

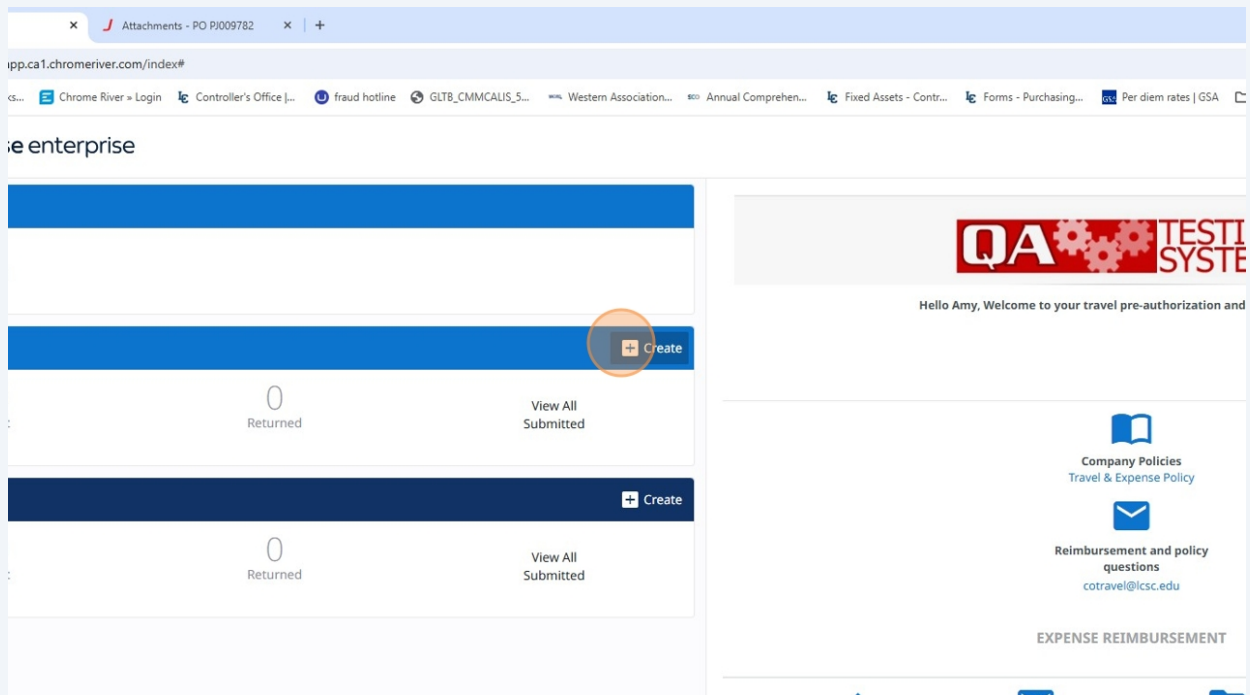
# How to Create a Cash Advance Expense Report in Emburse

1

Click here

The screenshot displays the Emburse Enterprise web application. The browser's address bar shows the URL 'qa-app.ca1.chromeriver.com/index#'. The page header features the 'emburse enterprise' logo, which is highlighted with an orange circle. The main content area is organized into three primary sections: 'eWallet', 'Expenses', and 'Pre-Approval'. The 'eWallet' section shows 'Unused Items' with counts for 'Credit Card Items' and 'Receipts'. The 'Expenses' section displays counts for 'Draft' and 'Returned' items, along with a 'View All Submitted' link. The 'Pre-Approval' section similarly shows counts for 'Draft' and 'Returned' items and a 'View All Submitted' link. Each of these three sections includes a 'Create' button. On the right side of the interface, there is a sidebar containing a 'QA' logo and a personalized welcome message: 'Hello Amy, Welcome to your'.

## 2 Under Expense Reports, click Create.



## 3 Title the Expense Report. This should match the report name on the pre-approval.

Location of Travel, First Date of Travel, Warrior ID #, Cash Advance

**EX- Las Vegas, NV 110125 1234567 Cash Advance**

The screenshot shows the 'Expenses For Amy Bond' form. The 'Report Name' field is highlighted with an orange circle. The form includes fields for 'Import from Pre-Approval', 'Report Name', 'Ethos\_Invoice\_NoHold', 'Start Date', 'End Date', 'Business Purpose', 'Report Type', and 'AP Type'. The 'Report Name' field contains the text 'EX- Las Vegas, NV 110125 1234567 Cash Advance'. The 'Import from Pre-Approval' button is also highlighted.

