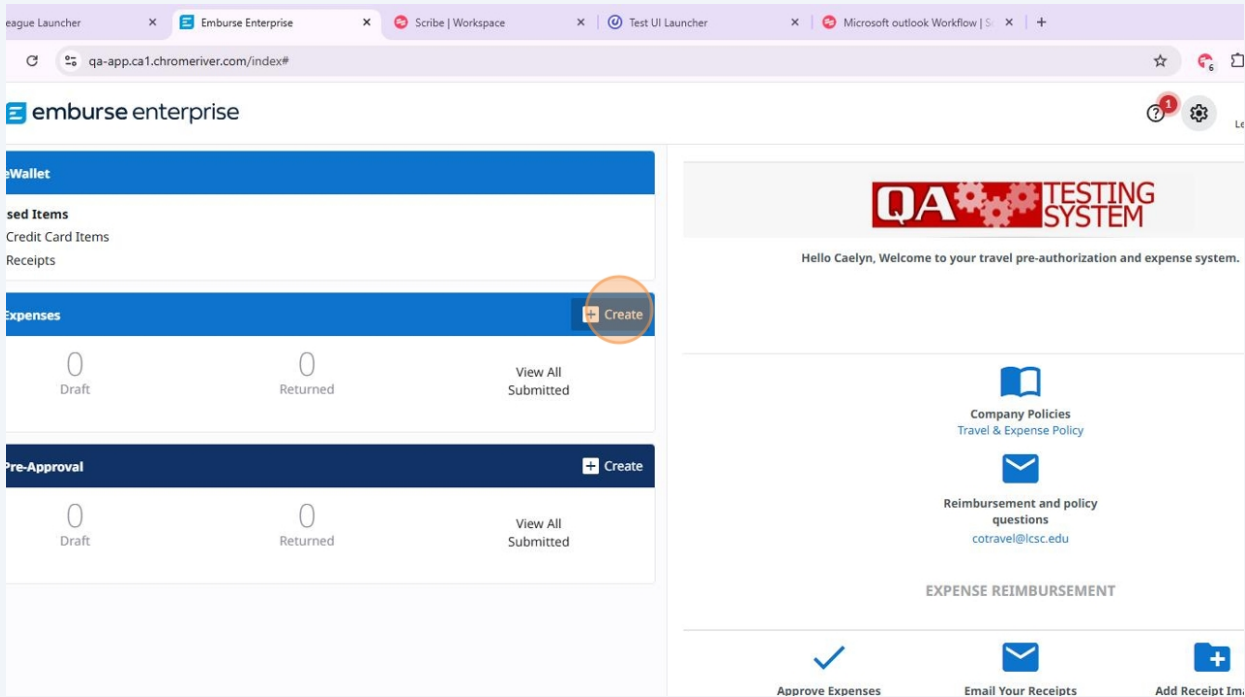


Athletic Recruitment Expense Claim



1 Click "Create New Expense Report Create"



2 Click "IMPORT PRE-APPROVAL"

The screenshot shows the Emburse Enterprise web application. The user is logged in as Caelyn Orlandi from Lewis Clark State College. The main panel displays the 'Expenses For Caelyn Orlandi' form. On the left, there is a sidebar with 'SPENT' and 'PAY ME' tabs, and a message: 'You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.' Below this message is an 'Add Expense' button. The main form area has a header 'Expenses For Caelyn Orlandi' and a sub-header 'Import from Pre-Approval Optional'. The 'IMPORT PRE-APPROVAL' button is highlighted with an orange circle. Below this button are several input fields: 'Report Name' (a text box), 'Ethos_Invoice_NoHold' (a dropdown menu with 'Y' selected), 'Start Date' (a date picker), 'End Date' (a date picker), 'Business Purpose' (a text box), 'Report Type' (a dropdown menu with '-- Select --' selected), 'AP Type' (a dropdown menu with '-- Select --' selected), and 'APSource' (a text box). A dropdown menu is open for the 'Ethos_Invoice_NoHold' field, showing a list of items: 'test', 'dhhfasdlikfsjf', 'hkfljsjdf'sjdkj', 'Marion, IN T&F Nationals 5.18-...', and 'Tacoma, WA Athletic Recruitm...'. At the top right of the form, there are 'Cancel' and 'Save' buttons.

