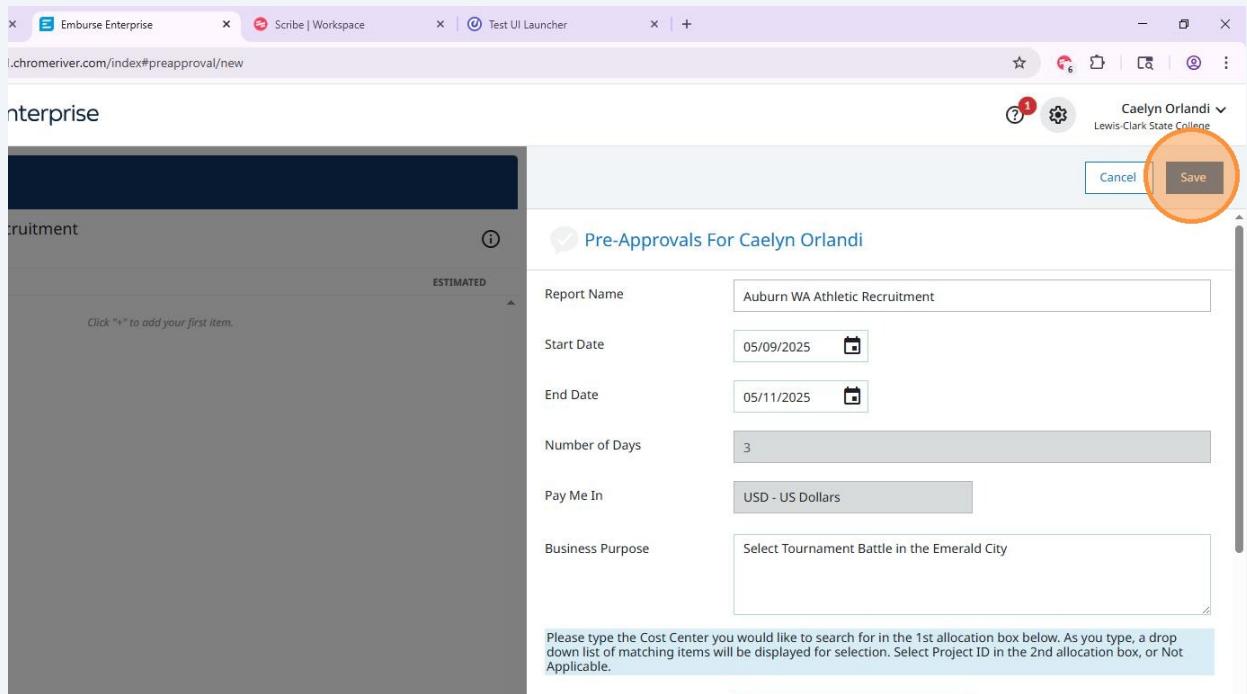
9:16 AM 6/26/2025

10 Start typing the appropriate cost center and click on it when it appears.



The screenshot shows a web-based form for "Athletic Recruitment". At the top right are "Cancel" and "Save" buttons. A note below the search bar says: "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." The "Report Type" dropdown is set to "Athletic Recruitment". Under "Allocations", a dropdown menu shows "9759" at the top, followed by "975901 Women's Basketball" and "975902 Women's Volleyball", both associated with "Lewis-Clark State College". The "975901" item is highlighted with an orange circle. At the bottom left is a "Total Estimated Amount" field showing "0.00 USD" and a "Submit" button. The bottom right shows the date and time: "9:16 AM 6/26/2025".

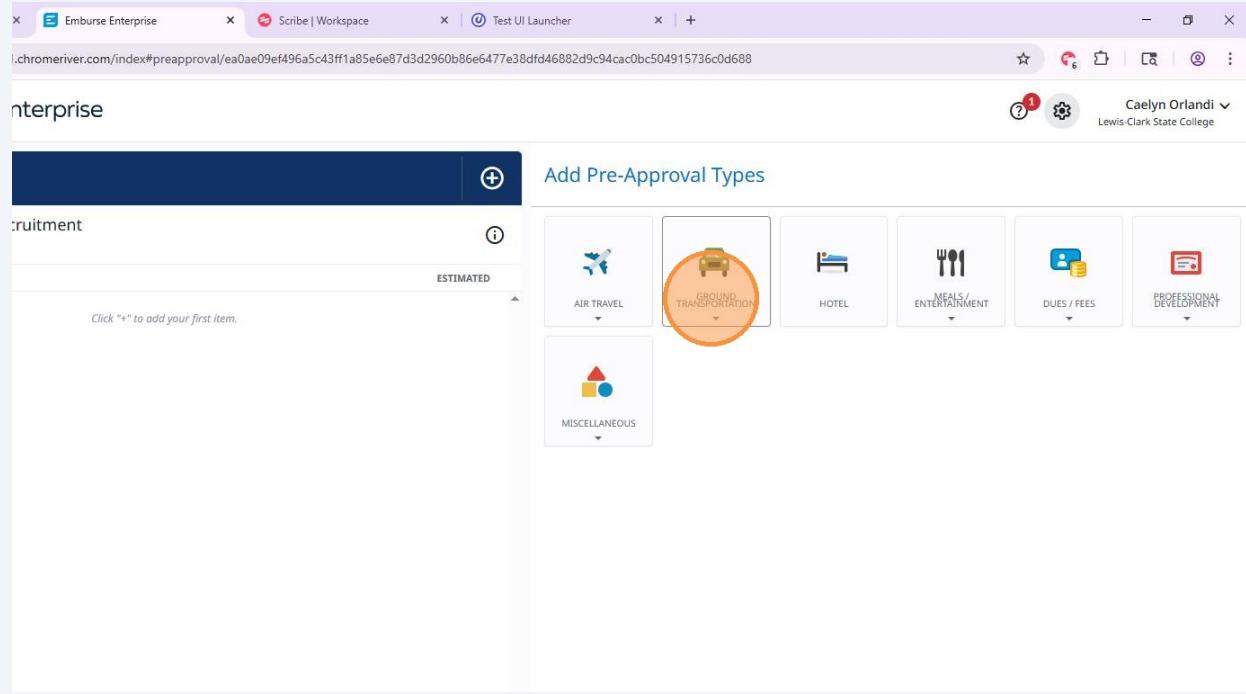
11 Click "Save"



The screenshot shows the same "Athletic Recruitment" form. The "Save" button at the top right is highlighted with an orange circle. The "Report Name" field contains "Auburn WA Athletic Recruitment". The "Start Date" is "05/09/2025" and the "End Date" is "05/11/2025". The "Number of Days" is "3". The "Pay Me In" field is "USD - US Dollars". The "Business Purpose" field contains "Select Tournament Battle in the Emerald City". A note at the bottom says: "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." The top right shows the user profile "Caelyn Orlandi" and the date and time "9:16 AM 6/26/2025".

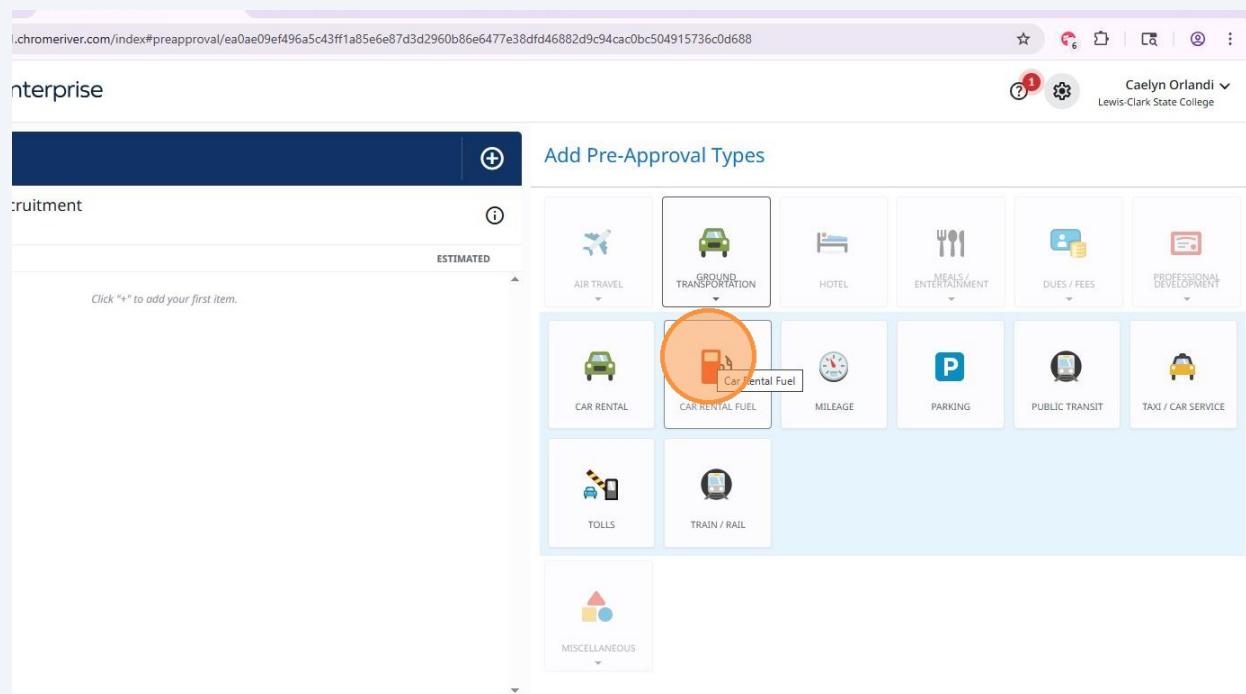
12

Click the appropriate expense that may occur for this travel. In this example, a college lease vehicle is being used. Therefore click Ground Transportation to see what options are available.

