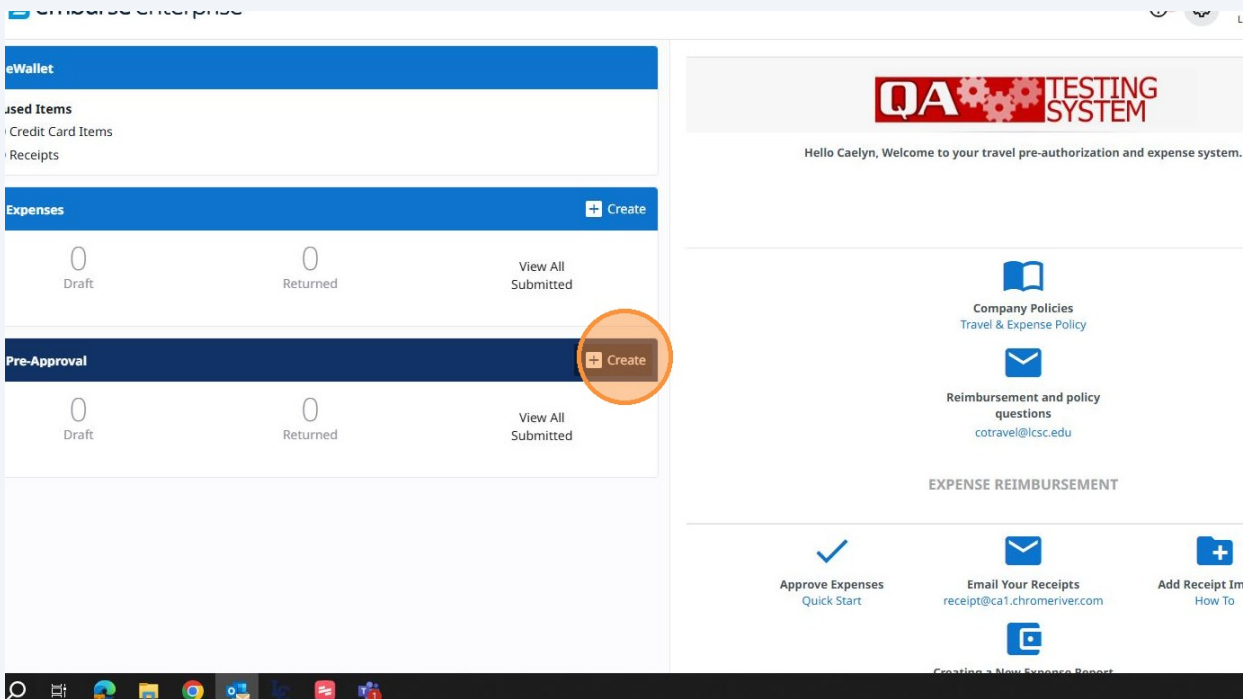


# Athletic Recruitment Pre-Approval

1

Click "Create New Pre-Approval Report Create"



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

Enterprise

Caelyn Orlandi  
Lewis Clark State College

Cancel Save

### 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.

Enterprise

Caelyn Orlandi  
Lewis Clark State College

Cancel Save

### 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.

chrome://river.com/index#preapproval/new

enterprise

Caelyn Orlandi  
Lewis Clark State College

Cancel Save

### 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

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 --

Total Estimated Amount Submit

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

Lewis Clark State College

Cancel Save

### 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

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

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

The screenshot shows a web application interface for 'Lewis-Clark State College'. The main window is titled 'Pre-Approvals For Caelyn Orlandi'. On the left, there is a sidebar with a 'Recruitment' section and a 'Total Estimated Amount' of '0.00 USD'. The main form area contains the following fields:

- 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 -- (highlighted with an orange circle)
- Is a Travel Advance Needed? ☐

At the bottom right, the system clock shows '9:16 AM 6/26/2025'.