3 Click "Select a pre-approval report"

The screenshot shows the same Emburse Enterprise web application, but with the 'Import Pre-Approval' modal open. The modal has a blue header with the title 'Import Pre-Approval' and a close button (X). Below the header is a dropdown menu labeled 'Select a pre-approval report', which is highlighted with an orange circle. The background of the main form is dimmed, and the 'Add Expense' button is still visible in the sidebar.

4 Click "Import Pre-Approval"

enterprise

Import Pre-Approval

Select a pre-approval report

TRAVEL LOCATION	ORIGINAL AMT	REMAINING
Auburn WA Athletic Recruitment	1,076.00USD	1,076.00USD

You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.

[Add Expense](#)

5 Click "Import"

Import Pre-Approval

Auburn WA Athletic Recruitment

Report Summary

From Date: 05/09/2025

To Date: 05/11/2025

Business Purpose: Select Tournament Battle in the Emerald City

Expense Summary

	REMAINING (USD)	SPENT (USD)
Car Rental Fuel	300.00	0.00
Hotel	400.00	0.00
Meals Per Diem	276.00	0.00
Miscellaneous / Other	100.00	0.00
Total	1,076.00	0.00

[Import](#)

Total Pay Me Amount: 0.00 USD

[Submit](#)

You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.

[Add Expense](#)

9:29 AM 6/26/2025

6 Click "-- Select --"

The screenshot shows a web application interface for Lewis-Clark State College. On the left, a sidebar contains a 'PAY ME' button and a message: 'Have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.' Below this is an 'Add Expense' button. The main area displays the 'Expenses For Caelyn Orlandi' form. The form includes fields for Report Name, Ethos_Invoice_NoHold, Start Date, End Date, Business Purpose, Report Type, AP Type, and APSource. The 'AP Type' dropdown menu is open, showing the option '-- Select --' highlighted with an orange circle. The form also includes a 'Pre-Approval Report Applied' section with a link to 'Auburn WA Athletic Recruitment'. At the bottom, there are fields for 'Total Pay Me Amount' (0.00 USD) and a 'Submit' button. The top right corner has 'Cancel' and 'Save' buttons. The bottom right corner shows the time '9:30 AM' and the date '6/26/2025'.

Expenses For Caelyn Orlandi

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:

Pre-Approval Report Applied: [Auburn WA Athletic Recruitment](#)

Total Pay Me Amount: 0.00 USD

Submit

Cancel Save

9:30 AM 6/26/2025

7 Choose the appropriate AP Type

The screenshot shows the same web application interface as the previous one. The 'AP Type' dropdown menu is open, showing the following options: '-- Select --', '-- Select --', 'Appropriated (Fund 10 Only)', 'Appropriated and Local / Grant', and 'Local and Grant'. The 'Local and Grant' option is highlighted with an orange circle. The rest of the form and the sidebar are the same as in the previous screenshot.

Expenses For Caelyn Orlandi

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:

Pre-Approval Report Applied: [Auburn WA Athletic Recruitment](#)

Total Pay Me Amount: 0.00 USD

Submit

Cancel Save

9:30 AM 6/26/2025

8 Click "Save"

Enterprise

Caelyn Orlandi
Lewis Clark State College

Cancel Save

End Date: 05/11/2025

Business Purpose: Select Tournament Battle in the Emerald City

Report Type: Athletic Recruitment

AP Type: Local and Grant

AP Source: VDS

Pre-Approval Report Applied: Auburn WA Athletic Recruitment

	REMAINING (USD)	SPENT (USD)
Car Rental Fuel	300.00	0.00
Hotel	400.00	0.00
Meals Per Diem	276.00	0.00

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.

