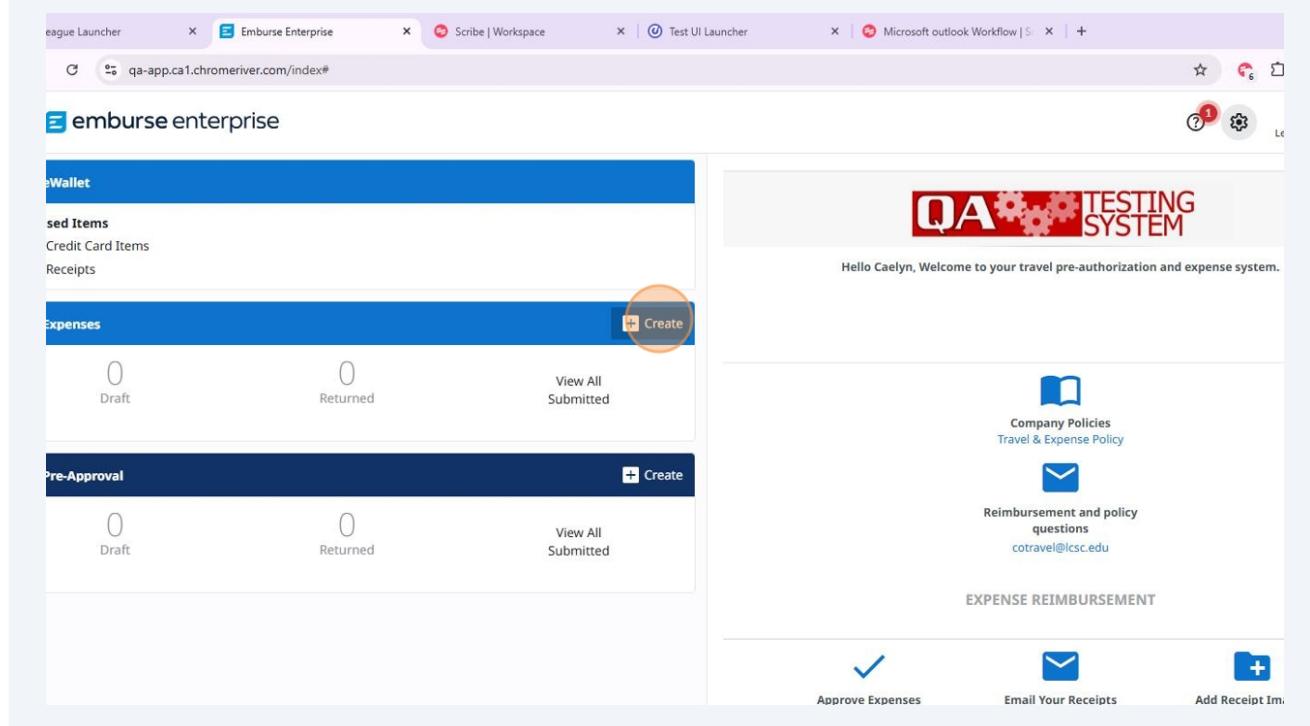


Athletic Recruitment Expense Claim

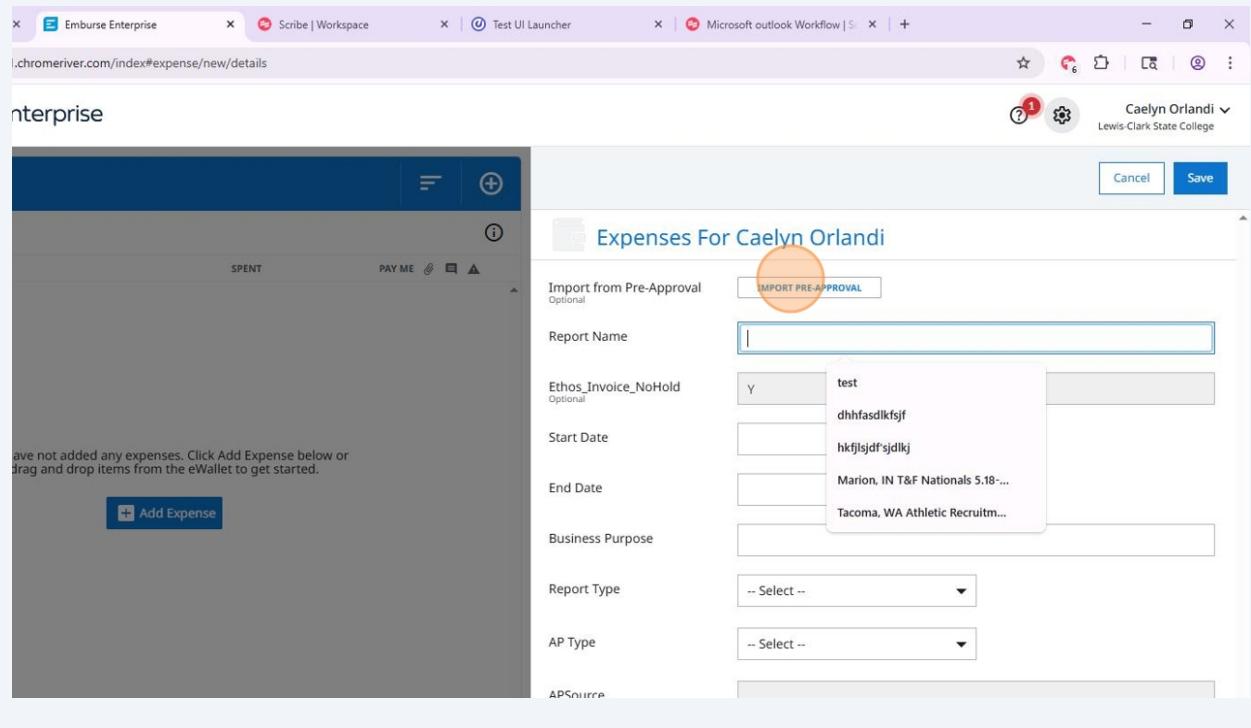


- 1 Click "Create New Expense Report Create"

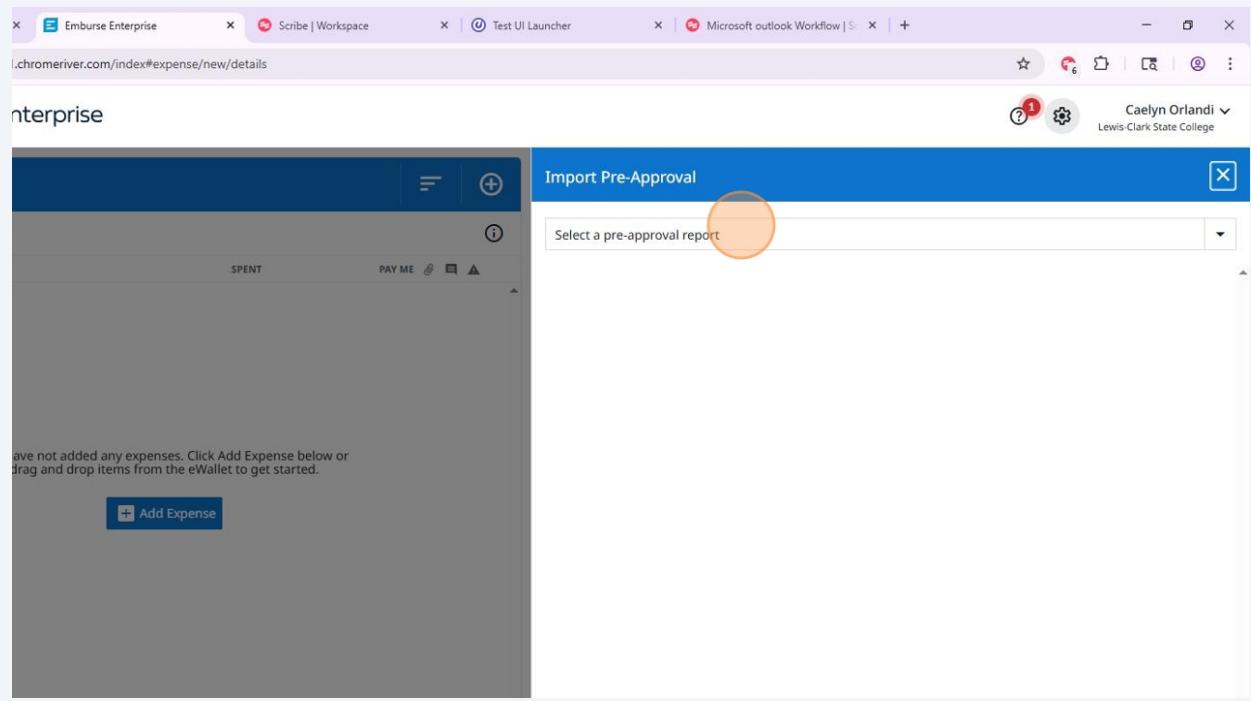


The screenshot shows a web browser with multiple tabs open. The active tab is 'emburse enterprise' at 'qa-app.ca1.chromeriver.com/index#'. The page displays a navigation menu with 'eWallet' and 'Receipts' options, followed by two main sections: 'Expenses' and 'Pre-Approval'. The 'Expenses' section shows 0 Draft and 0 Returned items, with a 'Create' button highlighted with a red circle. The 'Pre-Approval' section shows 0 Draft and 0 Returned items, also with a 'Create' button. To the right of these sections is a 'QA TESTING SYSTEM' sidebar with links for 'Company Policies' (Travel & Expense Policy), 'Reimbursement and policy questions' (cotravel@lcsc.edu), and 'EXPENSE REIMBURSEMENT' buttons for 'Approve Expenses', 'Email Your Receipts', and 'Add Receipt Images'.