## 7 Choose Athletic Recruitment

This screenshot shows the same form as the previous one, but with the 'Report Type' dropdown menu open. The menu lists the following options:

- Select --
- Athletic Team Travel
- Cash Advance
- Athletic Recruitment (highlighted with an orange circle)
- International Travel
- Select --

The 'Athletic Recruitment' option is selected, and the 'Report Type' field now displays '-- Select --'.

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.

Cancel Save

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"

Cancel Save

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.

Cancel Save

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**

9759
975901 Women's Basketball Lewis-Clark State College
975902 Women's Volleyball Lewis-Clark State College

Total Estimated Amount  
0.00 USD

Submit

9:16 AM  
6/26/2025

## 11 Click "Save "

Cancel Save

**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

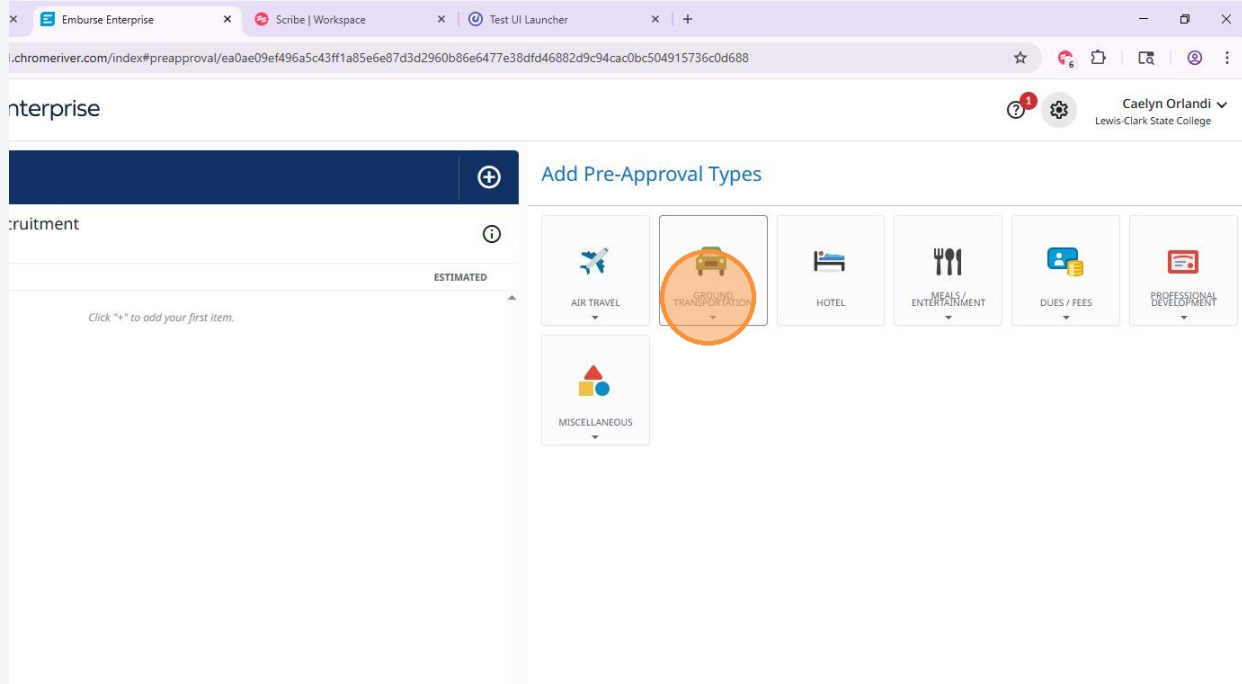
Pay Me In USD - US Dollars

Business Purpose 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.