Emburse Enterprise

Expenses For Caelyn Orlandi

Auburn WA Athletic Recruitment

DATE	EXPENSE	SPENT	PAY ME
Fri 05/09/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Sat 05/10/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Sun 05/11/2025	Meals - Per Diem	74.00 USD	74.00 ✓
Sun 05/11/2025	Miscellaneous / Other	100.00 USD	100.00 ⚠
Sun 05/11/2025	Hotel	400.00 USD	400.00 ⚠
Sun 05/11/2025	Car Rental Fuel	300.00 USD	300.00 ⚠

You can drag and drop eWallet items here

Add Expenses

Create New

eWallet

All

Cash Advance

Credit Card

Offline

Recycle Bin

eReceipts

Receipt Gallery

All Items

Sort Group by: None

There are no items available

10 Click "View in Wizard"

The screenshot shows the Emburse Enterprise web application. The top navigation bar includes the company name 'enterprise' and a user profile for 'Caelyn Orlandi' from 'Lewis Clark State College'. A 'View in Wizard' button is highlighted with an orange circle in the top right corner. The main content area is divided into two panels. The left panel, titled 'Recruitment', contains a table with columns 'SPENT' and 'PAY ME'. The right panel, titled 'Meals - Per Diem', contains a form with fields for 'Date', 'Start Time', 'End Time', 'Spent', 'Business Purpose', 'Description', and 'Location'. The 'Deductibles' section at the bottom of the right panel shows 'Breakfast' and 'Dinner' with checkboxes.

	SPENT	PAY ME
em	74.00 USD	74.00 ✓
em	74.00 USD	74.00 ✓
em	74.00 USD	74.00 ✓
Other	100.00 USD	100.00 ⚠
	400.00 USD	400.00 ⚠
el	300.00 USD	300.00 ⚠

Meals - Per Diem

Date: 05/09/2025

Start Time: 07:00

End Time: 23:59

Spent: 74.00 USD

Business Purpose: Select Tournament Battle in the Emerald City

Description:

Location: Auburn-King County, Washington (WA), United States

Deductibles

☐ Breakfast ☐ Dinner

11 Click "View in Wizard"

This screenshot is identical to the one above, showing the same 'Meals - Per Diem' form and 'Recruitment' table. The 'View in Wizard' button is again highlighted with an orange circle.

12 Click "delete"

Enterprise

Caelyn Orlandi
Lewis Clark State College

05/11/2025 17:30

23:59







0

Select Tournament Battle in the Emerald City

Add Description

Search for Location

Per Diem Rates Preview

Fri 05/09/2025 07:00-23:59	Auburn, Washington (WA), United States	74.00 USD		
DEDUCTIBLES				
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner		
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"

Enterprise

Caelyn Orlandi
Lewis Clark State College

05/11/2025 17:30

23:59





0

Select Tournament Battle in the Emerald City

Add Description

Search for Location

Per Diem Rates Preview

Sat 05/10/2025 00:00-23:59	Auburn, Washington (WA), United States	74.00 USD		
DEDUCTIBLES				
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner		
Sun 05/11/2025 00:00-17:30	Auburn, Washington (WA), United States	44.40 USD		

14 Click "delete"

Enterprise

Caelyn Orlandi
Lewis Clark State College

05/11/2025 17:30

23:59

0

Select Tournament Battle in the Emerald City

Add Description

Search for Location

Per Diem Rates Preview

Sun 05/11/2025 00:00-17:30 Auburn, Washington (WA), United States 44.40 USD

DEDUCTIBLES

☐ Breakfast ☐ Lunch ☒ Dinner

15 Click "Apply"

Lewis Clark State College

Per Diem Rates Preview

There are no per diem rates calculated.
Please add at least one day to preview the per diem rate.