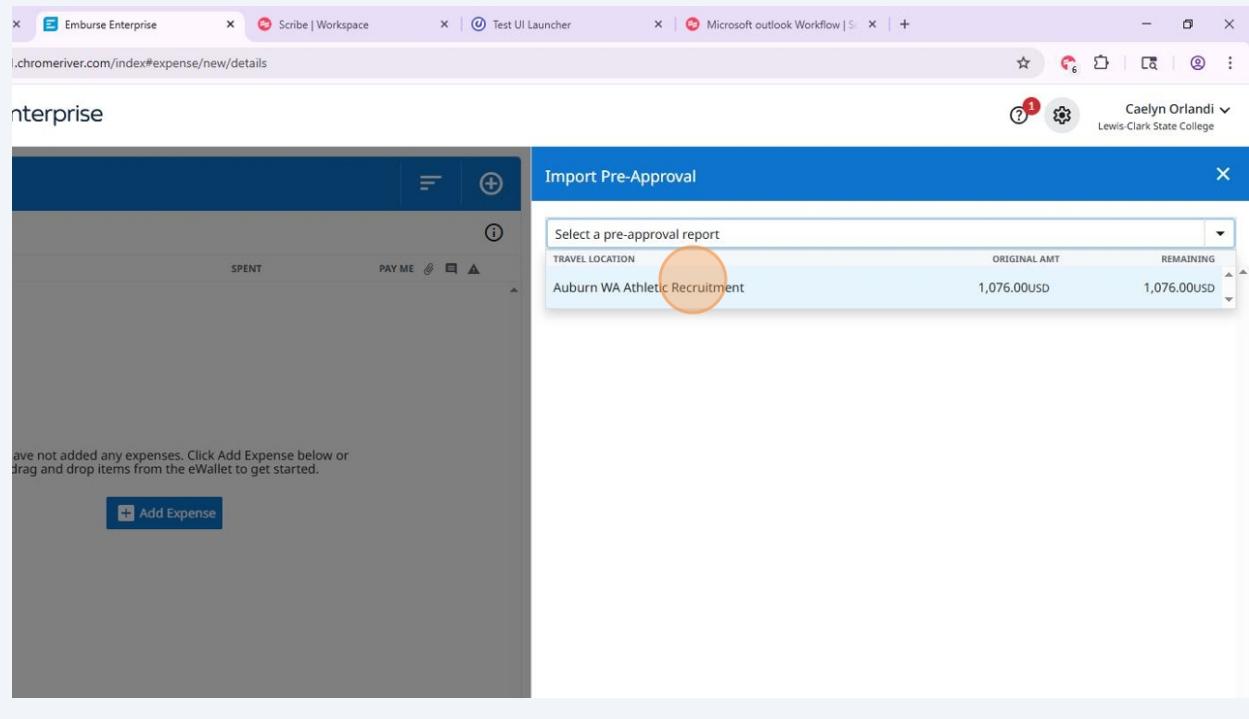
2 Click "IMPORT PRE-APPROVAL"



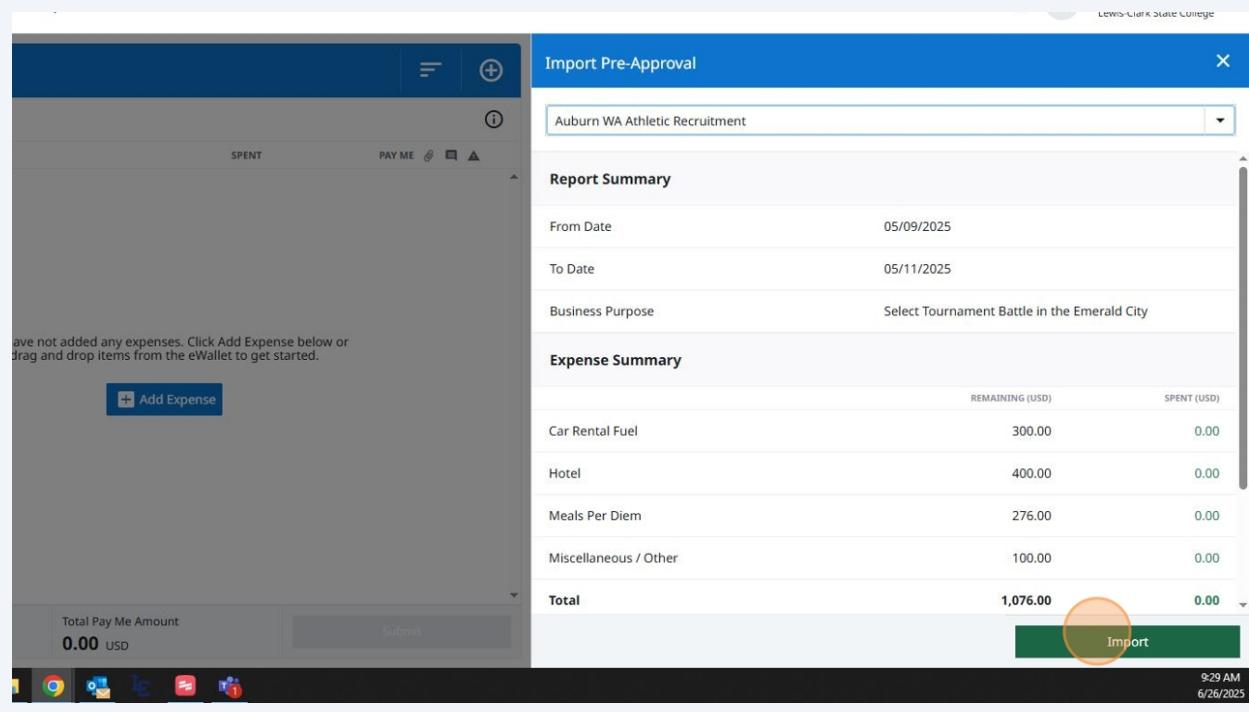
3 Click "Select a pre-approval report"



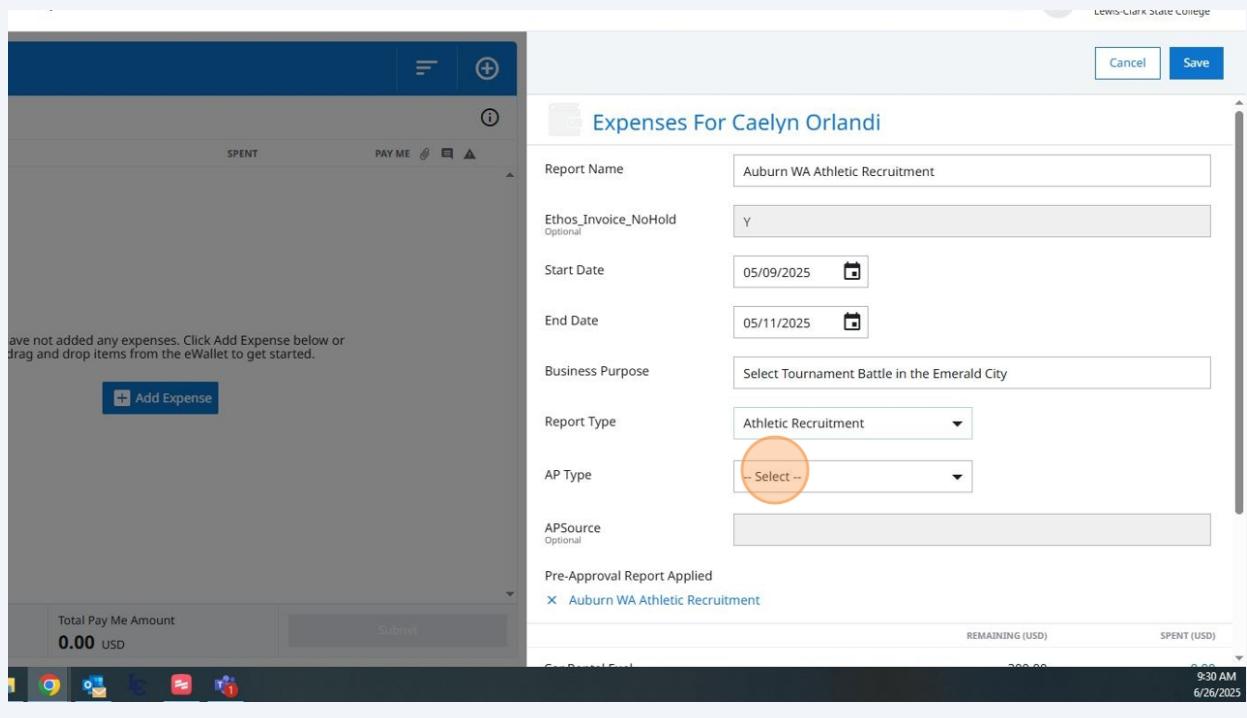
4 Click "Import Pre-Approval"