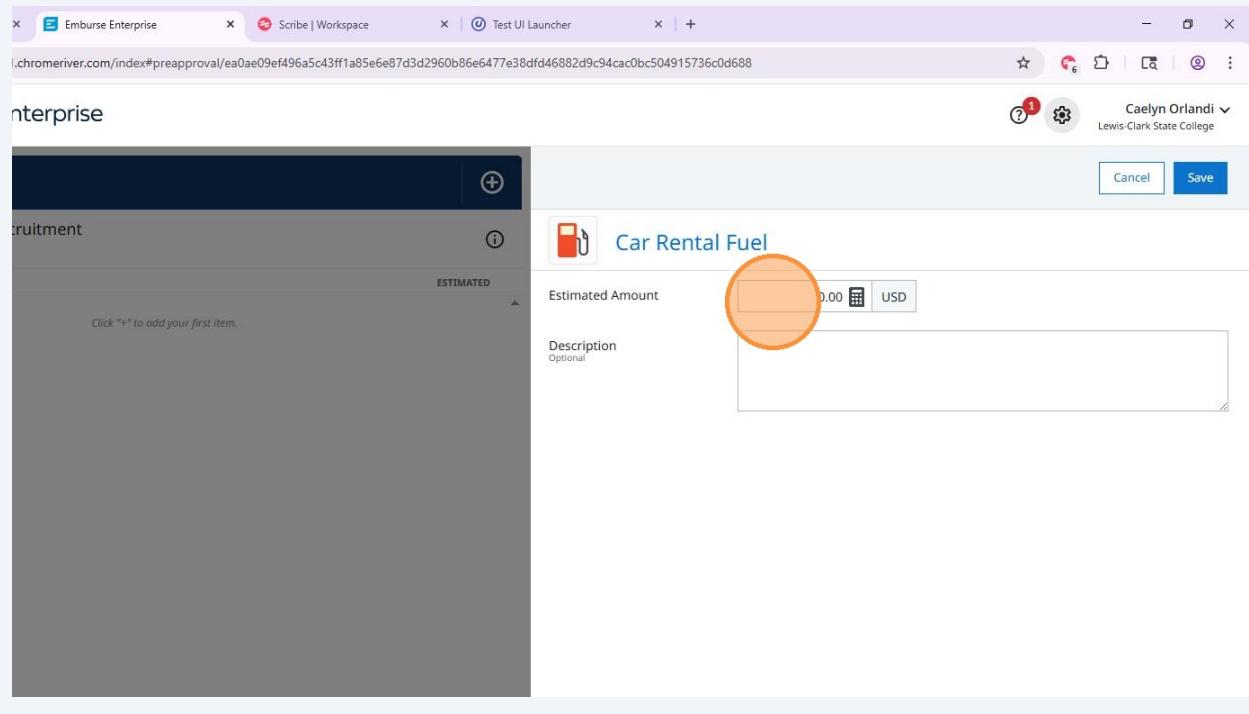


13

Choose Care Rental Fuel for fuel expenses that may be needed to gas up the vehicle.

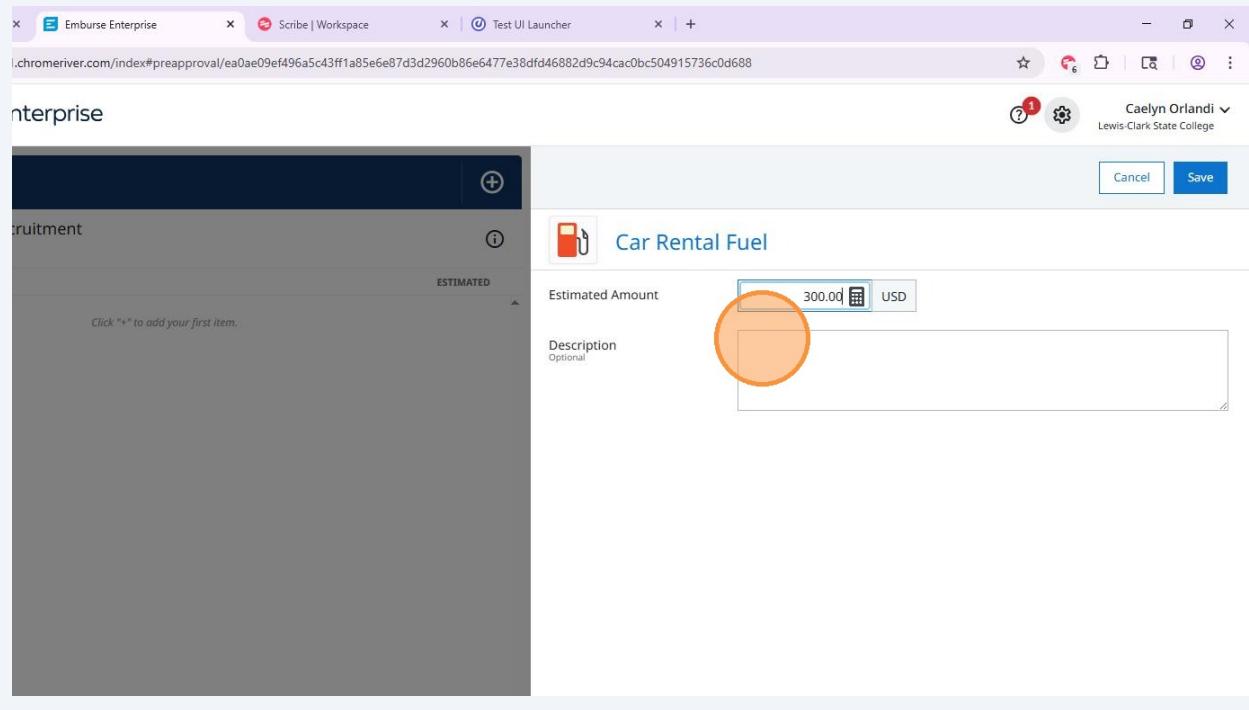


14 Enter the estimated amount.



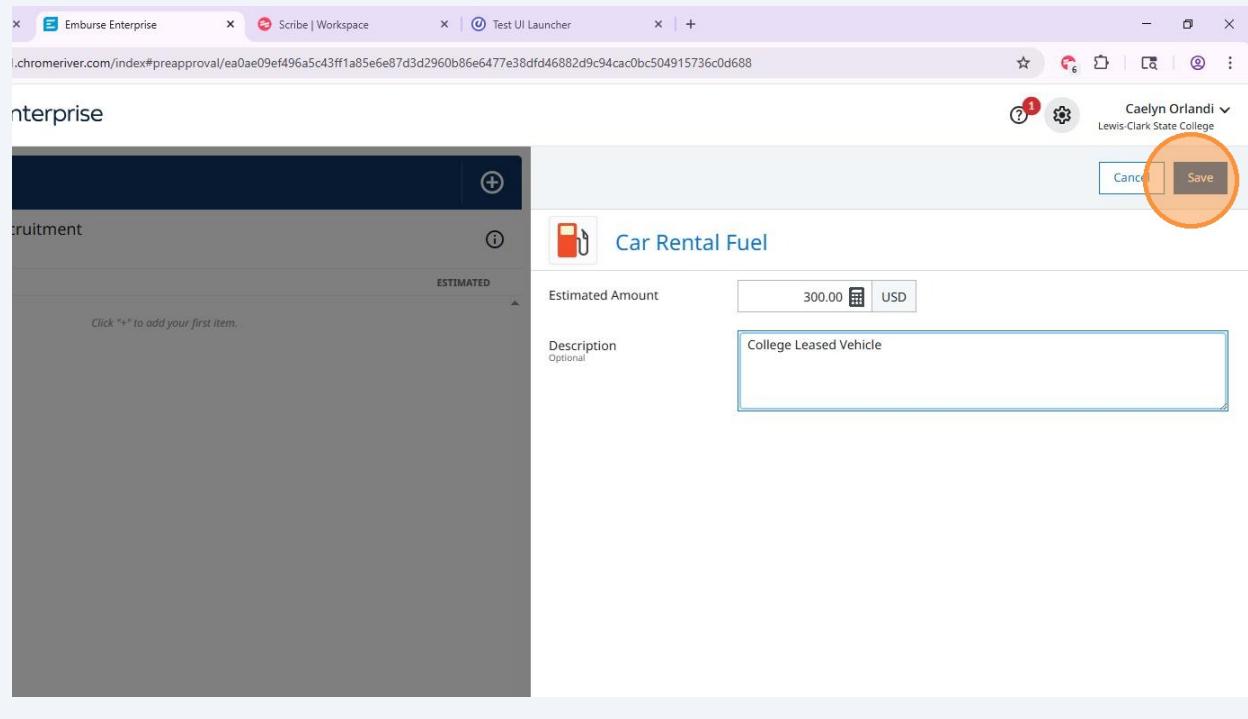
The screenshot shows the 'Car Rental Fuel' entry screen in the Emburse Enterprise software. The 'Estimated Amount' field is highlighted with an orange circle. The field contains '0.00' and is set to 'USD'. The 'Description' field is empty and marked as optional. The top navigation bar shows tabs for 'Emburse Enterprise', 'Scribe | Workspace', and 'Test UI Launcher'. The user profile 'Caelyn Orlandi' is visible in the top right corner.