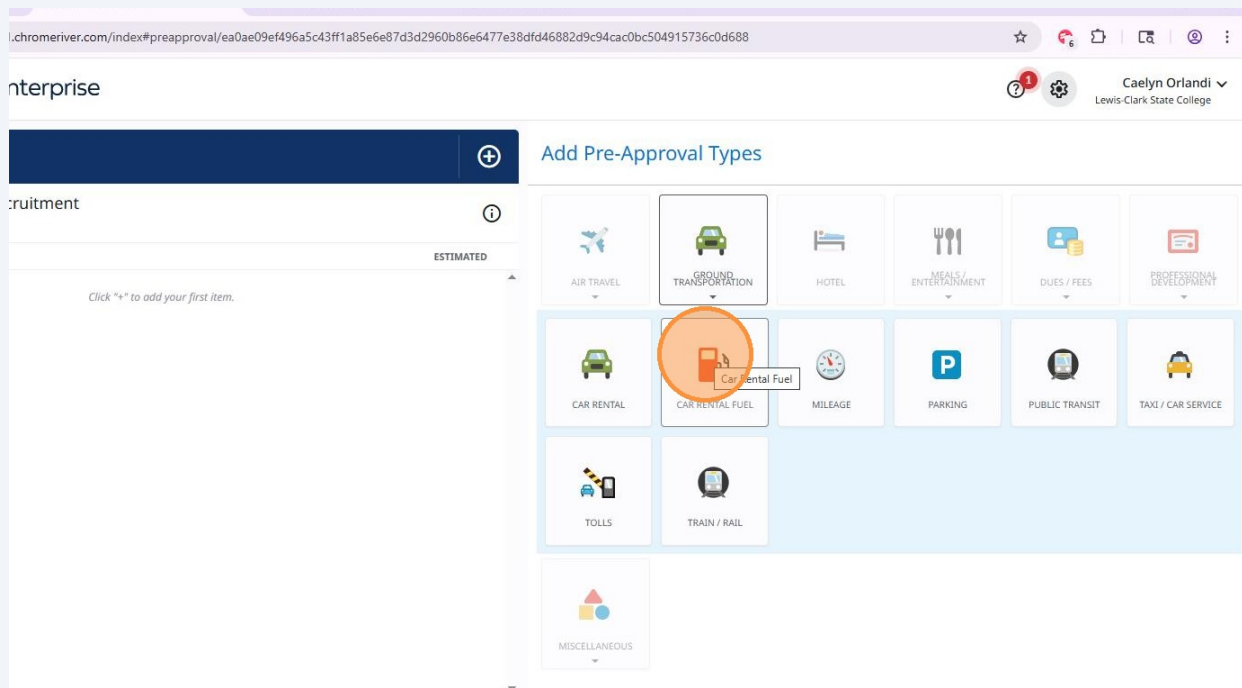
12

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 Emburse Enterprise web application. The browser tabs include 'Emburse Enterprise', 'Scribe | Workspace', and 'Test UI Launcher'. The URL is 'chrome://river.com/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688'. The user is 'Caelyn Orlandi' from 'Lewis Clark State College'. The main form is titled 'Car Rental Fuel'. It has a dark sidebar on the left with a '+' icon and a search bar. The main content area has a header with 'Cancel' and 'Save' buttons. Below the header, there is a form with two fields: 'Estimated Amount' and 'Description'. The 'Estimated Amount' field is highlighted with an orange circle and contains the value '0.00'. The 'Description' field is empty and has a placeholder text 'Click "+" to add your first item.'.

Enterprise

Caelyn Orlandi  
Lewis Clark State College

Cancel Save

Car Rental Fuel

Estimated Amount 0.00 USD

Description  
Optional

Click "+" to add your first item.

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

The screenshot shows the same Emburse Enterprise web application as in the previous step. The 'Estimated Amount' field now contains the value '300.00'. The 'Description' field is highlighted with an orange circle, indicating where to enter the description. The 'Description' field is empty and has a placeholder text 'Click "+" to add your first item.'.

Enterprise

Caelyn Orlandi  
Lewis Clark State College

Cancel Save

Car Rental Fuel

Estimated Amount 300.00 USD

Description  
Optional

Click "+" to add your first item.