5 Click "Import"



6 Click "-- Select --"



Expenses For Caelyn Orlando

Report Name: Auburn WA Athletic Recruitment

Ethos_Invoice_NoHold: Y

Start Date: 05/09/2025

End Date: 05/11/2025

Business Purpose: Select Tournament Battle in the Emerald City

Report Type: Athletic Recruitment

AP Type: -- Select --

APSource: Optional

Pre-Approval Report Applied: Auburn WA Athletic Recruitment

Total Pay Me Amount: 0.00 USD

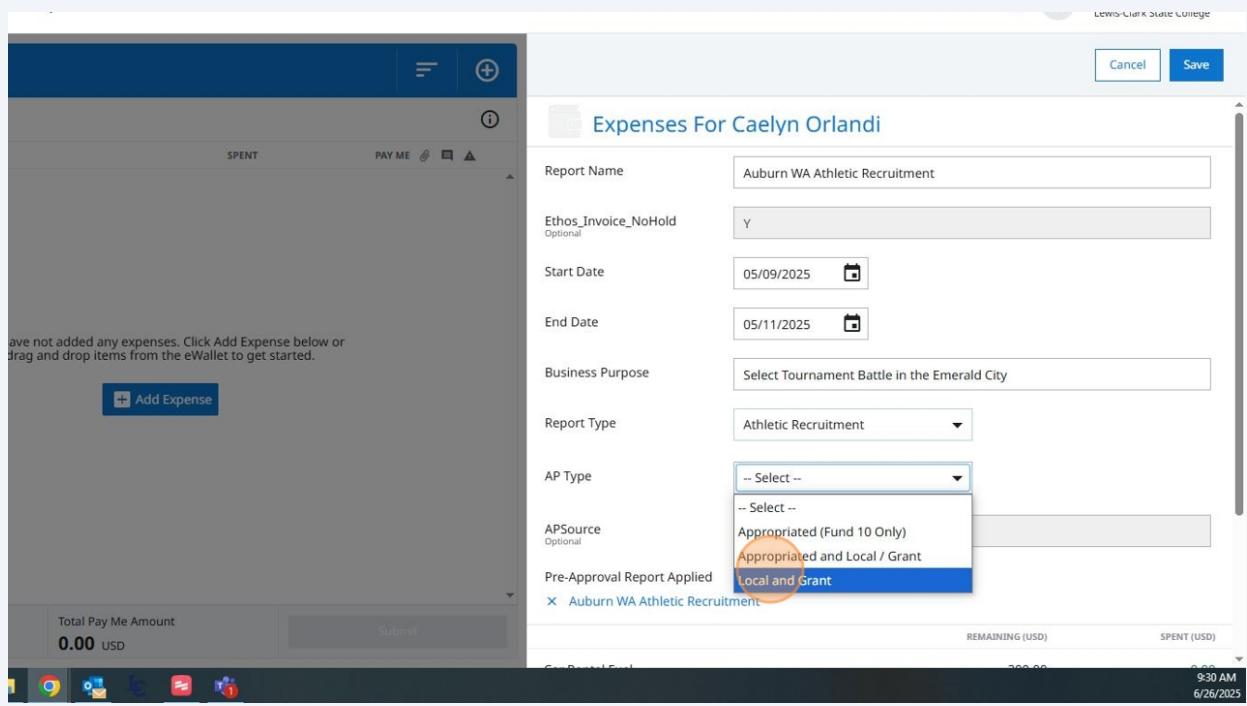
Submit

REMAINING (USD): 200.00

SPENT (USD): 0.00

9:30 AM 6/26/2025

7 Choose the appropriate AP Type



Expenses For Caelyn Orlando

Report Name: Auburn WA Athletic Recruitment

Ethos_Invoice_NoHold: Y

Start Date: 05/09/2025

End Date: 05/11/2025

Business Purpose: Select Tournament Battle in the Emerald City

Report Type: Athletic Recruitment

AP Type: -- Select --

APSource: Optional

Pre-Approval Report Applied: Auburn WA Athletic Recruitment

Total Pay Me Amount: 0.00 USD

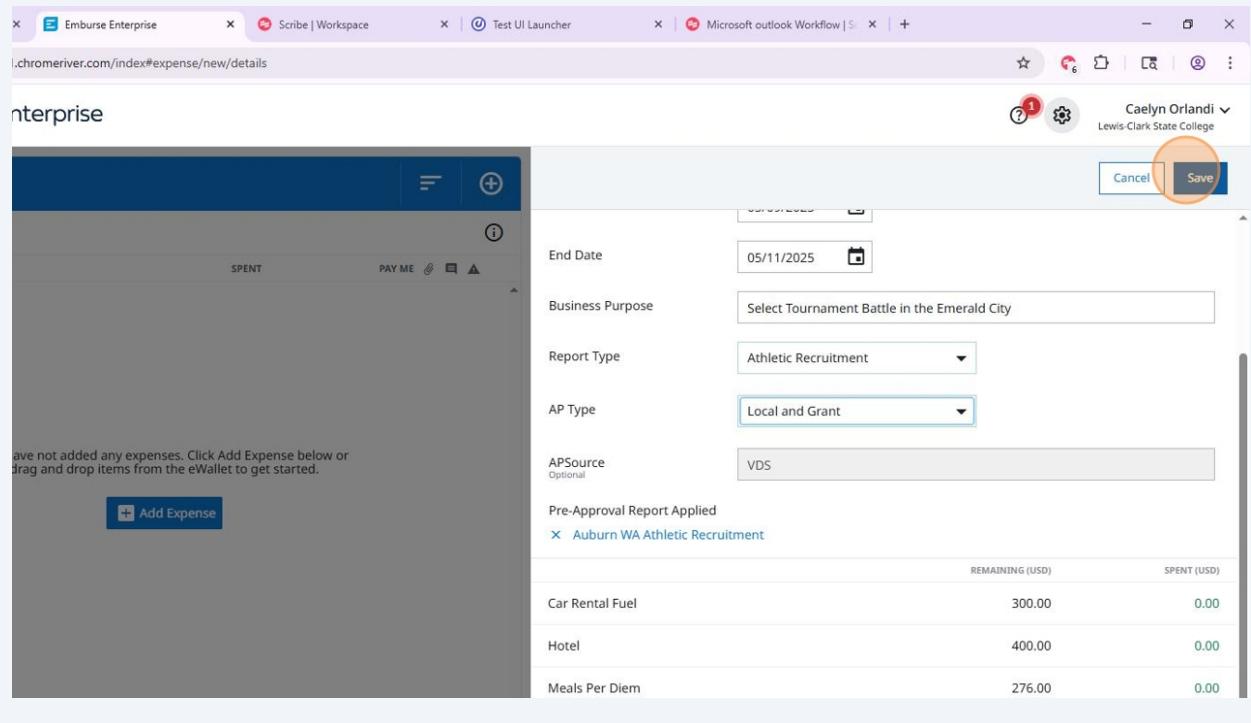
Submit

REMAINING (USD): 200.00

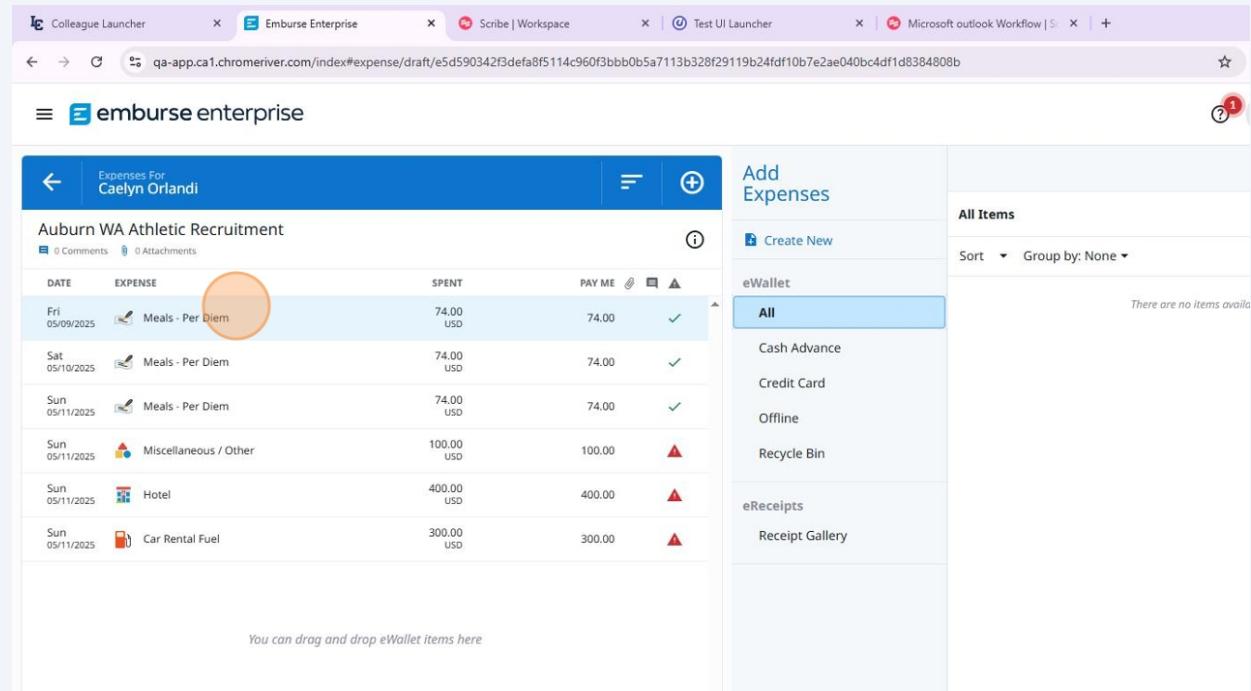
SPENT (USD): 0.00

9:30 AM 6/26/2025

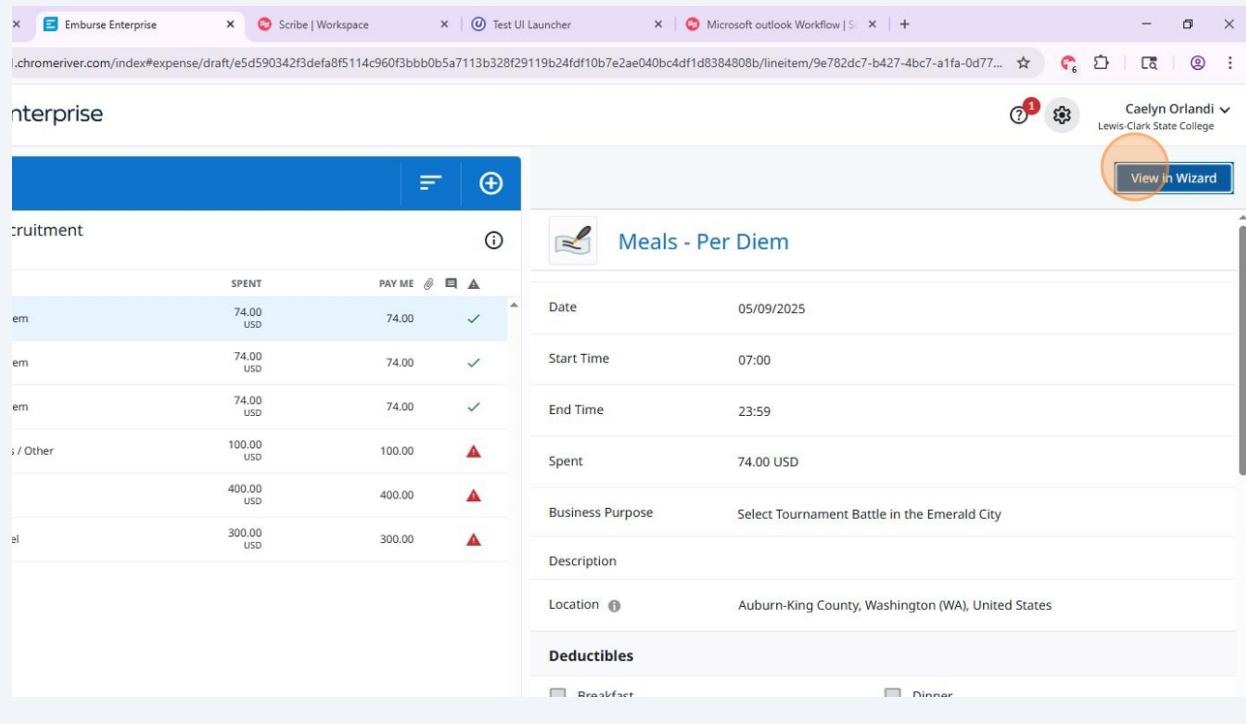
8 Click "Save"



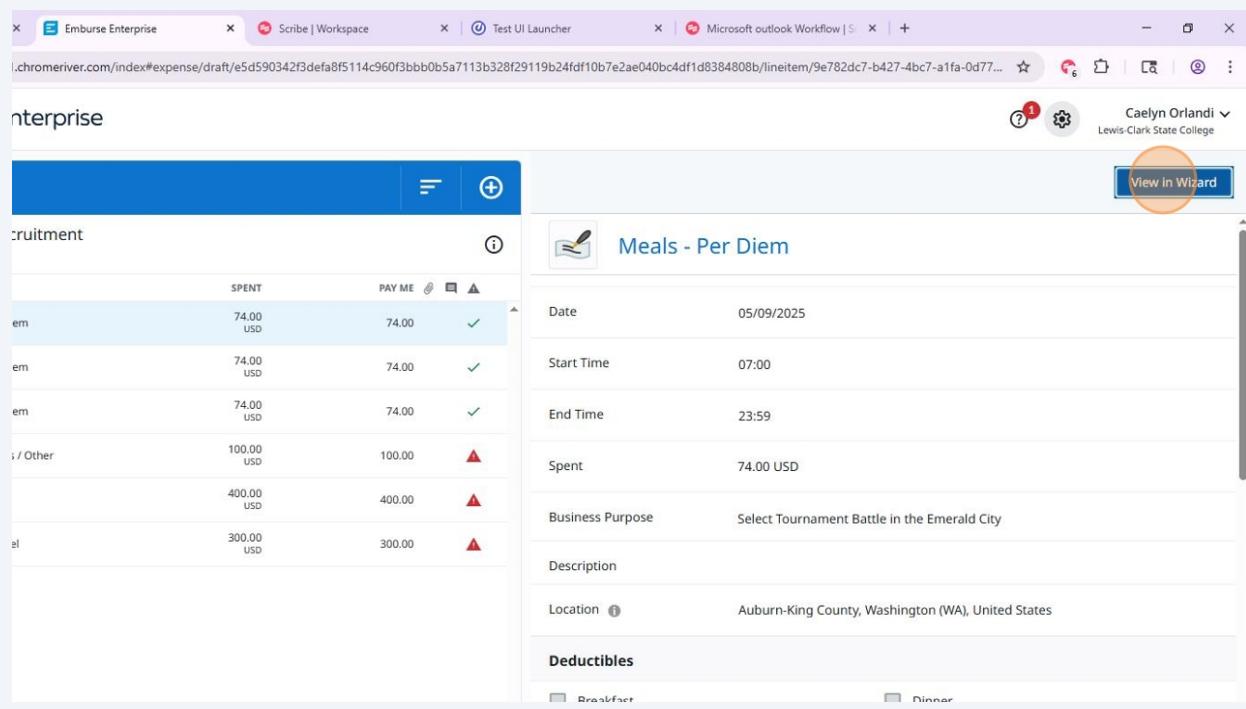
9 Click here to adjust per diem amounts. If not paying the per diem rate for the travel destination, delete all the per diem entries and enter using Athletic Meals. The following screens show an example of this. If an overnight stay is not involved for that day's per diem, delete it and reenter making sure to choose that there was no overnight stay on the right side while in the wizard. Also click the box to any meals that are provided so a reimbursement will not be issued for them.