15 Enter a description explaining that it is for a college leased vehicle.

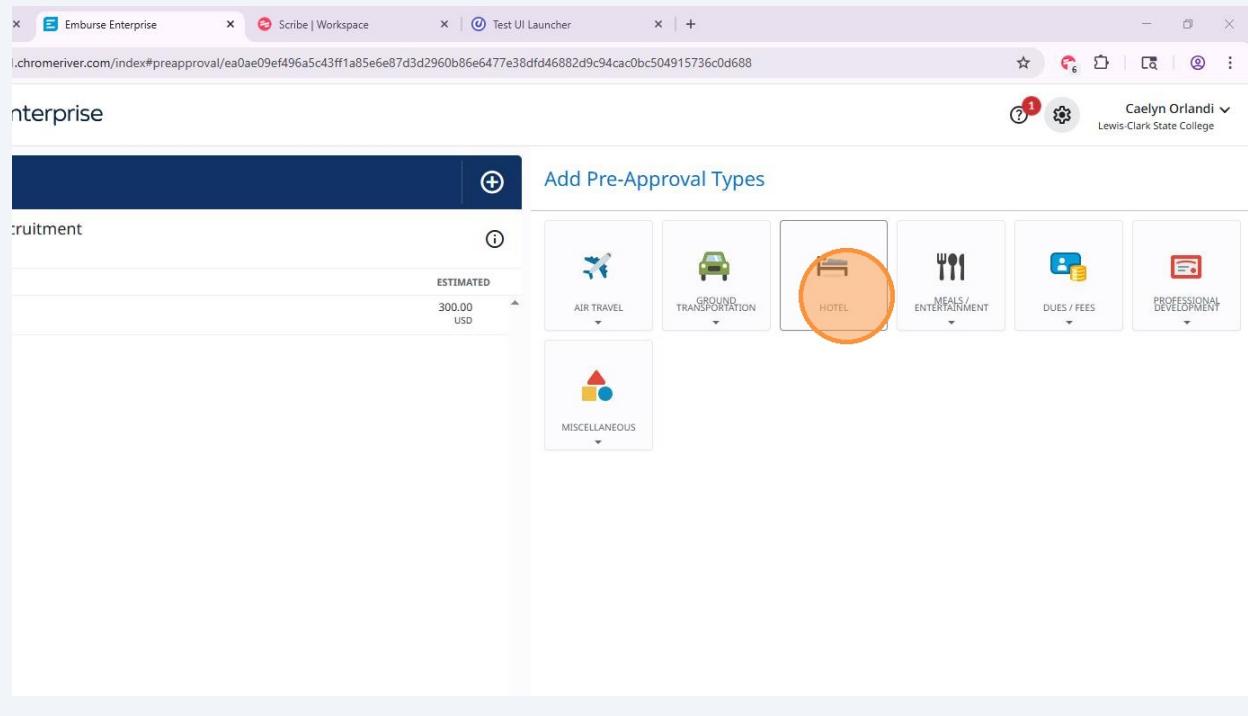


The screenshot shows the 'Car Rental Fuel' entry screen in the Emburse Enterprise software. The 'Estimated Amount' field is highlighted with an orange circle and contains '300.00'. The 'USD' currency is selected. The 'Description' field is empty and marked as optional. The top navigation bar shows tabs for 'Emburse Enterprise', 'Scribe | Workspace', and 'Test UI Launcher'. The user profile 'Caelyn Orlandi' is visible in the top right corner.

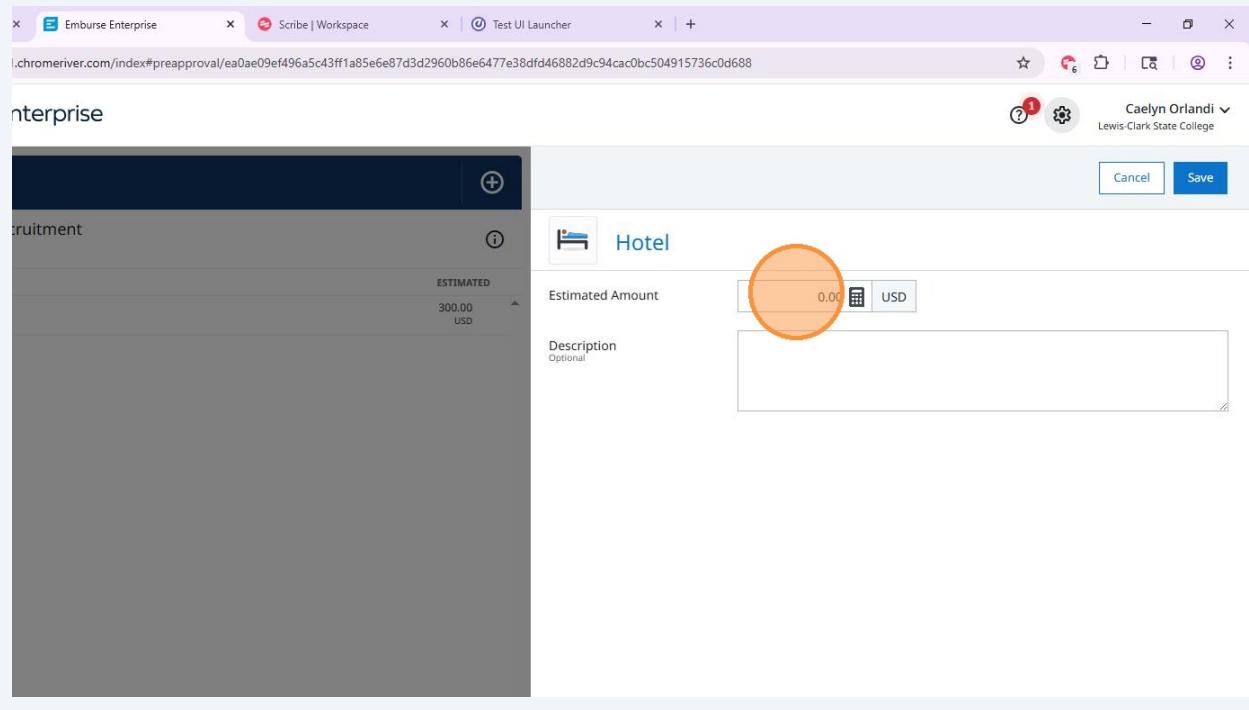
16 Click "Save"



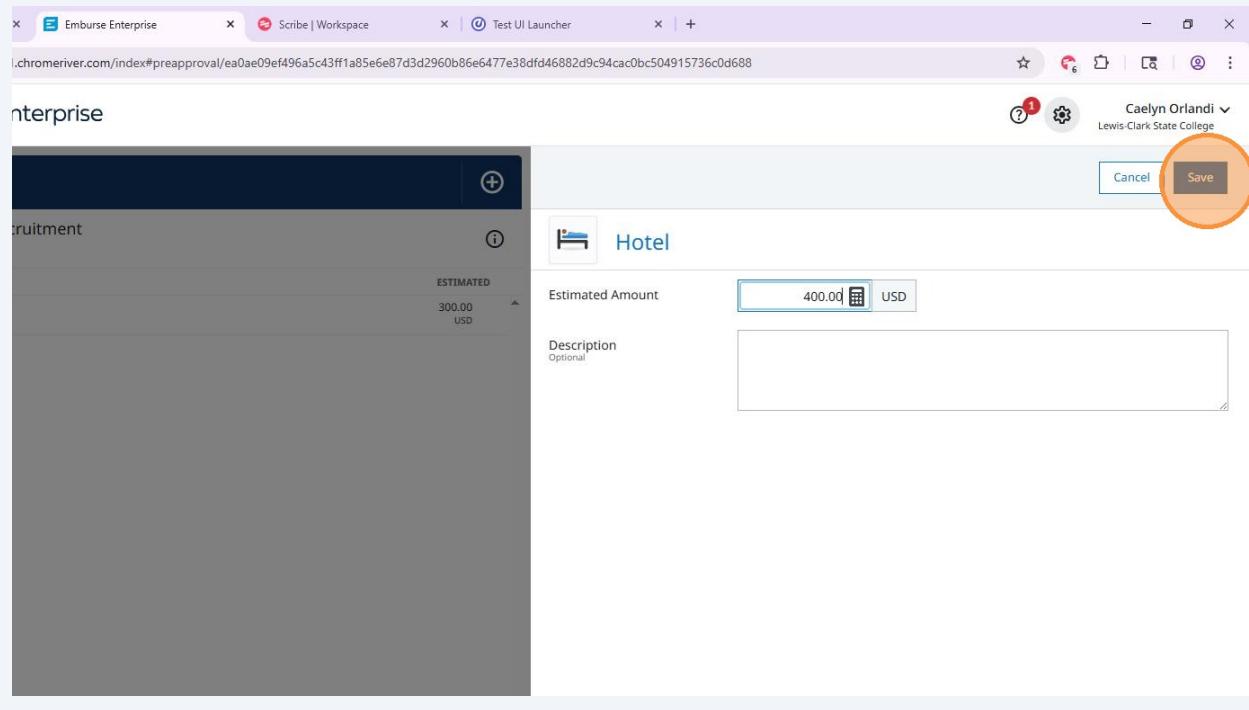
17 Add any additional possible expenses related to the travel.



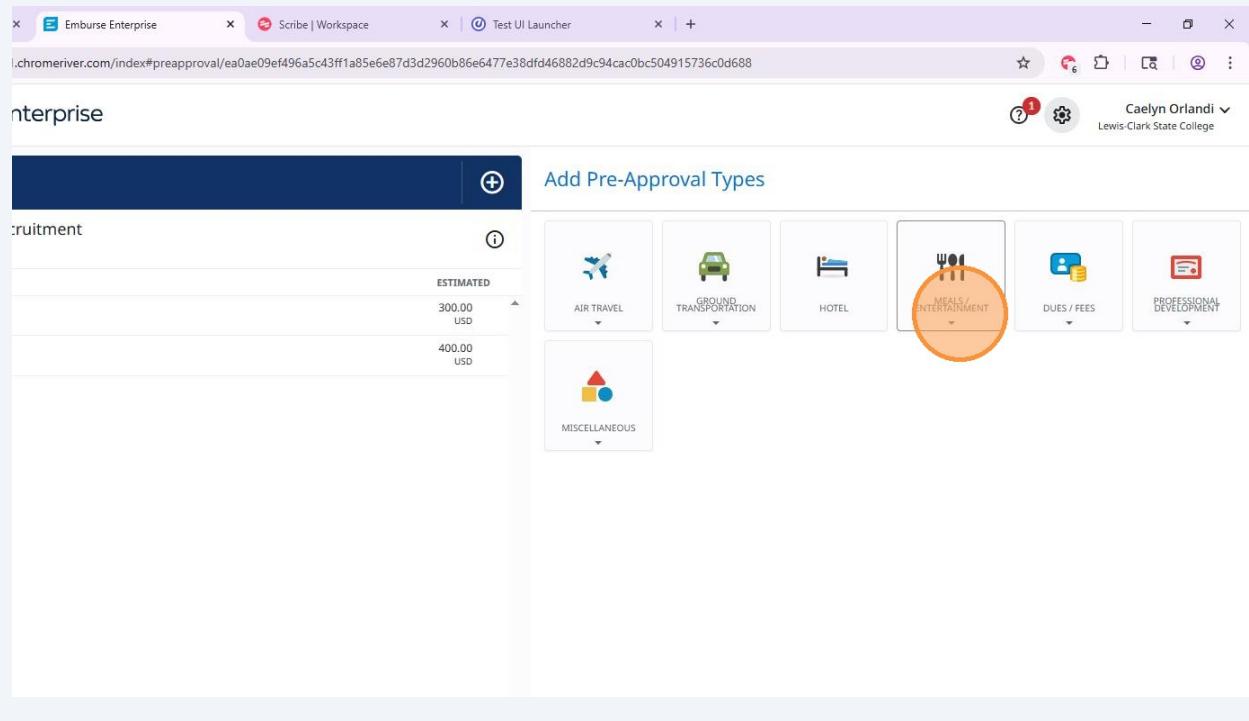
18 Type in estimated amount.