Cancel Add To Preview Clear All

Apply

9:32 AM
6/26/2025

16 Click "Create New out of pocket expense"

The screenshot shows the Emburse Enterprise web application. The top navigation bar includes the company name 'Emburse enterprise' and a user profile 'Caelyn Orlandi'. The main content area is divided into three sections. On the left, there is a table titled 'Athletic Recruitment' with columns 'SPENT' and 'PAY ME'. The table contains three rows of data: 'Miscellaneous / Other' (100.00 USD), 'Hotel' (400.00 USD), and 'Car Rental Fuel' (300.00 USD). In the center, a sidebar titled 'Add Expenses' is visible, with a 'Create New' button highlighted by an orange circle. Below this, there are sections for 'eWallet' (containing 'All', 'Cash Advance', 'Credit Card', 'Offline', 'Recycle Bin') and 'eReceipts' (containing 'Receipt Gallery'). On the right, there is a section titled 'All Items' with a 'Delete' button and a message 'There are no items available.'

	SPENT	PAY ME
Miscellaneous / Other	100.00 USD	100.00
Hotel	400.00 USD	400.00
Car Rental Fuel	300.00 USD	300.00

17 Click here

The screenshot shows the Emburse Enterprise web application. The top navigation bar includes the company name 'Emburse enterprise' and a user profile 'Caelyn Orlandi'. The main content area is divided into three sections. On the left, there is a table titled 'Athletic Recruitment' with columns 'SPENT' and 'PAY ME'. The table contains three rows of data: 'Miscellaneous / Other' (100.00 USD), 'Hotel' (400.00 USD), and 'Car Rental Fuel' (300.00 USD). In the center, a sidebar titled 'Add Expenses' is visible, with a 'Create New' button highlighted by an orange circle. Below this, there are sections for 'eWallet' (containing 'All', 'Cash Advance', 'Credit Card', 'Offline', 'Recycle Bin') and 'eReceipts' (containing 'Receipt Gallery'). On the right, there is a section titled 'Search Expense Type' with a search bar and a grid of expense type icons: 'AIR TRAVEL', 'GROUND TRANSPORTATION', 'HOTEL', 'HOTEL - ATHLETIC RECRUITMENT', 'MEALS / ENTERTAINMENT', 'DUES / FEES', 'PROFESSIONAL DEVELOPMENT', 'MISCELLANEOUS', 'CASH ADVANCE', and 'ITEMIZATION'.

	SPENT	PAY ME
Miscellaneous / Other	100.00 USD	100.00
Hotel	400.00 USD	400.00
Car Rental Fuel	300.00 USD	300.00

18 Click "Athletic Meals"

Emburse Enterprise

Recruitment

	SPENT	PAY ME	
/ Other	100.00 USD	100.00	▲
	400.00 USD	400.00	▲
el	300.00 USD	300.00	▲

You can drag and drop eWallet items here

Total Pay Me Amount
800.00 USD

Submit

Add Expenses

Create New

eWallet

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

eReceipts

Receipt Gallery

Search Expense Type

- AIR TRAVEL
- GROUND TRANSPORTATION
- HOTEL
- HOTEL ATHLETIC RECRUITMENT
- MEALS / ENTERTAINMENT
- DUES / FEES
- PROFESSIONAL DEVELOPMENT
- MISCELLANEOUS
- MEALS - PER DIEM WIZARD
- ATHLETIC MEALS
- NONCONFORMING MEAL REIMBURSEMENT
- CASH ADVANCE
- ITEMIZATION

9:32 AM
6/26/2025

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

Emburse Enterprise

Recruitment

	SPENT	PAY ME	
/ Other	100.00 USD	100.00	▲
	400.00 USD	400.00	▲
el	300.00 USD	300.00	▲

Athletic Meals

Date: 05/11/2025

Spent: 0.00 USD

Location: United States

Business Purpose: Select Tournament Battle in the Emerald City

Description:

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.

Cancel Save

20 Click "Description"

Athletic Meals

Date: 05/11/2025

Spent: 20.00 USD

Location: United States

Business Purpose: Select Tournament Battle in the Emerald City

Description:

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: 975901 Women's Basketball Lewis-Clark State College

Total Pay Me Amount: 800.00 USD

Submit

9:32 AM 6/26/2025

21 Click "Save"

Enterprise

Location: United States

Business Purpose: Select Tournament Battle in the Emerald City

Description: 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.