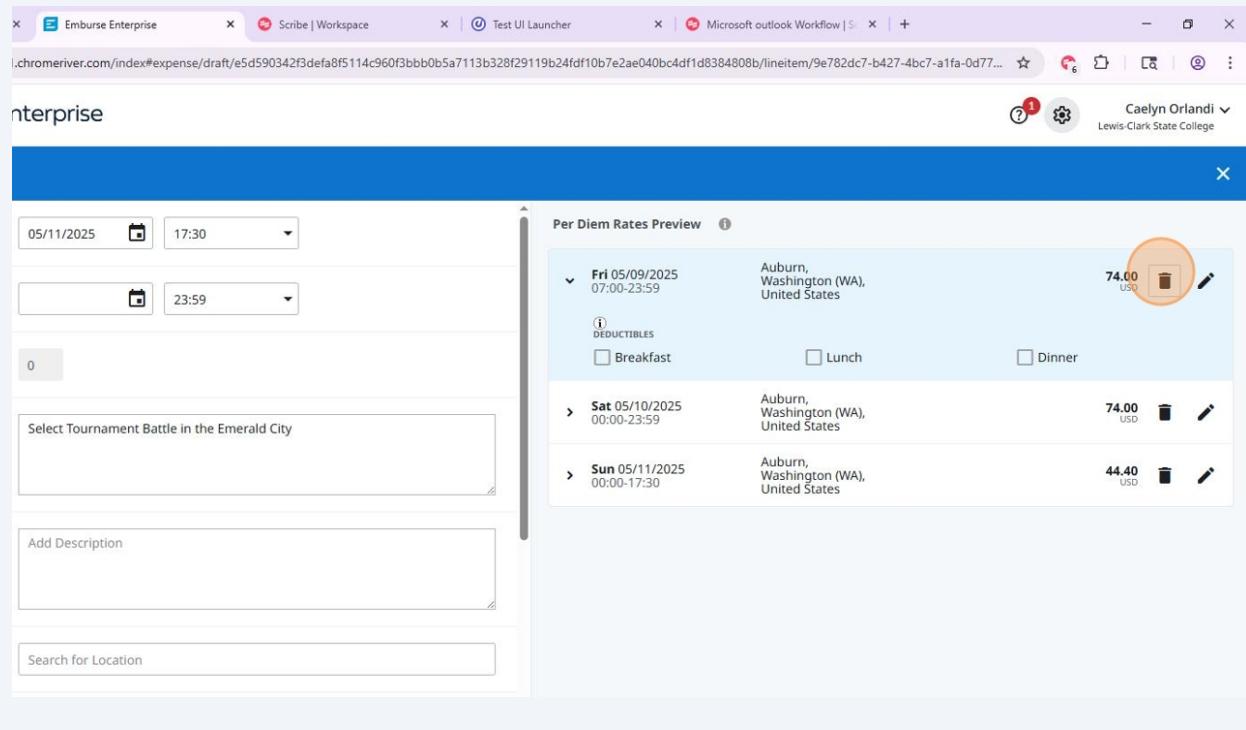
10 Click "View in Wizard"



11 Click "View in Wizard"



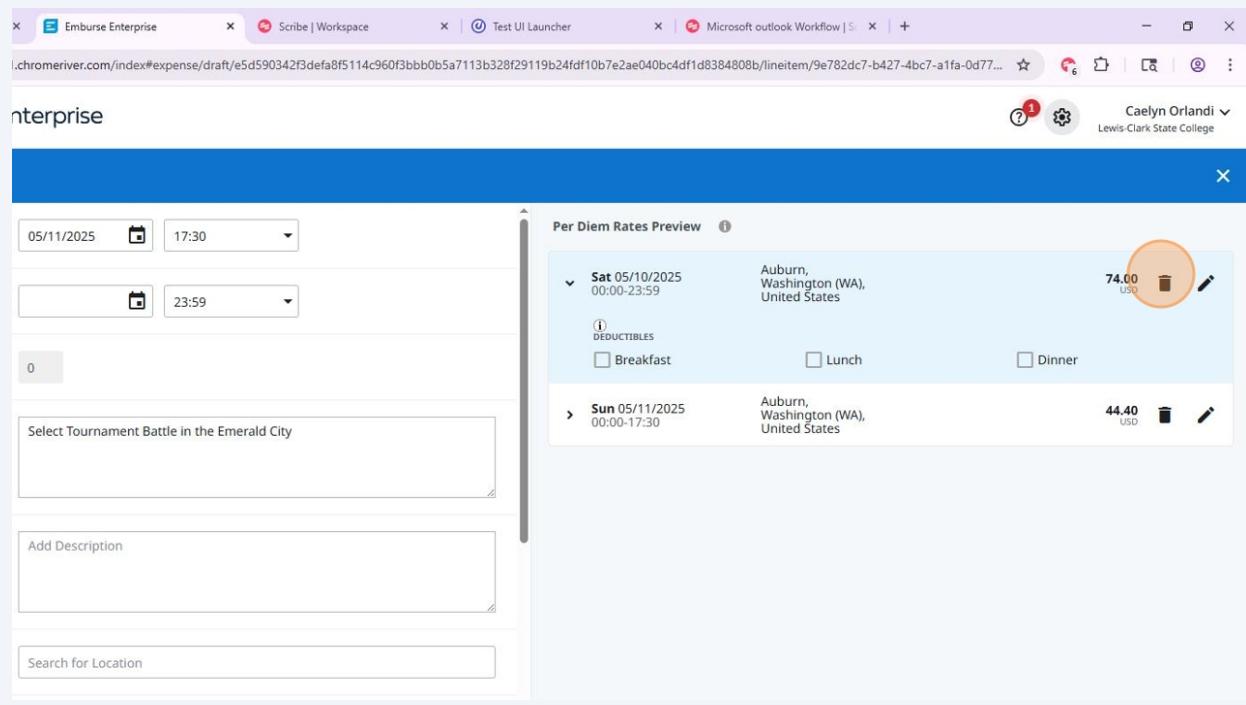
12 Click "delete"



The screenshot shows the 'Per Diem Rates Preview' section of the Emburse Enterprise software. It displays three days of rates: Friday, Saturday, and Sunday, all set to Auburn, Washington (WA), United States. The rates are 74.00 USD, 74.00 USD, and 44.40 USD respectively. Each entry has a delete icon (a trash can) and a edit icon (a pencil) highlighted with a red circle. The interface includes date and time selection fields, a location search bar, and a description input field.

Date	Location	Rate
Fri 05/09/2025 07:00-23:59	Auburn, Washington (WA), United States	74.00 USD
Sat 05/10/2025 00:00-23:59	Auburn, Washington (WA), United States	74.00 USD
Sun 05/11/2025 00:00-17:30	Auburn, Washington (WA), United States	44.40 USD

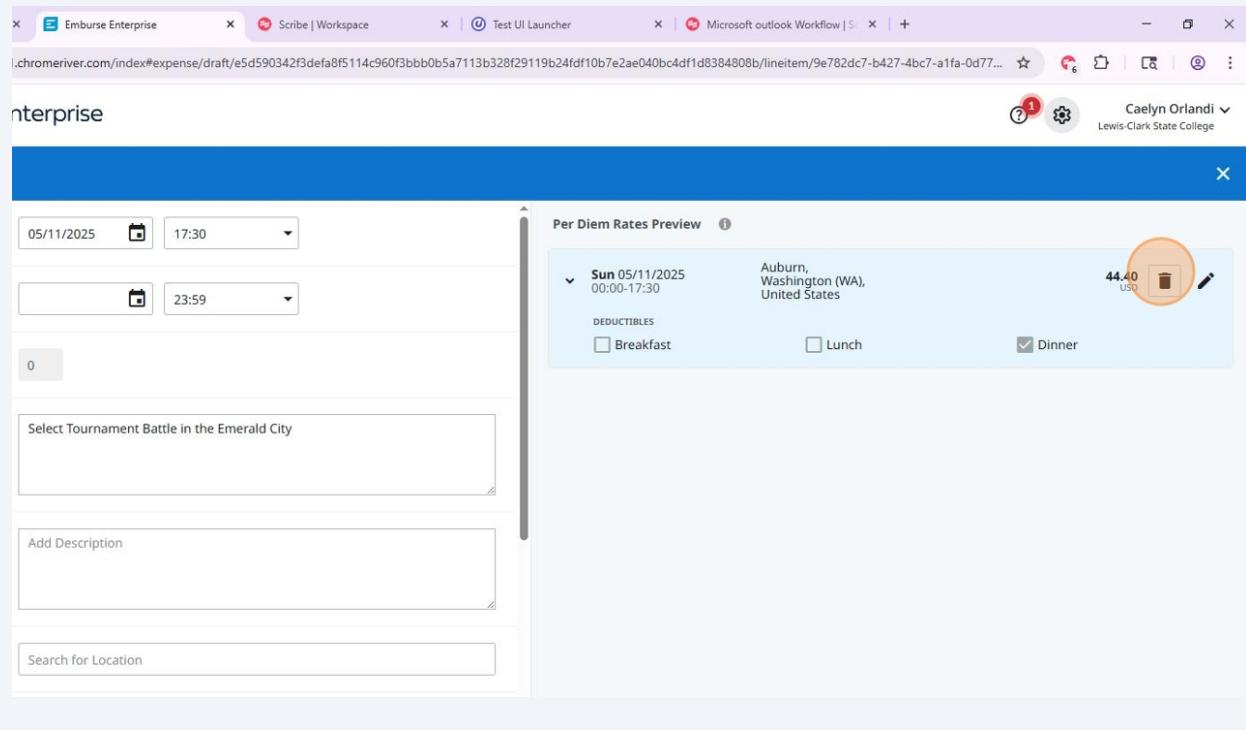
13 Click "delete"