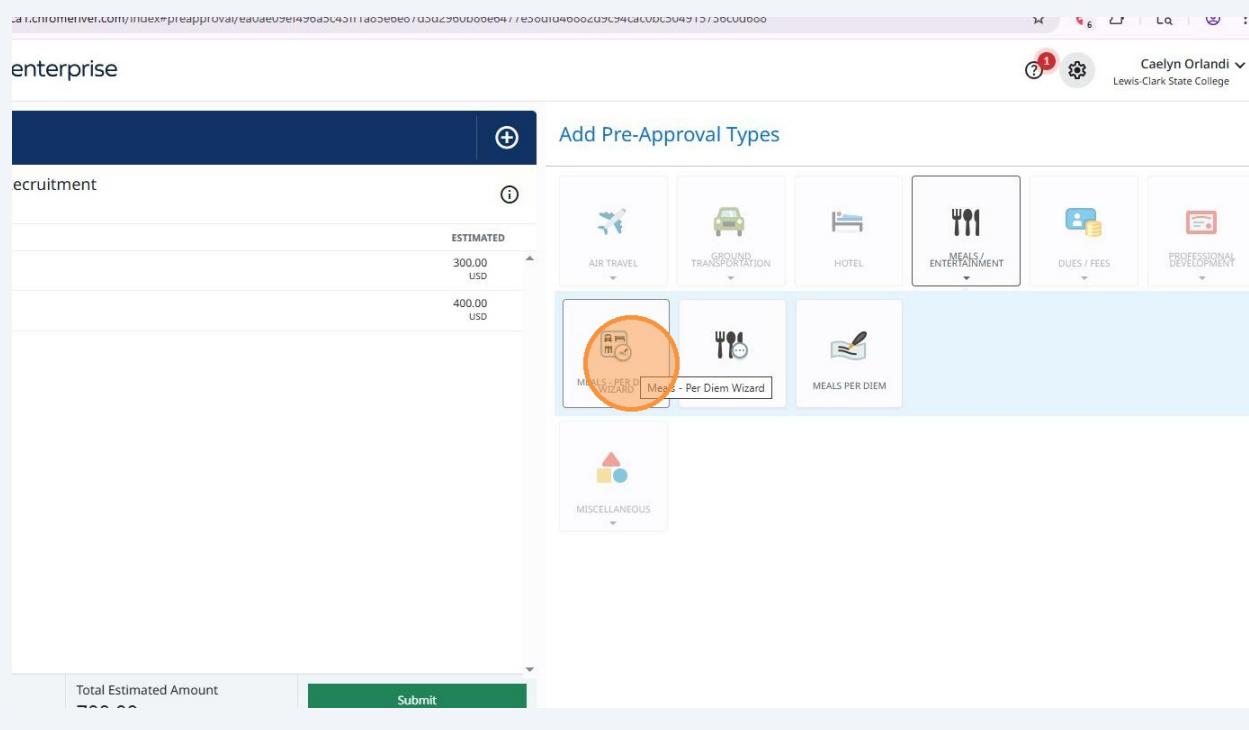
19 Click "Save"



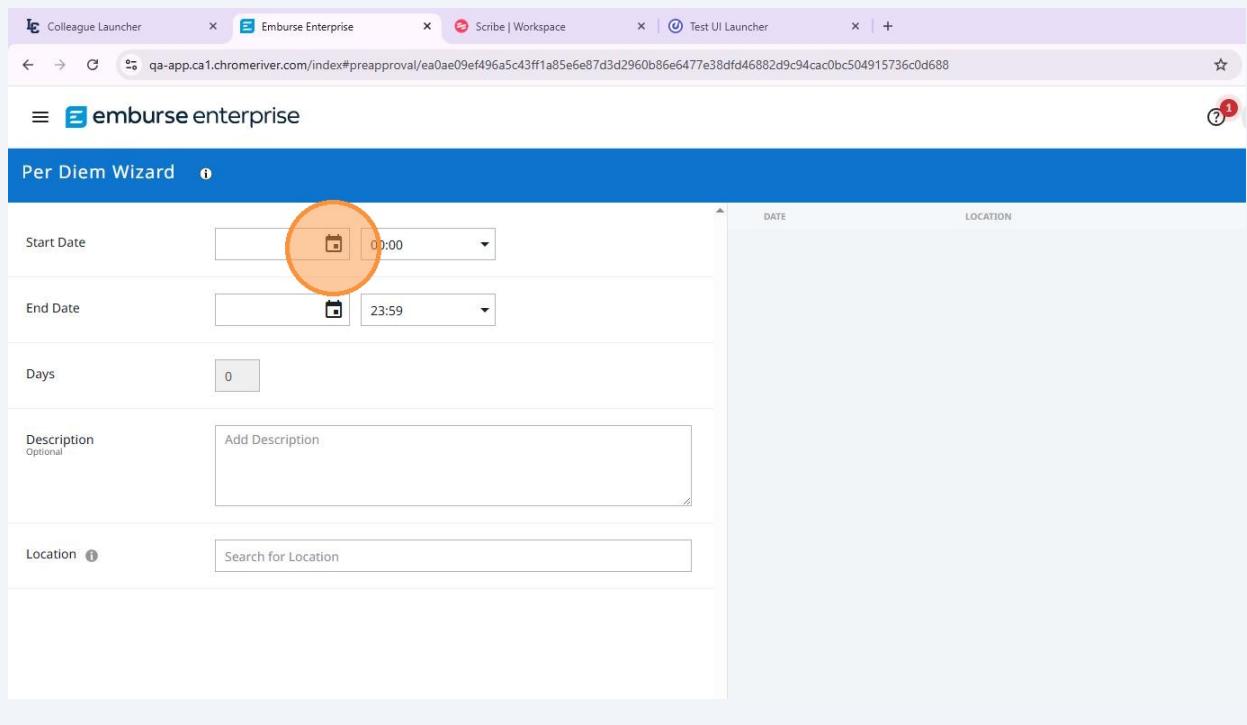
20 Click "MEALS / ENTERTAINMENT" to add estimated per diem.