## 16 Click "Save"

The screenshot shows the Emburse Enterprise web application. The browser tabs include 'Emburse Enterprise', 'Scribe | Workspace', and 'Test UI Launcher'. The URL bar shows a long alphanumeric string. The user is logged in as 'Caelyn Orlandi' from 'Lewis Clark State College'. The main content area is titled 'Car Rental Fuel'. It includes an 'Estimated Amount' field with '300.00' and 'USD' currency. Below this is a 'Description' field with the text 'College Leased Vehicle'. On the right side of the form, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange circle.

## 17 Add any additional possible expenses related to the travel.

The screenshot shows the same Emburse Enterprise web application. The main content area is titled 'Add Pre-Approval Types'. It features a grid of icons representing different expense categories: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT, DUES / FEES, and PROFESSIONAL DEVELOPMENT. Below these is a 'MISCELLANEOUS' option. The 'HOTEL' icon, which shows a bed, is highlighted with an orange circle.

## 18 Type in estimated amount.

The screenshot shows the Emburse Enterprise web application. The browser tabs include 'Emburse Enterprise', 'Scribe | Workspace', and 'Test UI Launcher'. The URL is 'localhost:3000/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688'. The user is 'Caelyn Orlandi' from 'Lewis Clark State College'. The left sidebar shows a list of items with a '300.00 USD' total. The main form is titled 'Hotel'. The 'Estimated Amount' field is highlighted with an orange circle and contains '0.00'. The 'Description' field is empty. The 'Save' button is visible in the top right corner.

## 19 Click "Save"

The screenshot shows the same Emburse Enterprise web application. The 'Estimated Amount' field now contains '400.00'. The 'Save' button is highlighted with an orange circle. The 'Description' field remains empty. The 'Cancel' button is also visible next to the 'Save' button.

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

The screenshot shows the Emburse Enterprise web application. The browser tabs include 'Emburse Enterprise', 'Scribe | Workspace', and 'Test UI Launcher'. The URL is 'chromeriver.com/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688'. The user is 'Caelyn Orlandi' from 'Lewis Clark State College'. The page title is 'enterprise'. The main content area is titled 'Add Pre-Approval Types'. On the left, there is a table with the following data:

ESTIMATED
300.00 USD
400.00 USD

On the right, there are several icons representing different pre-approval types: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT (highlighted with an orange circle), DUES / FEES, and PROFESSIONAL DEVELOPMENT. There is also a MISCELLANEOUS icon at the bottom left of the grid.

## 21 Click here

The screenshot shows the Emburse Enterprise web application. The browser tabs include 'Emburse Enterprise', 'Scribe | Workspace', and 'Test UI Launcher'. The URL is 'chromeriver.com/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688'. The user is 'Caelyn Orlandi' from 'Lewis Clark State College'. The page title is 'enterprise'. The main content area is titled 'Add Pre-Approval Types'. On the left, there is a table with the following data:

ESTIMATED
300.00 USD
400.00 USD

On the right, there are several icons representing different pre-approval types: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT (highlighted with an orange circle), DUES / FEES, and PROFESSIONAL DEVELOPMENT. There is also a MISCELLANEOUS icon at the bottom left of the grid. Below the 'MEALS / ENTERTAINMENT' icon, there is a 'MEALS - PER DIEM WIZARD' icon (highlighted with an orange circle) and a 'MEALS PER DIEM' icon. At the bottom of the page, there is a 'Total Estimated Amount' field showing '700.00' and a green 'Submit' button.