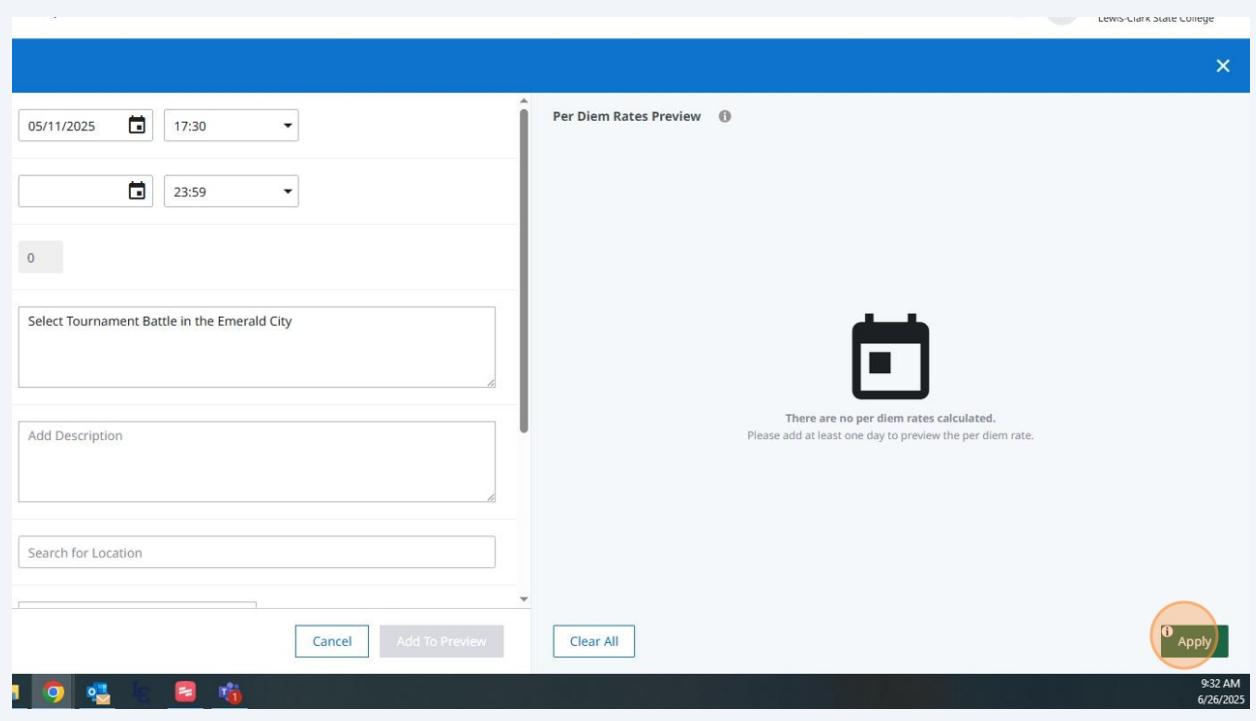
The screenshot shows the 'Per Diem Rates Preview' section of the Emburse Enterprise software, similar to the previous one but with a different day selected. It displays three days of rates: Saturday, Sunday, and Monday, all set to Auburn, Washington (WA), United States. The rates are 74.00 USD, 44.40 USD, and 80.00 USD respectively. Each entry has a delete icon (a trash can) and a edit icon (a pencil) highlighted with a red circle. The interface includes date and time selection fields, a location search bar, and a description input field.

Date	Location	Rate
Sat 05/10/2025 00:00-23:59	Auburn, Washington (WA), United States	74.00 USD
Sun 05/11/2025 00:00-17:30	Auburn, Washington (WA), United States	44.40 USD
Mon 05/12/2025 00:00-17:30	Auburn, Washington (WA), United States	80.00 USD

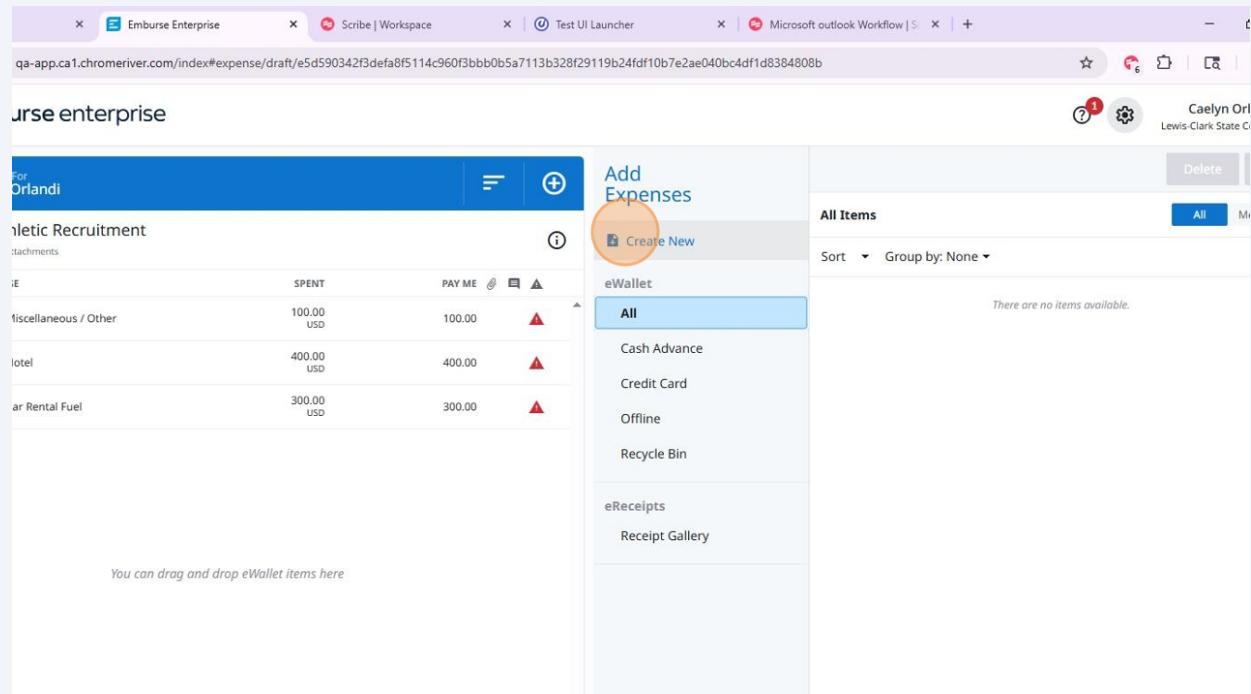
14 Click "delete"



15 Click "Apply"

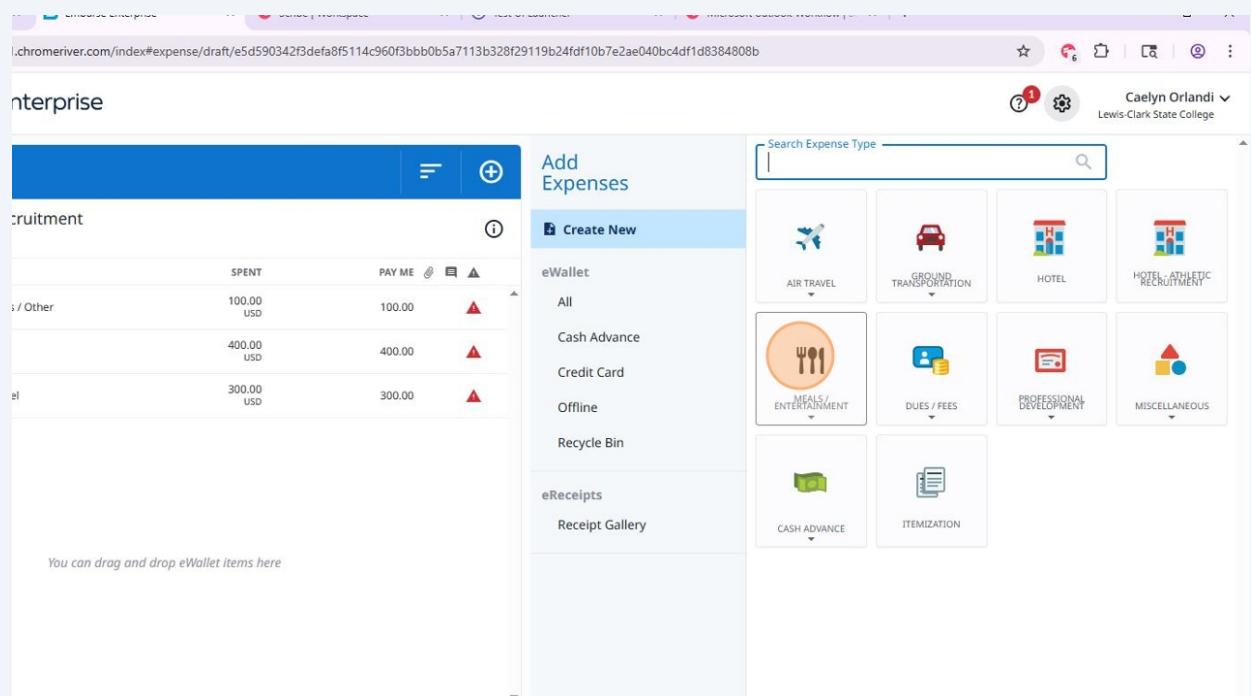


16 Click "Create New out of pocket expense"



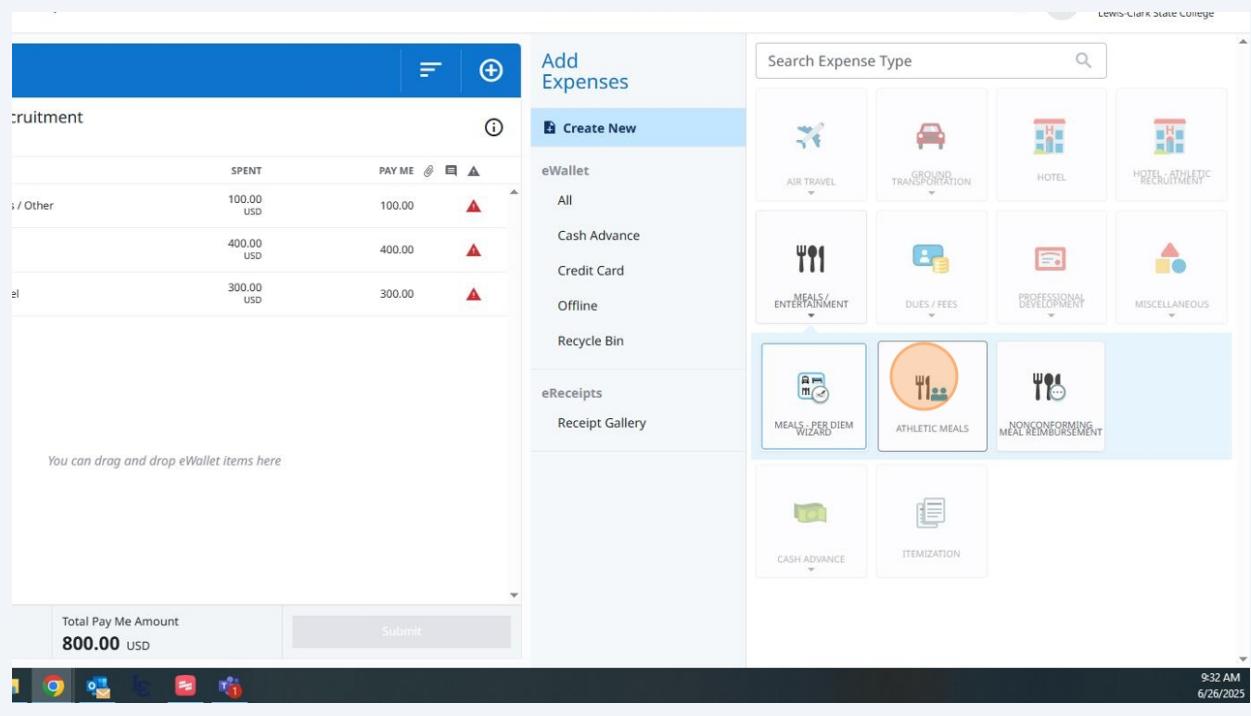
The screenshot shows the 'Add Expenses' interface. On the left, a table lists expenses: Miscellaneous / Other (100.00 USD), Hotel (400.00 USD), and Car Rental Fuel (300.00 USD). On the right, a context menu is open with the 'Create New' option highlighted. The menu also includes categories like eWallet, Cash Advance, Credit Card, Offline, Recycle Bin, and eReceipts.