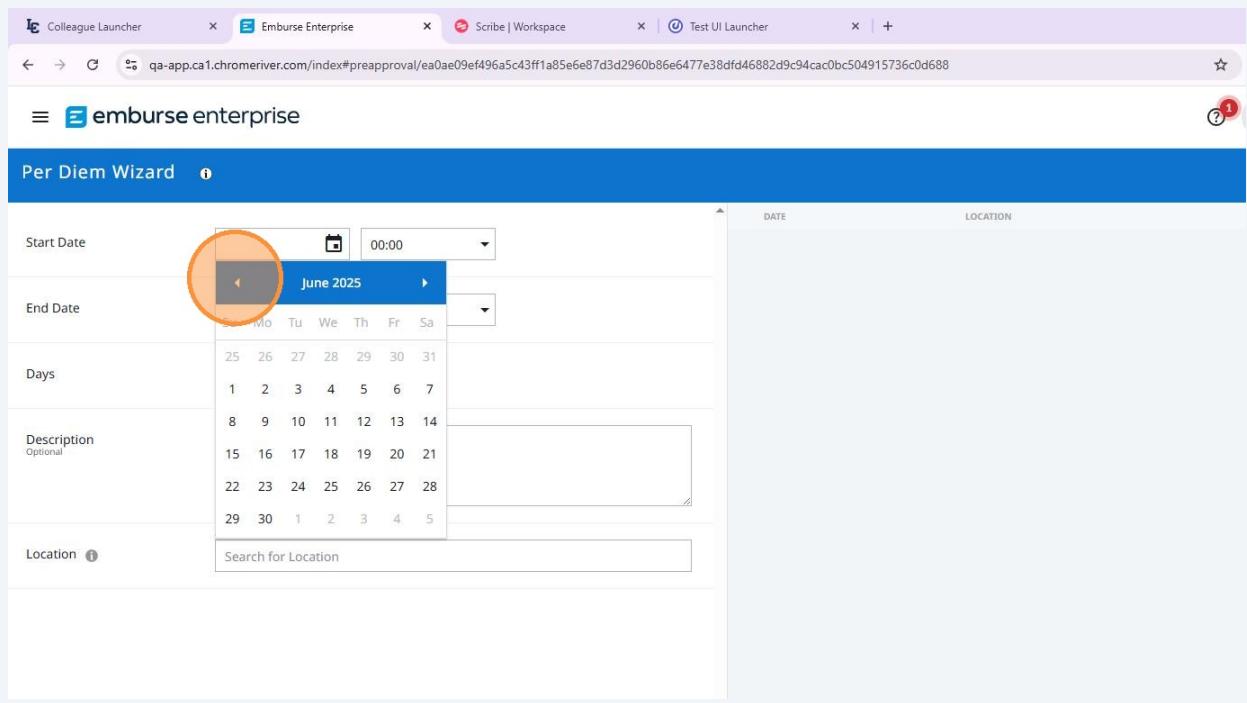
21 Click here



22 Click the calendar to choose the start date of the travel

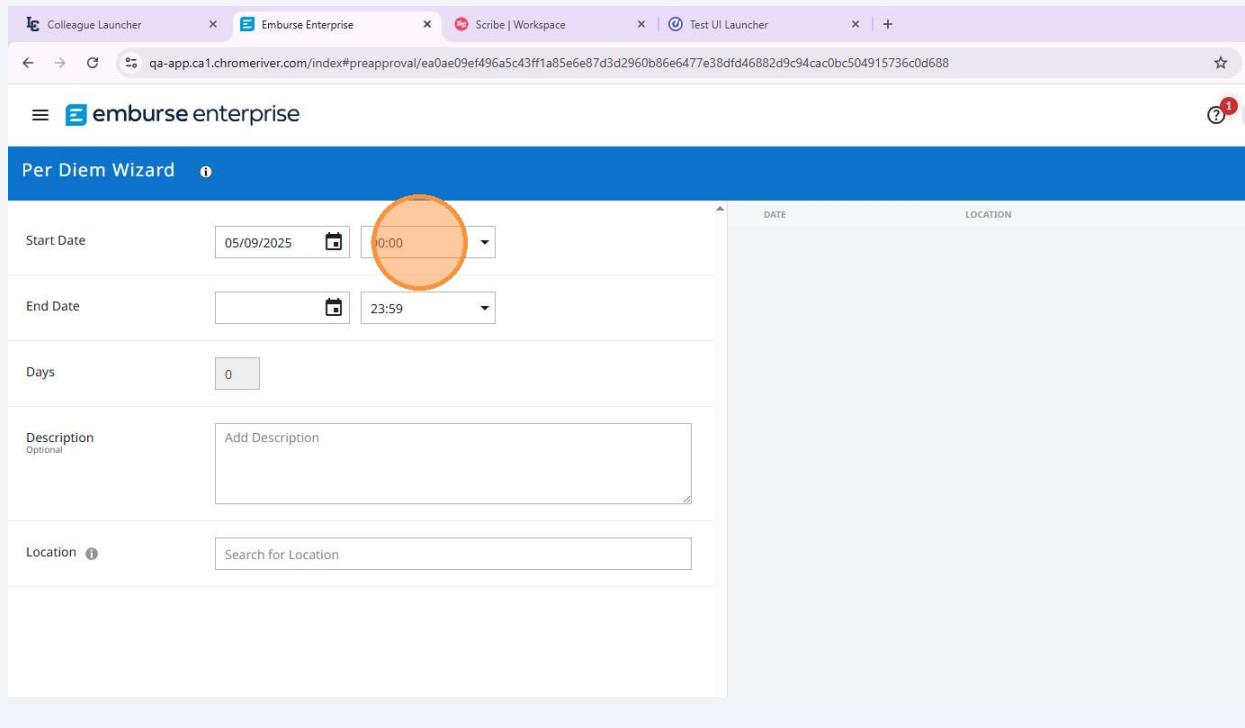


23 Choose the appropriate travel start date.



24

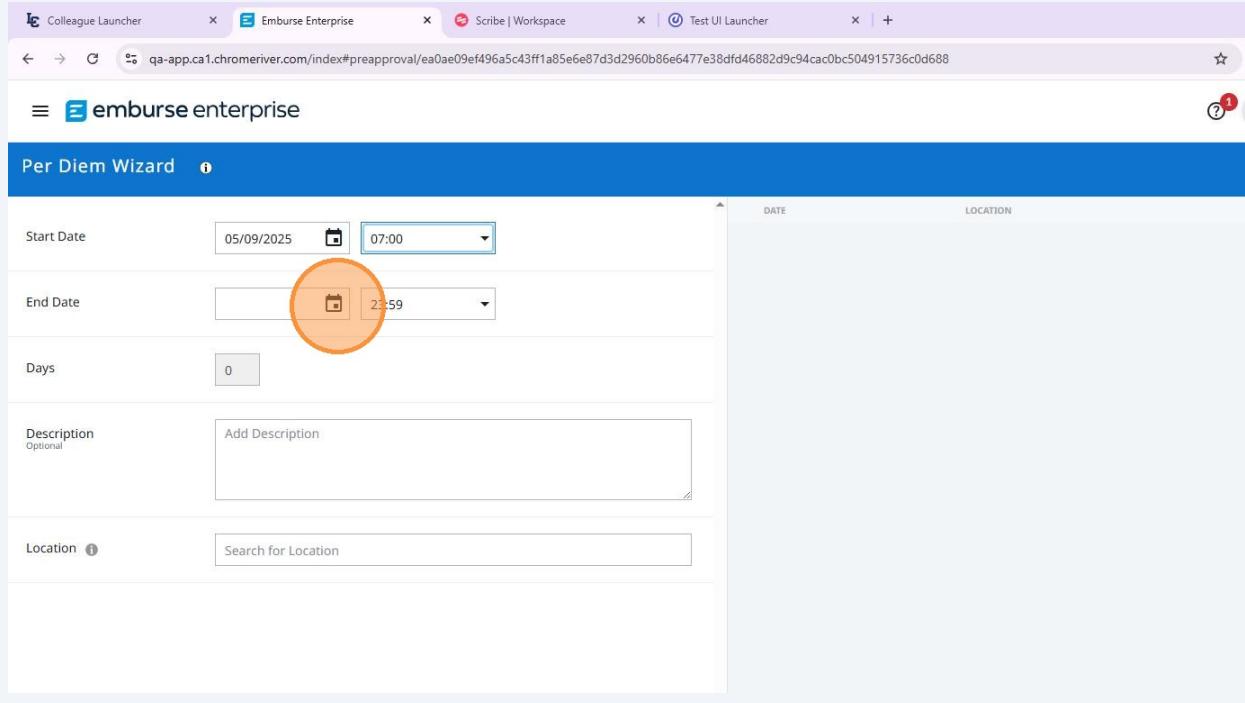
Enter the approximate time of departure. If after 12 pm, options will be in military time. If unknown, leave at 00:00.



The screenshot shows the 'Per Diem Wizard' interface. The 'DATE' section is visible on the right. In the 'Start Date' field, the date '05/09/2025' is selected. The 'Departure Time' dropdown is open, showing '00:00' as the selected option, which is highlighted with an orange circle. The 'End Date' field shows '23:59'. The 'Days' field is set to '0'. The 'Description' field is labeled 'Optional' and contains the placeholder 'Add Description'. The 'Location' field has a placeholder 'Search for Location'.

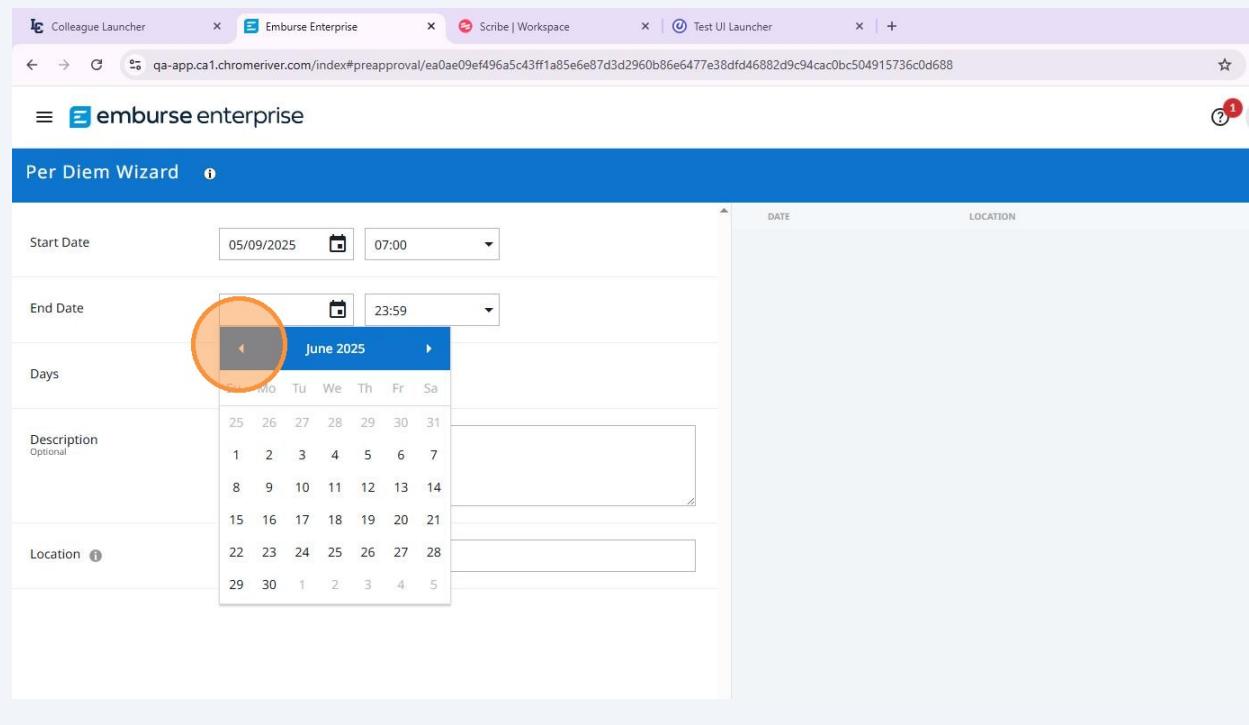
25

Click the calendar to choose the travel return date.



The screenshot shows the 'Per Diem Wizard' interface. The 'DATE' section is visible on the right. In the 'Start Date' field, the date '05/09/2025' is selected. The 'Arrival Date' dropdown is open, showing '07:00' as the selected option, which is highlighted with an orange circle. The 'End Date' field shows '23:59'. The 'Days' field is set to '0'. The 'Description' field is labeled 'Optional' and contains the placeholder 'Add Description'. The 'Location' field has a placeholder 'Search for Location'.