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: 975901 Women's Basketball Lewis-Clark State College

+ Add Allocation

Attachments (0)

Cancel Save

22

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

Emburse Enterprise

Expenses For Caelyn Orlandi

0 Comments 0 Attachments

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"

Enterprise

Caelyn Orlandi Lewis Clark State College

Edit Delete

Images

Hotel

Data entry validation. #PX01

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 [Show Details](#)

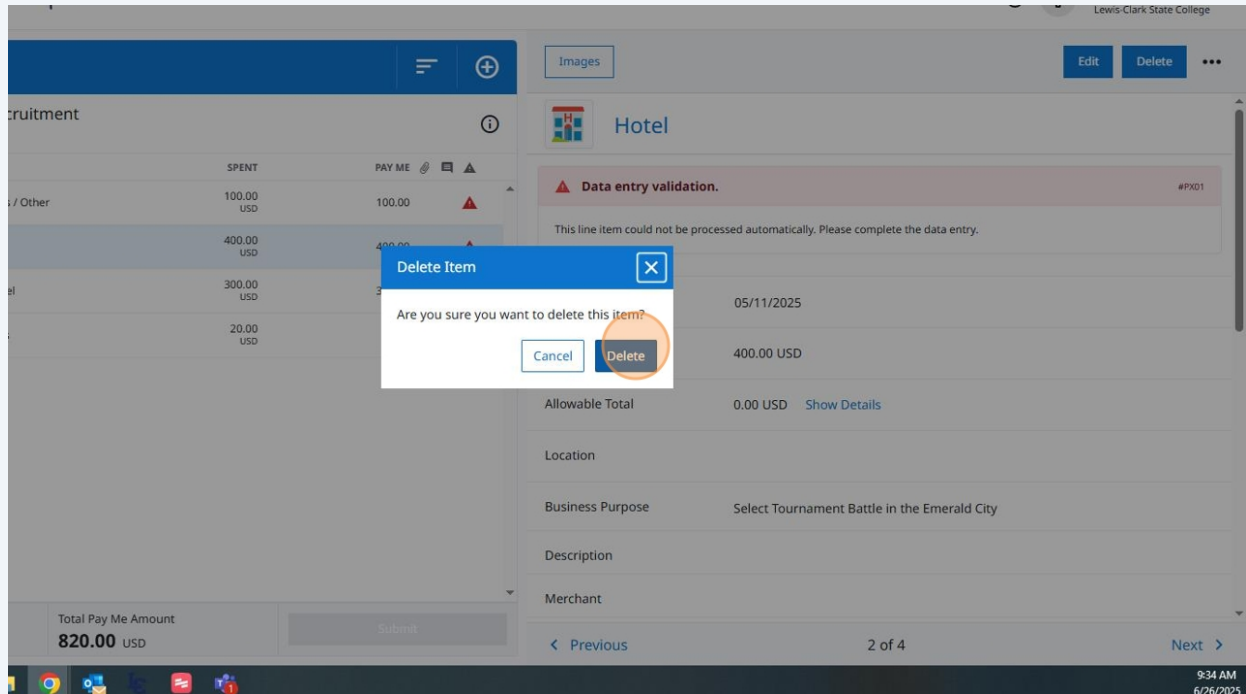
Location

Business Purpose Select Tournament Battle in the Emerald City

Description

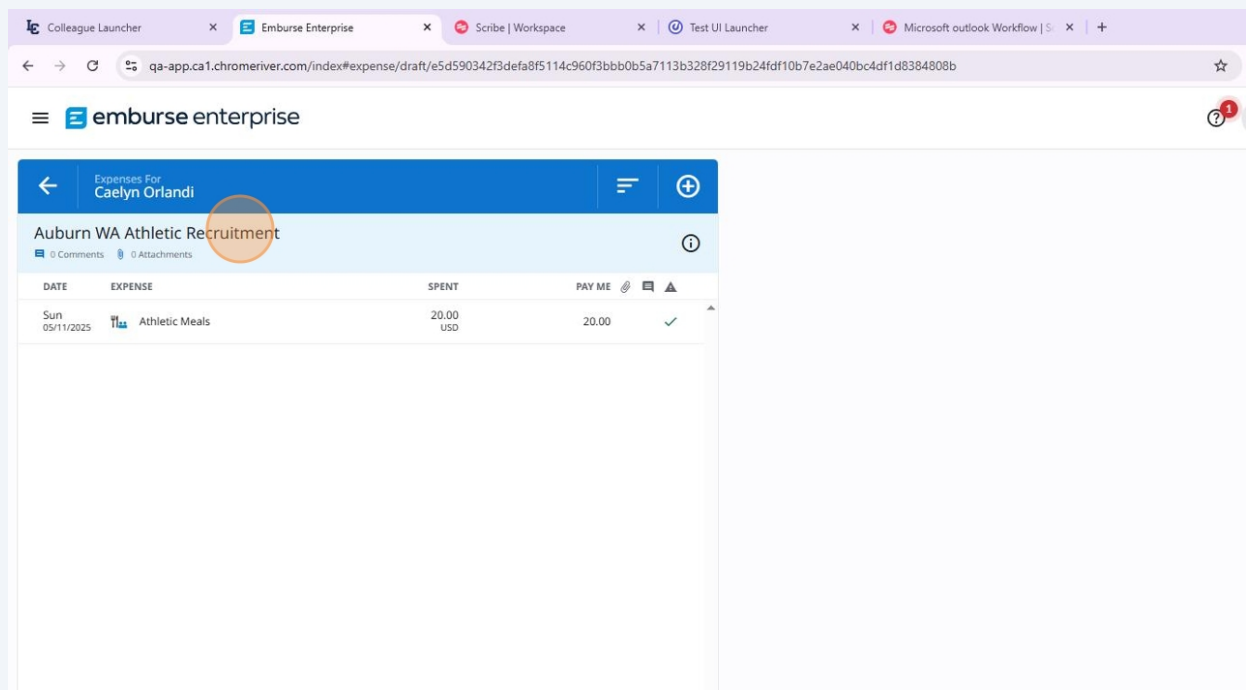
24

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.

Lewis-Clark State College

PDF Images Delete Edit

Recruitment

SPENT	PAY ME
20.00 USD	20.00 ✓

Total Pay Me Amount
20.00 USD

Submit

Hotel	400.00	0.00
Meals Per Diem	276.00	0.00
Miscellaneous / Other	100.00	0.00
Other	0.00	20.00
Total	1,076.00	20.00

Comments (0)

Add Comment Post

Attachments (0)

Drag image here to upload Add Attachments

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.

Lewis-Clark State College

PDF Images Delete Edit

Recruitment

SPENT	PAY ME
20.00 USD	20.00 ✓

Total Pay Me Amount
20.00 USD

Submit

Hotel	400.00	0.00
Meals Per Diem	276.00	0.00