17 Click here



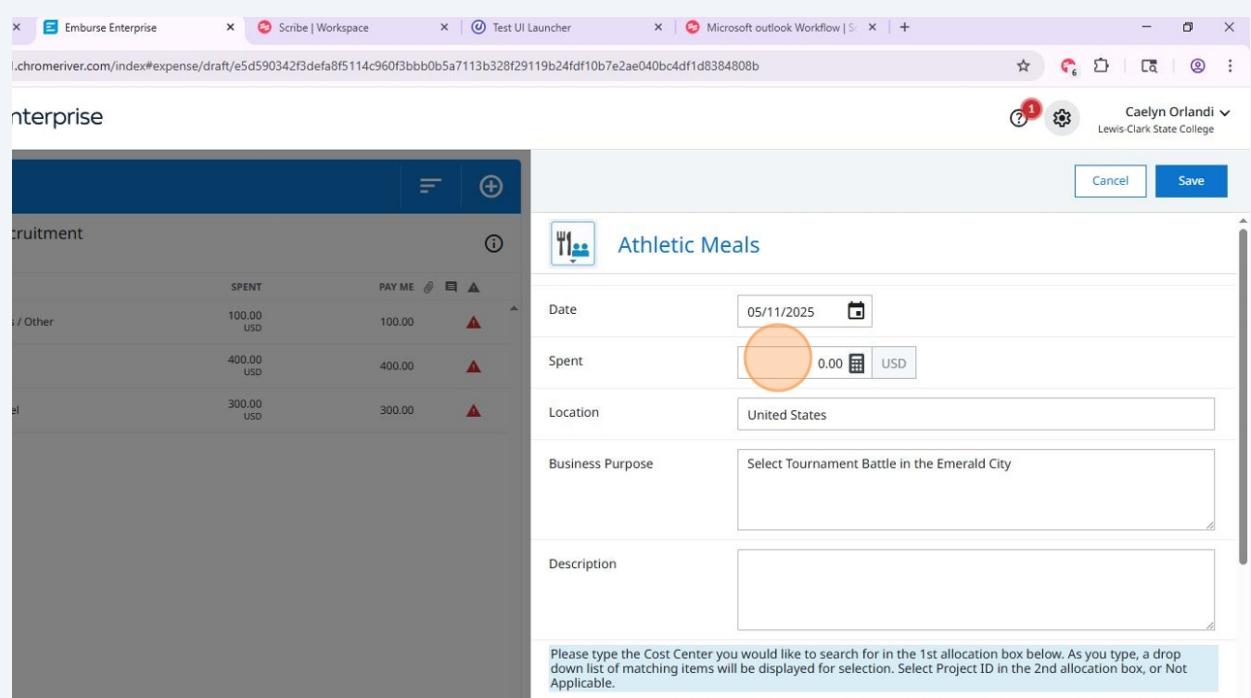
The screenshot shows the 'Add Expenses' interface. On the left, a table lists expenses: Miscellaneous / Other (100.00 USD), Hotel (400.00 USD), and Car Rental Fuel (300.00 USD). On the right, a context menu is open with the 'Create New' option highlighted. The menu also includes categories like eWallet, Cash Advance, Credit Card, Offline, Recycle Bin, and eReceipts. On the far right, a grid of expense types is shown with categories like AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, HOTEL ATHLETIC RECRUITMENT, MEALS/ENTERTAINMENT, DUES/FEES, PROFESSIONAL DEVELOPMENT, and MISCELLANEOUS.

18 Click "Athletic Meals"



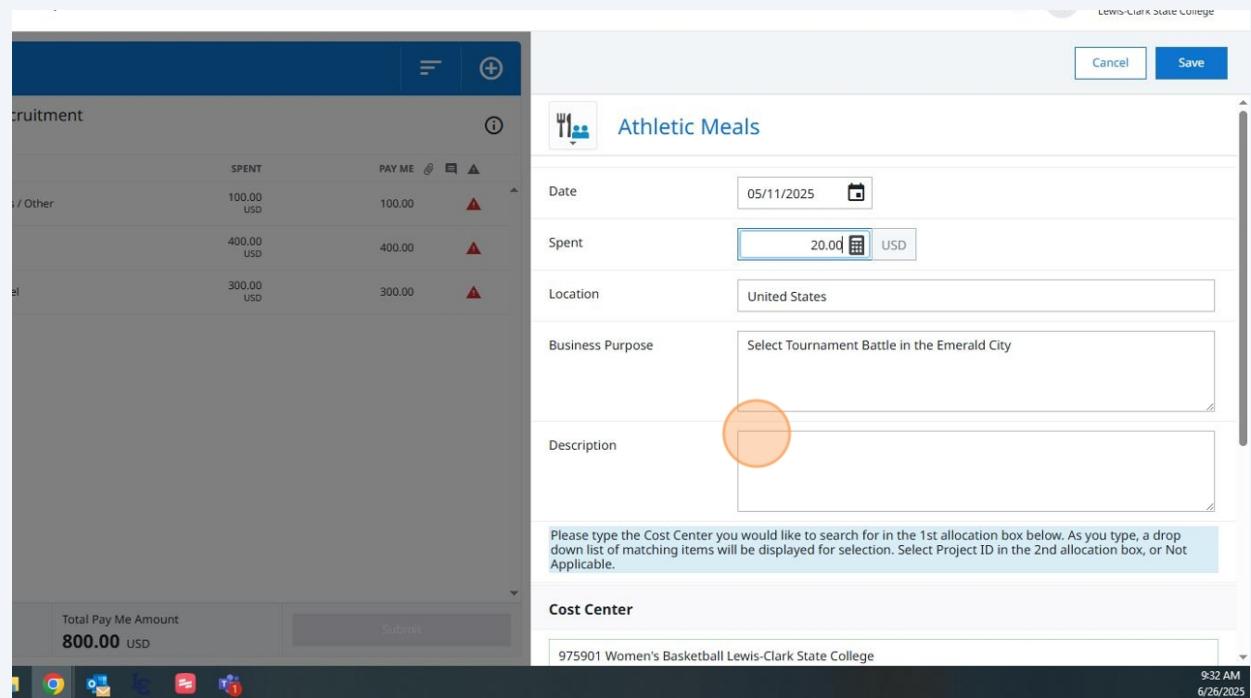
The screenshot shows the 'Add Expenses' interface. On the left, there's a list of transactions with columns for SPENT and PAY ME. A message at the bottom says, 'You can drag and drop eWallet items here'. On the right, there's a 'Search Expense Type' bar and a grid of expense categories. The 'ATHLETIC MEALS' category is highlighted with a blue border and a large orange circle, indicating it is selected.

19 Enter the amount of per diem to be reimbursed to the employee.



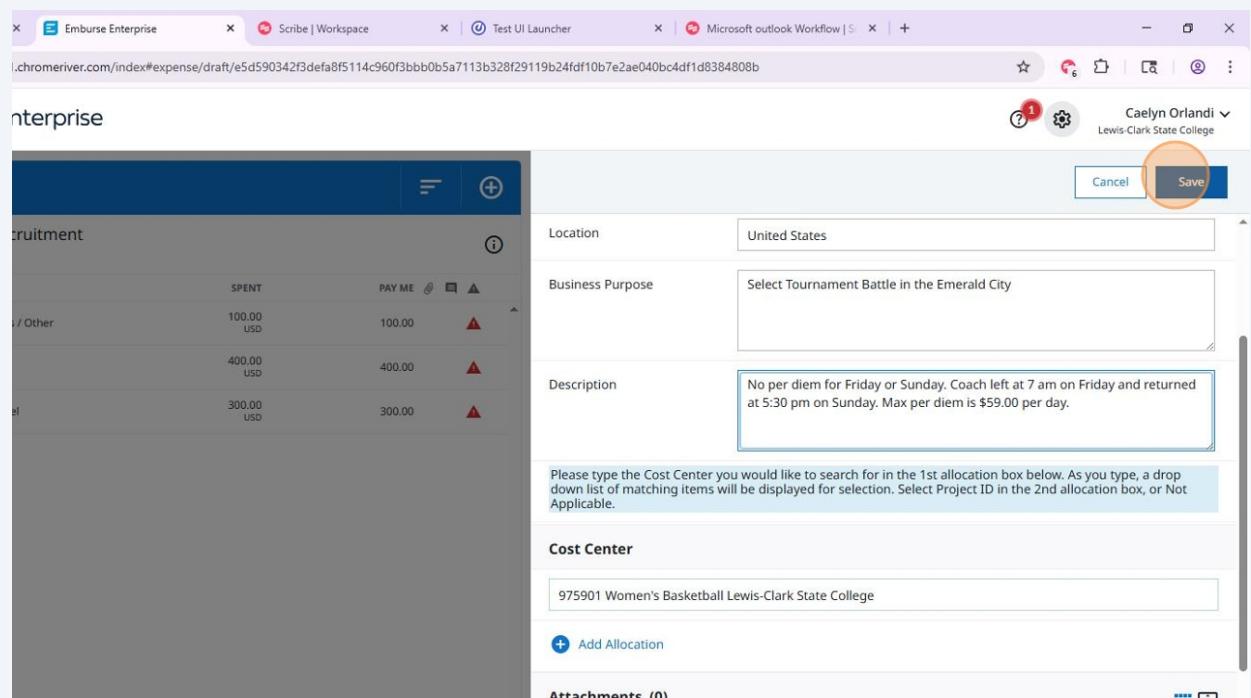
The screenshot shows the expense draft interface. On the left, the transaction list is visible. On the right, the 'Athletic Meals' form is open. The 'Spent' field is highlighted with an orange circle. The form also includes fields for Date (05/11/2025), Location (United States), Business Purpose (Select Tournament Battle in the Emerald City), and Description. A note at the bottom of the form 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.'