26 Choose the travel return date.



Colleague Launcher x Emburse Enterprise x Scribe | Workspace x Test UI Launcher x +

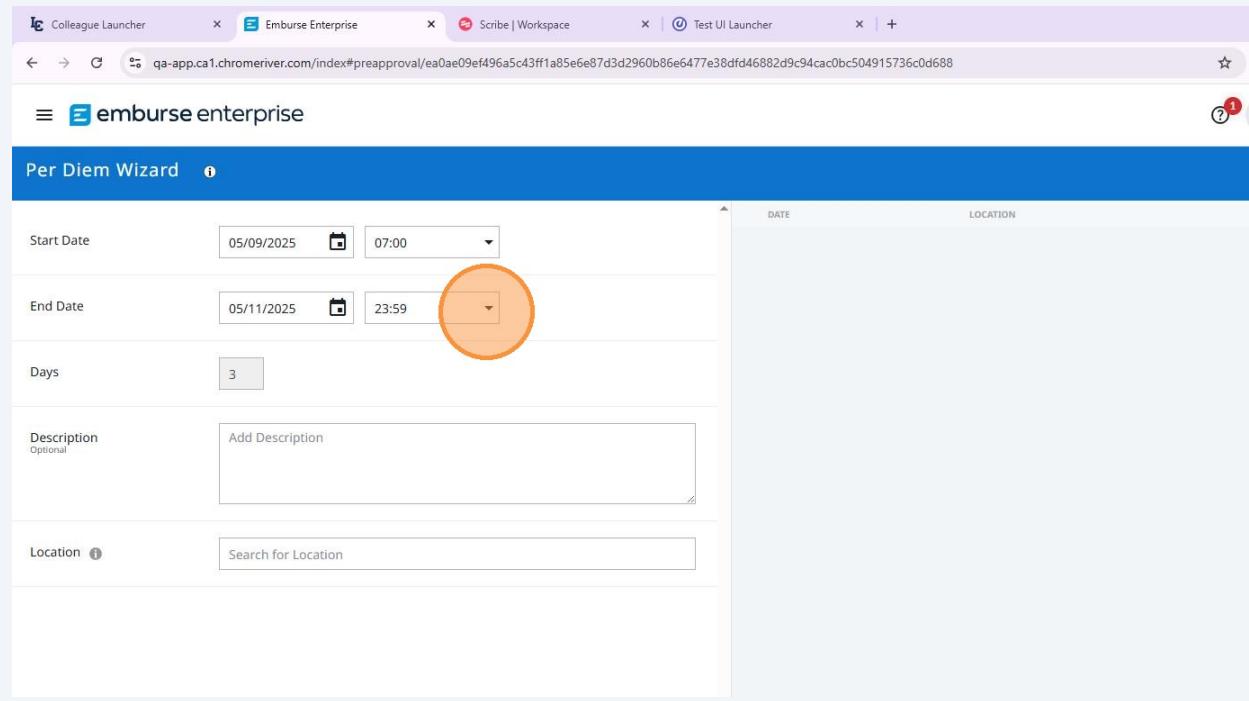
qa-app.ca1.chromeriver.com/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688

emburse enterprise

Per Diem Wizard ⓘ

Start Date	05/09/2025	07:00																																										
End Date	23:59	<input type="button" value="▼"/>																																										
Days	<table border="1"><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>		25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5
25	26	27	28	29	30	31																																						
1	2	3	4	5	6	7																																						
8	9	10	11	12	13	14																																						
15	16	17	18	19	20	21																																						
22	23	24	25	26	27	28																																						
29	30	1	2	3	4	5																																						
Description	Optional																																											
Location	<input type="button" value="▼"/>																																											

27 Enter the approximate return time. If unknown, leave at 23:59.



Colleague Launcher x Emburse Enterprise x Scribe | Workspace x Test UI Launcher x +

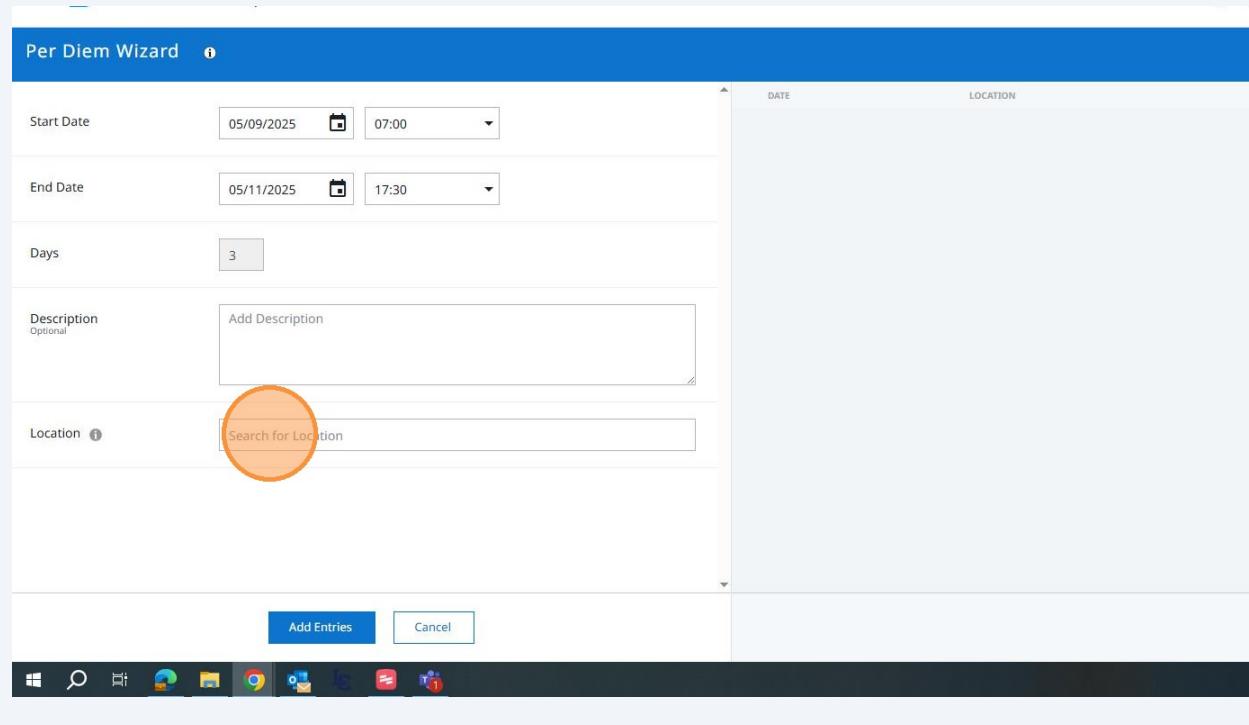
qa-app.ca1.chromeriver.com/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688

emburse enterprise

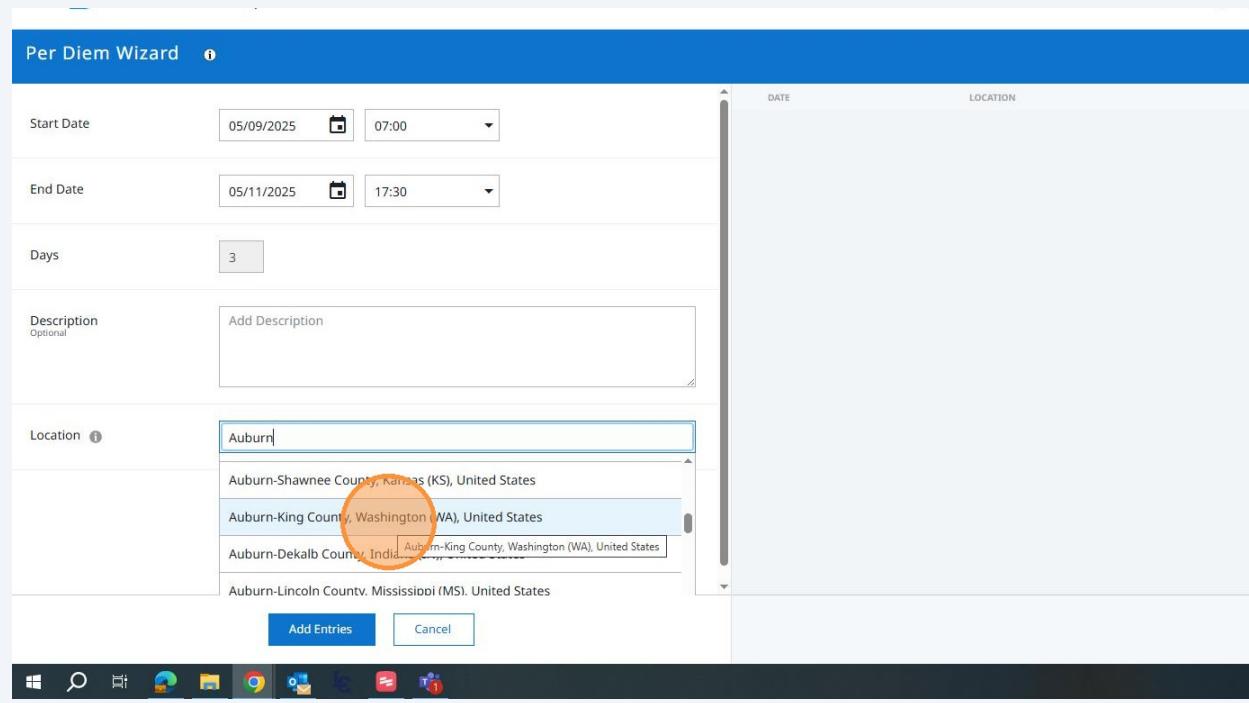
Per Diem Wizard ⓘ

Start Date	05/09/2025	07:00
End Date	05/11/2025	23:59
Days	3	<input type="button" value="▼"/>
Description	Add Description	
Location	<input type="button" value="▼"/>	