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

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  00:00

End Date  23:59

Days  0

Description  
Optional Add Description

Location ⓘ Search for Location

DATE LOCATION

## 23 Choose the appropriate travel start 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  00:00

End Date  23:59

Days  0

Description  
Optional Add Description

Location ⓘ Search for Location

DATE LOCATION

June 2025

Mo	Tu	We	Th	Fr	Sa	Su
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

24

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

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 00:00

End Date 23:59

Days 0

Description Optional Add Description

Location Optional Search for Location

25

Click the calendar to 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

Days 0

Description Optional Add Description

Location Optional 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: 05/11/2025 23:59

Days: June 2025

Description: Optional

Location: Search for Location

## 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

Description: Optional

Location: Search for Location

28 Click "Location" and type in the destination.

The screenshot shows the 'Per Diem Wizard' form. The 'Location' field is highlighted with an orange circle. The form includes fields for Start Date (05/09/2025), End Date (05/11/2025), Days (3), and a Description field. The Location field contains the placeholder text 'Search for Location'. The form is set against a blue header bar with the title 'Per Diem Wizard' and an information icon. The background shows a Windows taskbar with various application icons.

DATE	LOCATION
------	----------

29 Select correct location from list provided.

The screenshot shows the 'Per Diem Wizard' form with a dropdown list open for the 'Location' field. The list contains several options, with 'Auburn-King County, Washington (WA), United States' highlighted. The form includes fields for Start Date (05/09/2025), End Date (05/11/2025), Days (3), and a Description field. The Location field contains the text 'Auburn'. The form is set against a blue header bar with the title 'Per Diem Wizard' and an information icon. The background shows a Windows taskbar with various application icons.

DATE	LOCATION
------	----------

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



**31** Click "Add to Report "





### 32 Click here

Lewis-Clark State College

**Add Pre-Approval Types**

ESTIMATED
300.00 USD
400.00 USD
92.00 USD
92.00 USD
92.00 USD

Total Estimated Amount  
976.00 USD

Submit

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

DUES / FEES

PROFESSIONAL DEVELOPMENT

MISCELLANEOUS

MEETING ROOM RENTAL

MISCELLANEOUS / OTHER

TIPS / GRATUITIES

9:20 AM  
6/26/2025

### 33 Click "Estimated Amount"

Emburse Enterprise | Scribe | Workspace | Test UI Launcher

chromeriver.com/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688

Enterprise

Caelyn Orlandi  
Lewis Clark State College

Cancel Save

**Miscellaneous / Other**

Estimated Amount 0.00 USD

Description  
Optional

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

The screenshot shows the Emburse Enterprise web application. On the left, a sidebar lists various categories under 'Recruitment', including 'ESTIMATED' with values like 300.00 USD, 400.00 USD, and 92.00 USD. The main content area is titled 'Miscellaneous / Other'. It contains two fields: 'Estimated Amount' with a value of 100.00 USD, and 'Description Optional'. The 'Description Optional' field is highlighted with an orange circle, indicating where the user should enter information for a miscellaneous charge. At the top right, there are 'Cancel' and 'Save' buttons. The user's name, Caelyn Orlandi, and affiliation, Lewis Clark State College, are displayed in the top right corner.

**35** Click "Save"

This screenshot shows the same 'Miscellaneous / Other' form as in the previous step. The 'Description Optional' field now contains the text 'Entry fee for tournament'. The 'Estimated Amount' remains at 100.00 USD. The 'Save' button at the top right is highlighted with an orange circle, indicating the next action for the user. The sidebar and top navigation elements are consistent with the previous screenshot.

## 36 Click "Submit"

←

Pre-Approvals For  
Caelyn Orlandi

+

Add Pre-Approval Types

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

MISCELLANEOUS

Auburn WA Athletic Recruitment

0 Comments

0 Attachments

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

PA Report ID  
QA0001777247

Total Estimated Amount  
1,076.00 USD

Submit

## 37 Click "Submit"

Emburse Enterprise

Scribe | Workspace

Test UI Launcher

chrome://index/#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688

☆

🔍

🔖

🔗

⋮

enterprise

?

⚙️

Caelyn Orlandi

Lewis Clark State College

Submit Preapproval

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

Submit

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