20 Click "Description"



The screenshot shows the 'Athletic Meals' expense entry in the Emburse Enterprise software. The 'Description' field is highlighted with an orange circle. The software interface includes a left sidebar with a list of categories and a right panel for entering details like Date, Spent, Location, Business Purpose, and Description. The 'Description' field contains the text: 'Select Tournament Battle in the Emerald City'.

21 Click "Save"



The screenshot shows the 'Athletic Meals' expense entry in the Emburse Enterprise software. The 'Save' button is highlighted with an orange circle. The software interface includes a left sidebar with a list of categories and a right panel for entering details like Date, Spent, Location, Business Purpose, and Description. The 'Description' field contains the text: 'No per diem for Friday or Sunday. Coach left at 7 am on Friday and returned at 5:30 pm on Sunday. Max per diem is \$59.00 per day.'

22

Click on any of the other expenses to delete them if not incurred or if paid by p-card.

Expenses For Caelyn Orlandi

Jburn WA Athletic Recruitment

DATE	EXPENSE	SPENT	PAY ME
un 5/11/2025	Miscellaneous / Other	100.00 USD	100.00
un 5/11/2025	Hotel	400.00 USD	400.00
un 5/11/2025	Car Rental Fuel	300.00 USD	300.00
un 5/11/2025	Athletic Meals	20.00 USD	20.00

You can drag and drop eWallet items here

Add Expenses

Create New

eWallet

- All
- Cash Advance
- Credit Card
- Offline
- Recycle Bin

eReceipts

- Receipt Gallery

Search Expense Type

AIR TRAVEL GROUND TRANSPORTATION HOTEL

MEALS ENTERTAINMENT DUES / FEES PROFESSIONAL DEVELOPMENT

CASH ADVANCE ITEMIZATION

23

Click "Delete"

Hotel

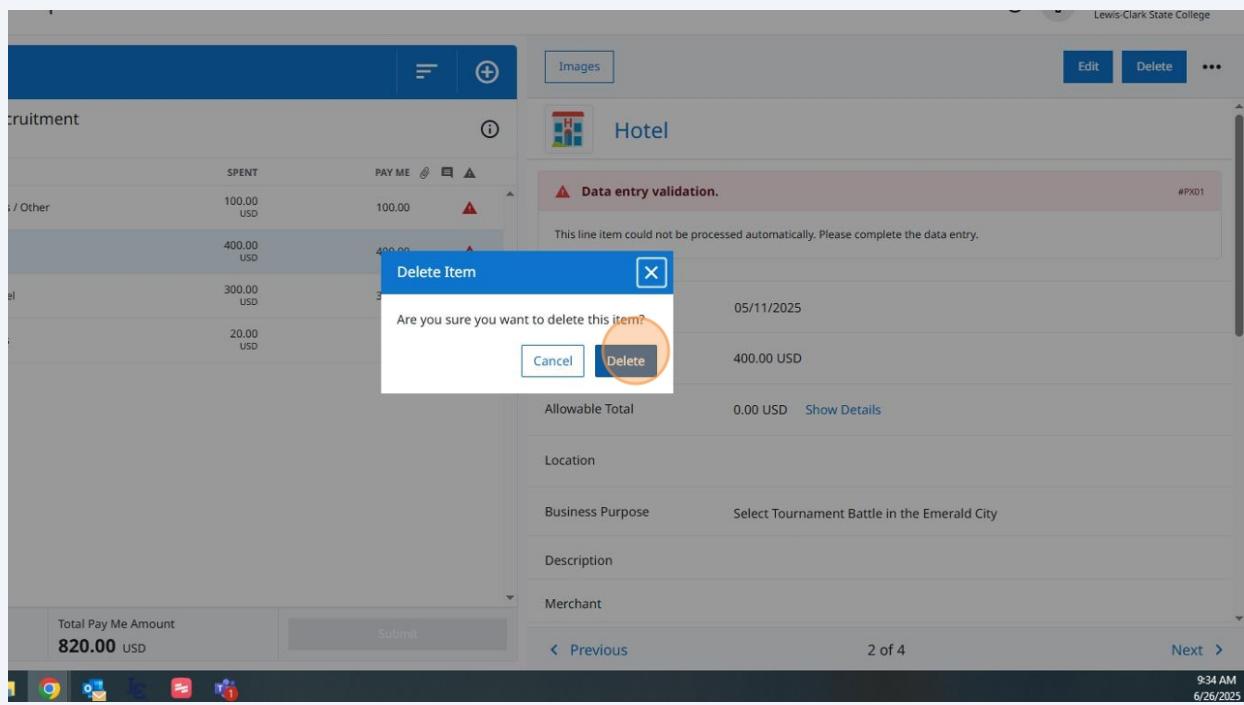
Data entry validation.

This line item could not be processed automatically. Please complete the data entry.

Date	05/11/2025
Spent	400.00 USD
Allowable Total	0.00 USD
Location	
Business Purpose	Select Tournament Battle in the Emerald City
Description	

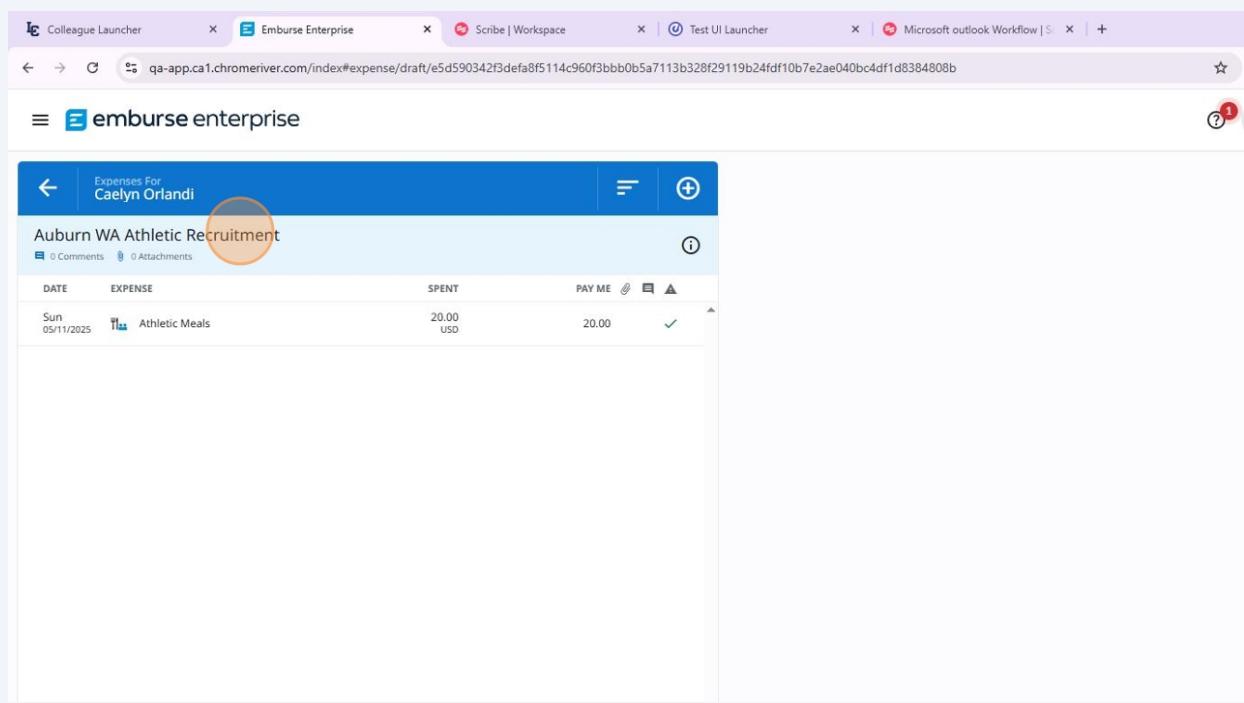
24

Click "Delete". For this example, we've deleted the hotel, misc expense and car rental fuel as the traveler stayed with friends and the other expenses were paid by p-card.

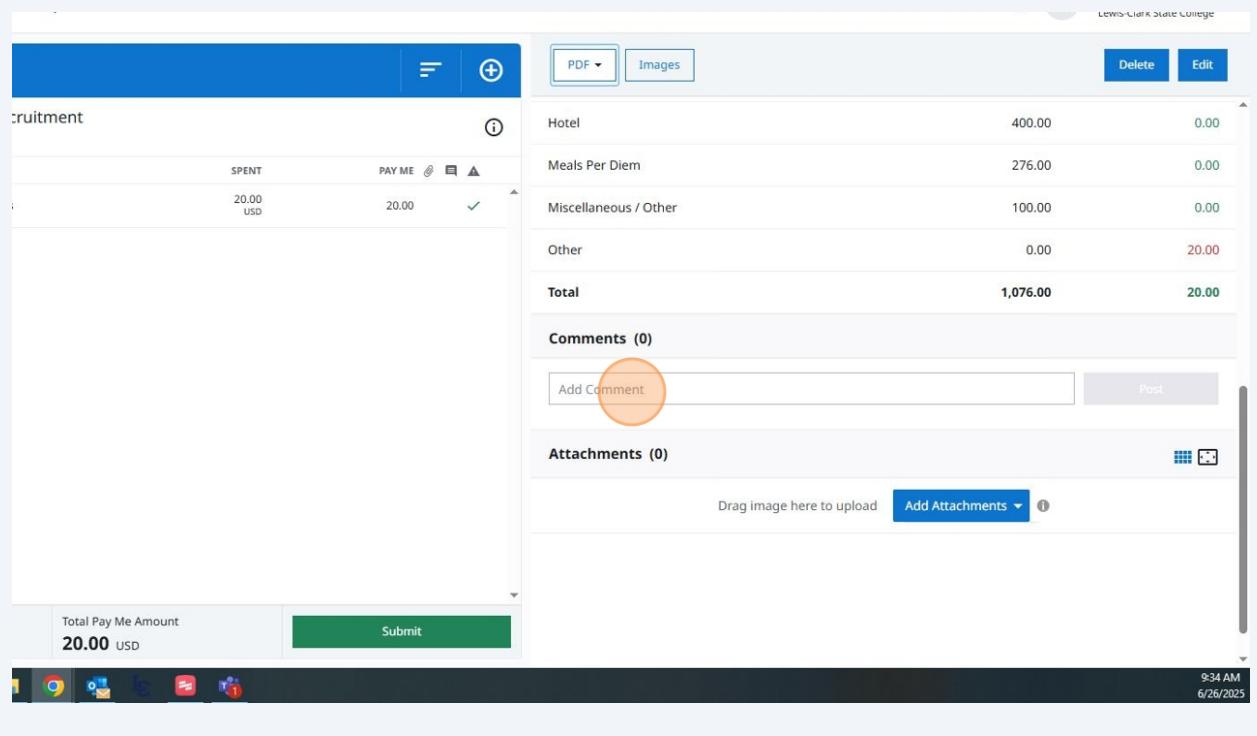


25

Click on the title of the expense report to return to the main page.