28 Click "Location" and type in the destination.

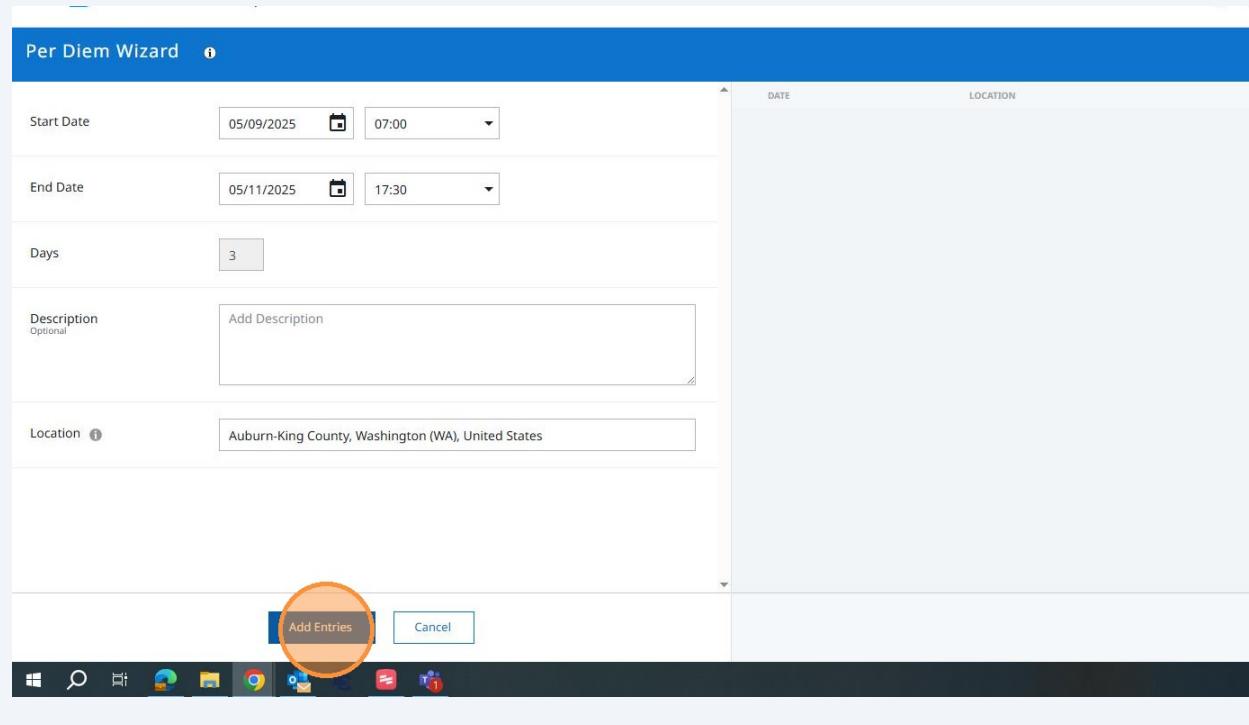


29 Select correct location from list provided.



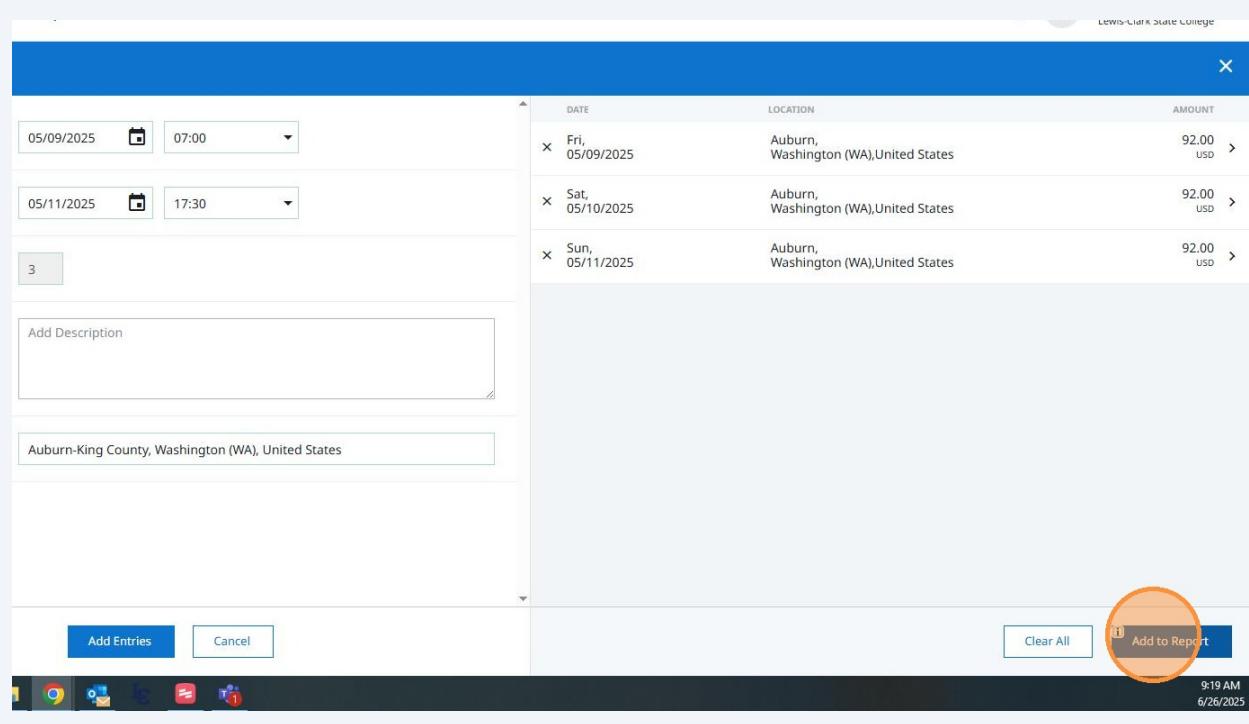
30

Click "Add Entries ". This will add an estimated per diem. **Do not make any adjustments.**



31

Click "Add to Report "



32 Click here

Estimated Amounts:

Category	Estimated Amount
AIR TRAVEL	300.00 USD
GROUND TRANSPORTATION	400.00 USD
HOTEL	92.00 USD
MEALS / ENTERTAINMENT	92.00 USD
DUES / FEES	92.00 USD
PROFESSIONAL DEVELOPMENT	92.00 USD