Miscellaneous / Other	100.00	0.00
Other	0.00	20.00
Total	1,076.00	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.

Post

Attachments (0)

Drag image here to upload Add Attachments

9:35 AM
6/26/2025

28

LEWIS-Clark State College

PDF Images Delete Edit

Recruitment

SPENT	PAY ME
20.00 USD	20.00 ✓

Hotel 400.00 0.00

Meals Per Diem 276.00 0.00

Miscellaneous / Other 100.00 0.00

Other 0.00 20.00

Total 1,076.00 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.

Post

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"

Expenses For Caelyn Orlandi

Auburn WA Athletic Recruitment

0 Comments 2 Attachments

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

Hotel 400.00

Meals Per Diem 276.00

Miscellaneous / Other 100.00

Other 0.00

Total 1,076.00

Comments (0)

Stayed with friend. Other costs are for fuel for courtesy vehicle which were paid by 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

30 Click "Submit"

Enterprise

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.

Pre-Approval Applied: Auburn WA Athletic Recruitment [\[Remove\]](#)
Available Balance: 1,076.00 USD

[PDF](#) [Cancel](#) [Submit](#)

Auburn WA Athletic Recruitment

Report Owner	Caelyn Orlandi
Expense Report ID	QA0045439985
Business Purpose	Select Tournament Battle in the Emerald City

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	20.00	0.00