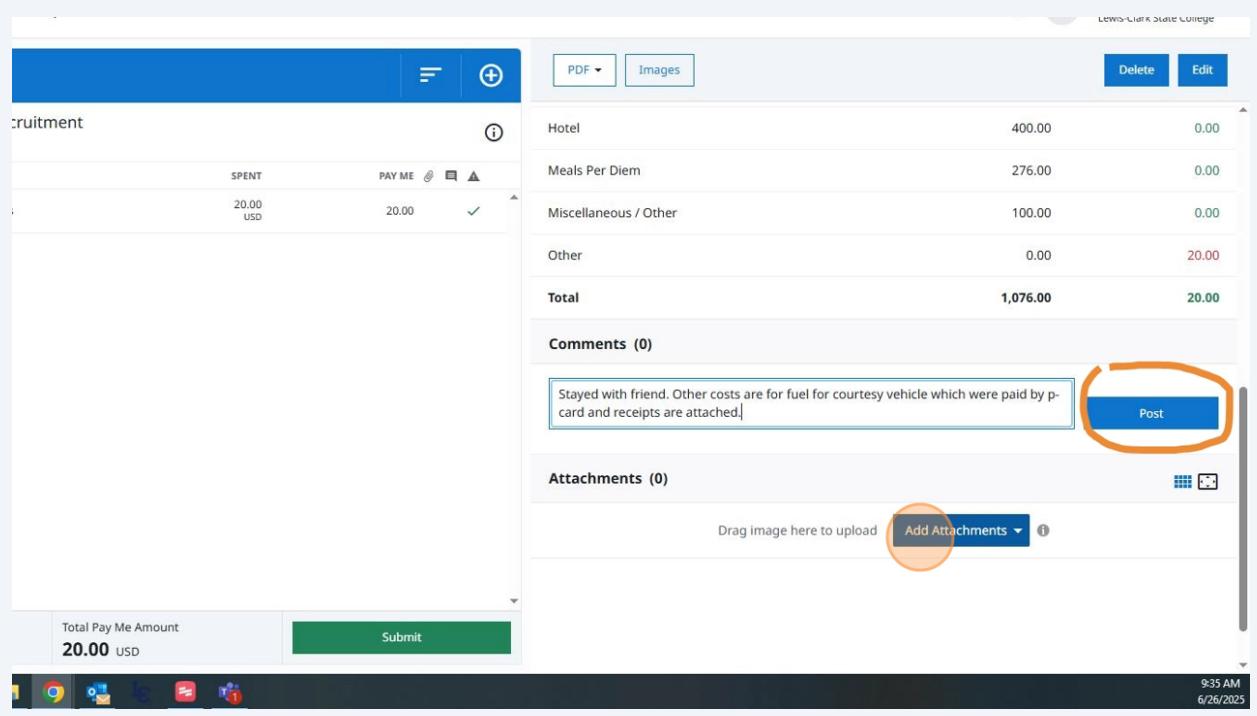


26 Enter additional comments here.



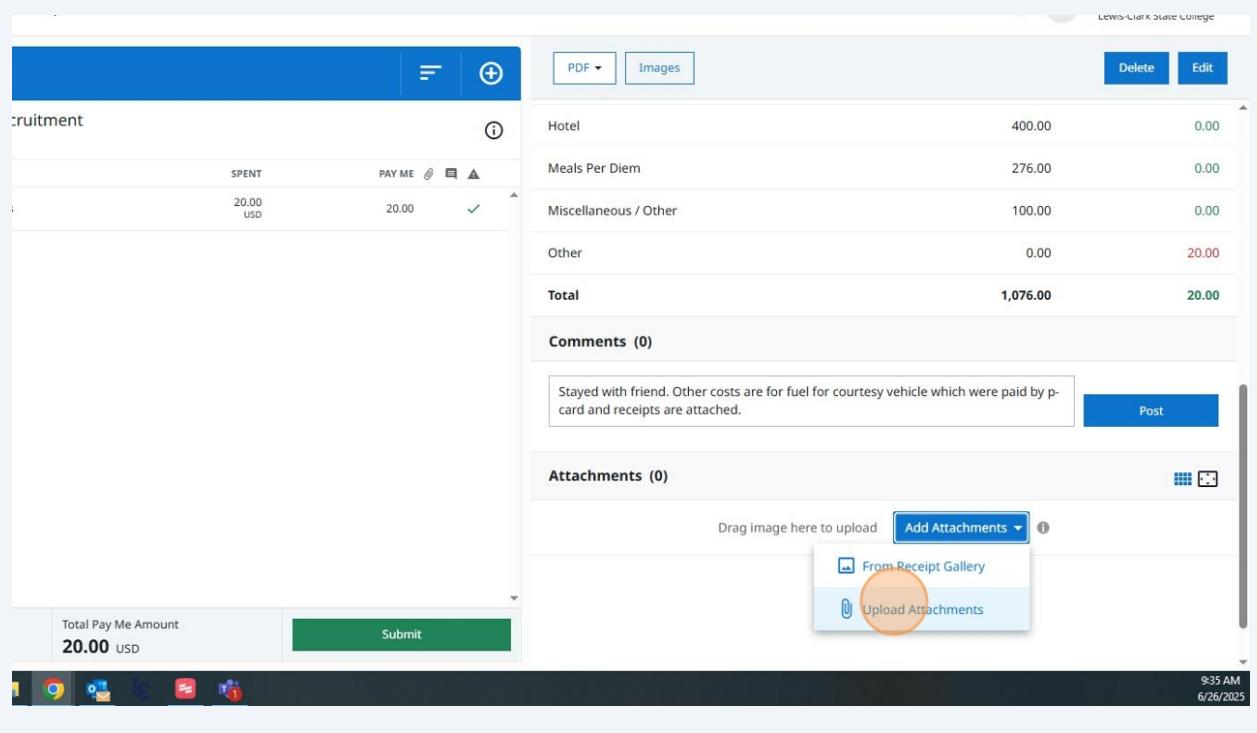
This screenshot shows a travel expense report form. At the top, there are buttons for 'Delete' and 'Edit'. Below the table, there is a 'Comments (0)' section with a text input field labeled 'Add Comment' and a 'Post' button. The 'Attachments (0)' section includes a placeholder 'Drag image here to upload' and a 'Add Attachments' button. At the bottom, there is a 'Total Pay Me Amount' of '20.00 USD' and a 'Submit' button. The status bar at the bottom right shows '9:34 AM 6/26/2025'.

27 Make a comment regarding any expenses paid by p-card related to the travel, hit post and attach the appropriate receipts.



This screenshot shows the same travel expense report form as the previous one, but with a comment added. The comment text is: 'Stayed with friend. Other costs are for fuel for courtesy vehicle which were paid by p-card and receipts are attached.' The 'Post' button next to the comment is highlighted with an orange circle. The rest of the form and status bar are identical to the previous screenshot.

28



Expense Report for Auburn WA Athletic Recruitment

DATE	EXPENSE	SPENT	PAY ME
Sun 05/11/2025	Athletic Meals	20.00 USD	20.00

Comments (0)

Stayed with friend. Other costs are for fuel for courtesy vehicle which were paid by p-card and receipts are attached.

Attachments (0)

Drag image here to upload

Add Attachments

From Receipt Gallery

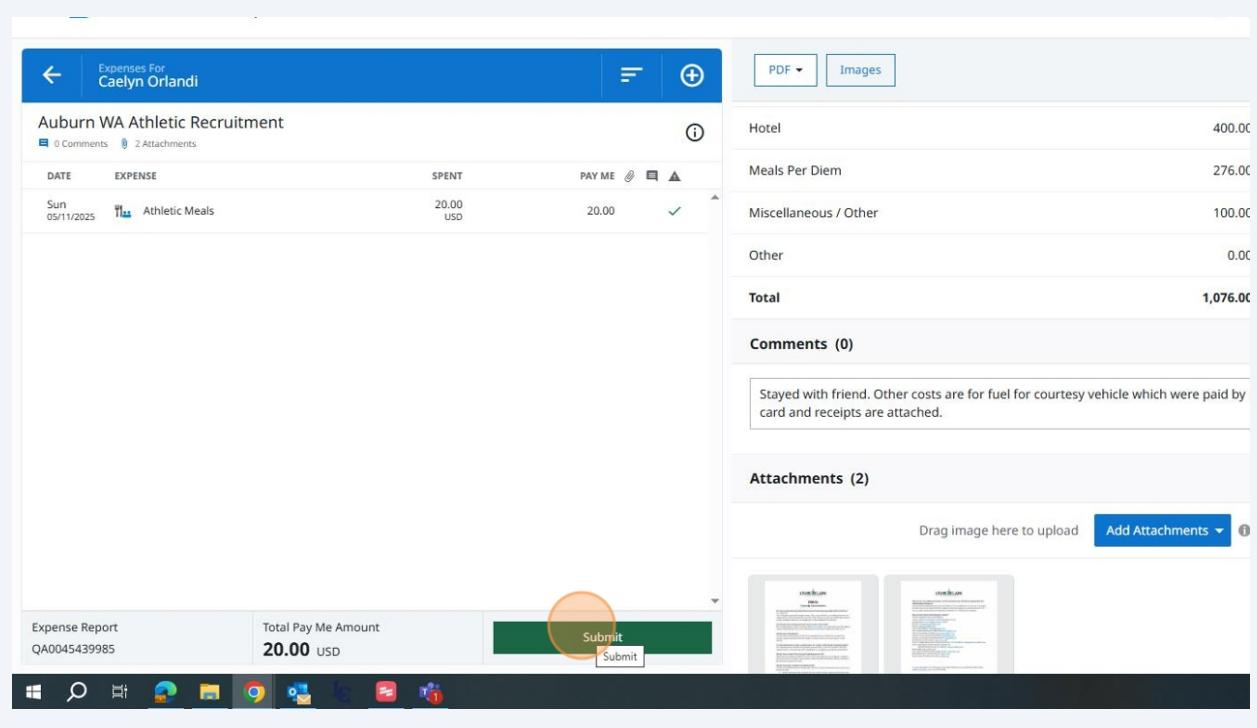
Upload Attachments

Total Pay Me Amount: 20.00 USD

Submit

9:35 AM 6/26/2025

29 Click "Submit"



Expense Report for Auburn WA Athletic Recruitment

DATE	EXPENSE	SPENT	PAY ME
Sun 05/11/2025	Athletic Meals	20.00 USD	20.00

Comments (0)

Stayed with friend. Other costs are for fuel for courtesy vehicle which were paid by p-card and receipts are attached.

Attachments (2)

Drag image here to upload

Add Attachments

Expense Report QA0045439985

Total Pay Me Amount: 20.00 USD

Submit

9:35 AM 6/26/2025

30 Click "Submit"