Add Pre-Approval Types

Category	Sub-Category
MISCELLANEOUS	MISCELLANEOUS
	MISCELLANEOUS / OTHER
MEETING ROOM RENTAL	
TIPS / GRATUITIES	

Total Estimated Amount: 976.00 USD

Submit

33 Click "Estimated Amount"

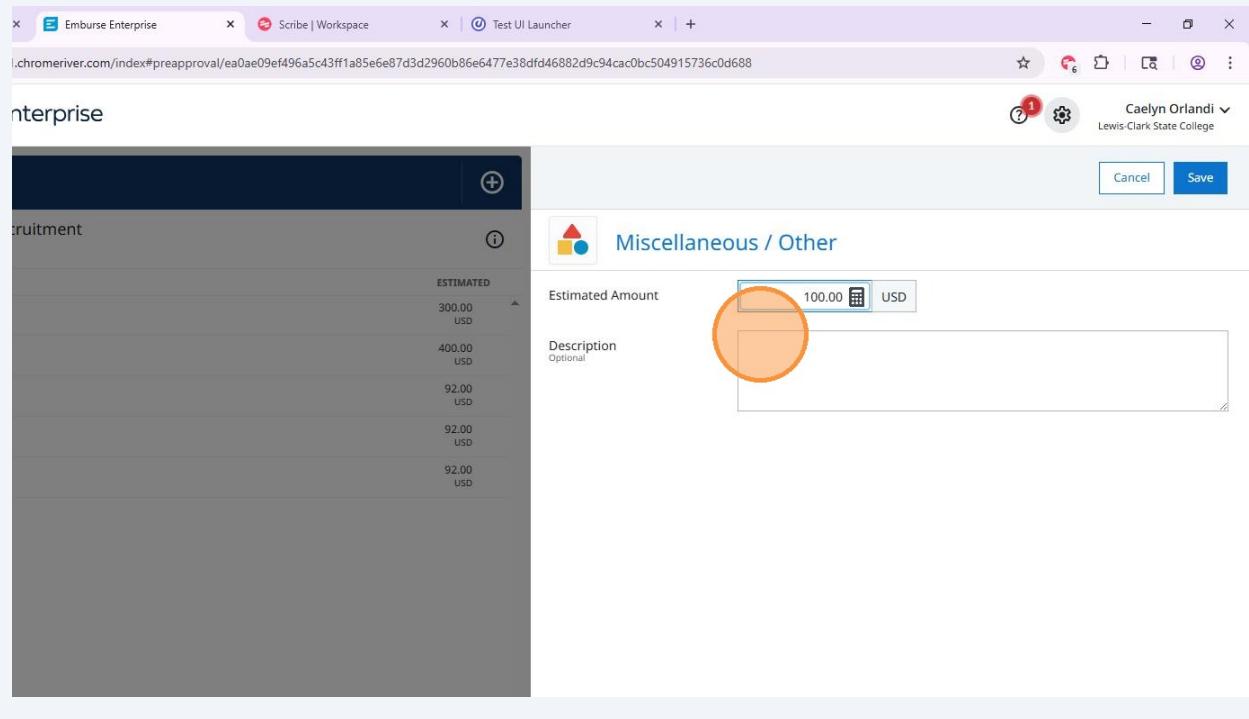
Estimated Amount: 0.00 USD

Description: Optional

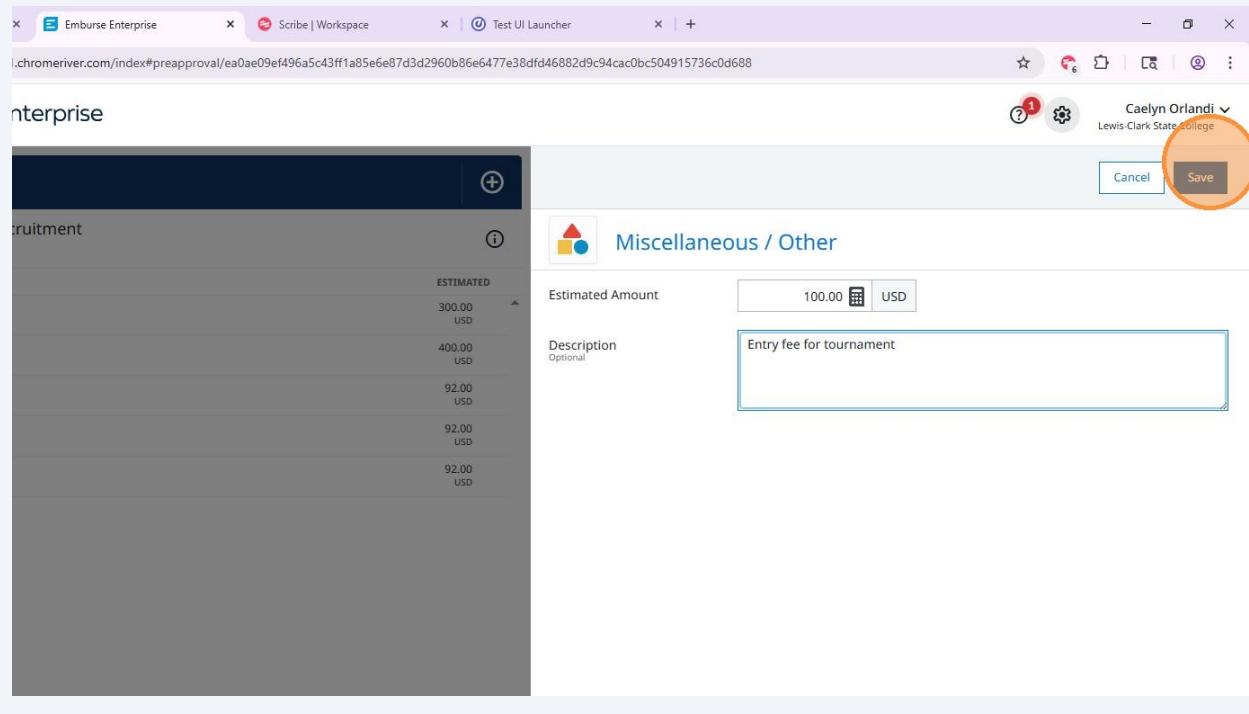
Miscellaneous / Other

Cancel Save

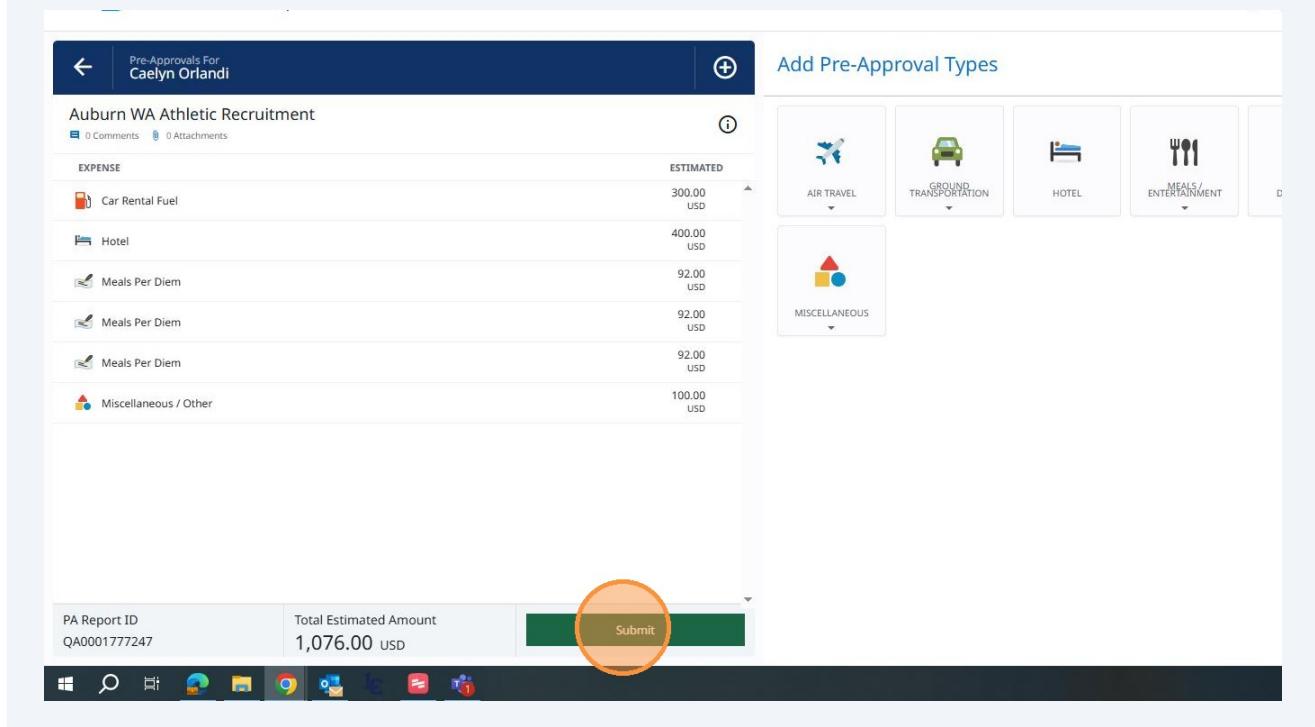
34 Click "Description Optional" and type in information for Miscellaneous charge.



35 Click "Save"



36 Click "Submit"

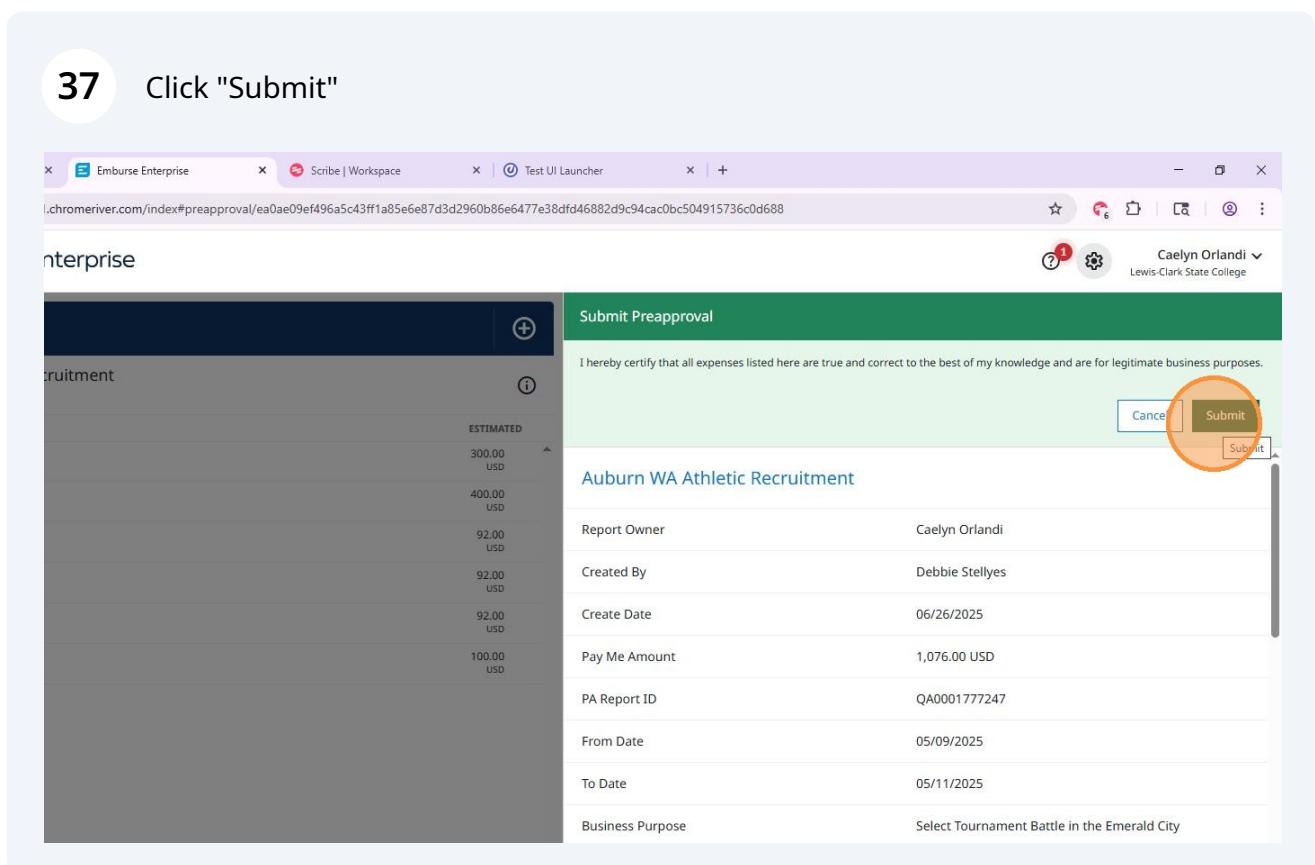


The screenshot shows the 'Add Pre-Approval Types' interface. On the left, a list of expenses is shown with their estimated amounts:

EXPENSE	ESTIMATED
Car Rental Fuel	300.00 USD
Hotel	400.00 USD
Meals Per Diem	92.00 USD
Meals Per Diem	92.00 USD
Meals Per Diem	92.00 USD
Miscellaneous / Other	100.00 USD

On the right, there are categories for pre-approval types: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT, and MISCELLANEOUS. The MISCELLANEOUS category is currently selected. At the bottom, a 'Submit' button is highlighted with an orange circle.

37 Click "Submit"



The screenshot shows the 'Submit Preapproval' interface. On the left, a list of expenses is shown with their estimated amounts:

EXPENSE	ESTIMATED
Car Rental Fuel	300.00 USD
Hotel	400.00 USD
Meals Per Diem	92.00 USD
Meals Per Diem	92.00 USD
Meals Per Diem	92.00 USD
Miscellaneous / Other	100.00 USD

On the right, a green banner states: '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, a summary of the pre-approval is shown:

Auburn WA Athletic Recruitment
Report Owner: Caelyn Orlandi
Created By: Debbie Stellyes
Create Date: 06/26/2025
Pay Me Amount: 1,076.00 USD
PA Report ID: QA0001777247
From Date: 05/09/2025
To Date: 05/11/2025
Business Purpose: Select Tournament Battle in the Emerald City

At the bottom right, a 'Submit' button is highlighted with an orange circle.