#### 4 Select Dates for Travel for Start and End Date.


The screenshot shows the 'Expenses For Amy Bond' form. The 'Start Date' field is highlighted with an orange circle. The 'End Date' field is also visible. The 'Report Name' is 'Test How to add Cash Advance'. The 'Ethos\_Invoice\_NoHold' is 'Y'. The 'Business Purpose' field is empty. The 'Report Type' and 'AP Type' are set to '-- Select --'. The 'APSource' field is empty. The form has a 'Cancel' button and a 'Save' button. The user is Amy Bond at Lewis Clark State College.


Expenses For Amy Bond

Import from Pre-Approval [IMPORT PRE-APPROVAL](#)

Report Name

Ethos\_Invoice\_NoHold  [Test How to add Cash Advance](#)

Start Date  

End Date  

Business Purpose

Report Type

AP Type

APSource

[Cancel](#) [Save](#)

#### 5 Enter the Business Purpose of the travel. It should be the same as the explanation on the pre-approval that was completed and approved. Also enter the pre-approval Report ID number.


The screenshot shows the 'Expenses For Amy Bond' form. The 'Business Purpose' field is highlighted with an orange circle. The 'Start Date' is '05/01/2025' and the 'End Date' is '05/03/2025'. The 'Report Name' is 'Test How to add Cash Advance'. The 'Ethos\_Invoice\_NoHold' is 'Y'. The 'Report Type' and 'AP Type' are set to '-- Select --'. The 'APSource' field is empty. The form has a 'Cancel' button and a 'Save' button. The user is Amy Bond at Lewis Clark State College.


Expenses For Amy Bond

Import from Pre-Approval [IMPORT PRE-APPROVAL](#)

Report Name

Ethos\_Invoice\_NoHold

Start Date  

End Date  

Business Purpose

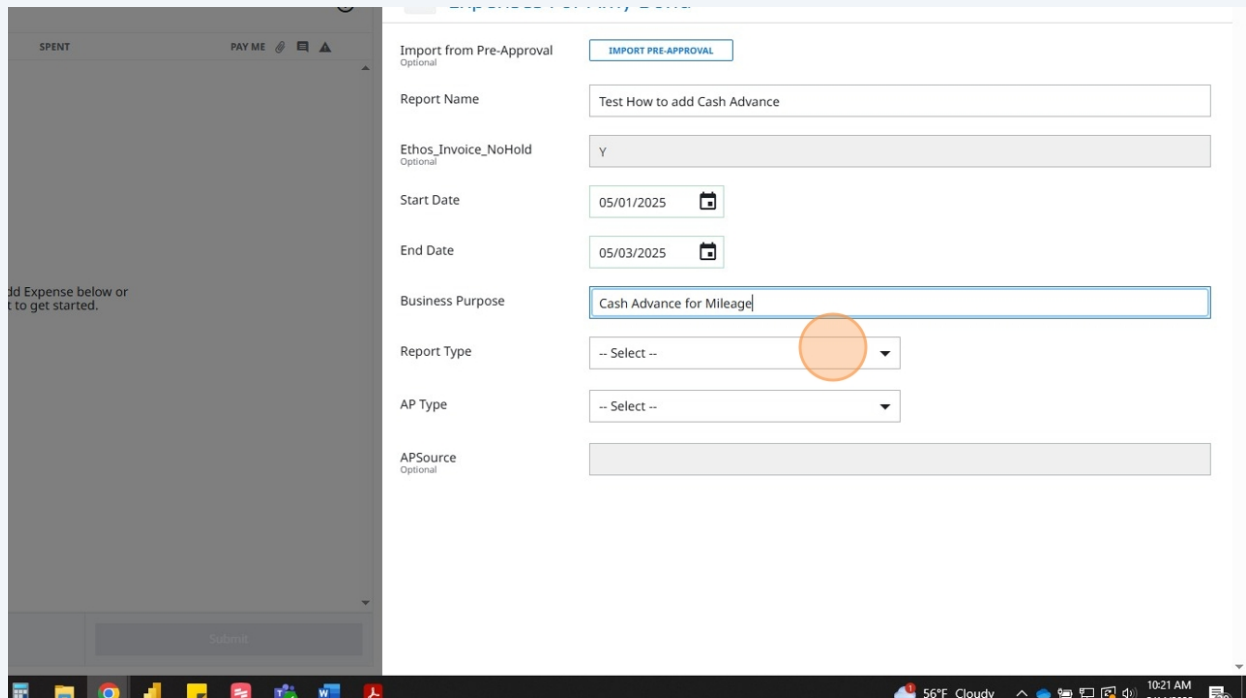
Report Type

AP Type

APSource

[Cancel](#) [Save](#)

## 6 Select Cash Advance.

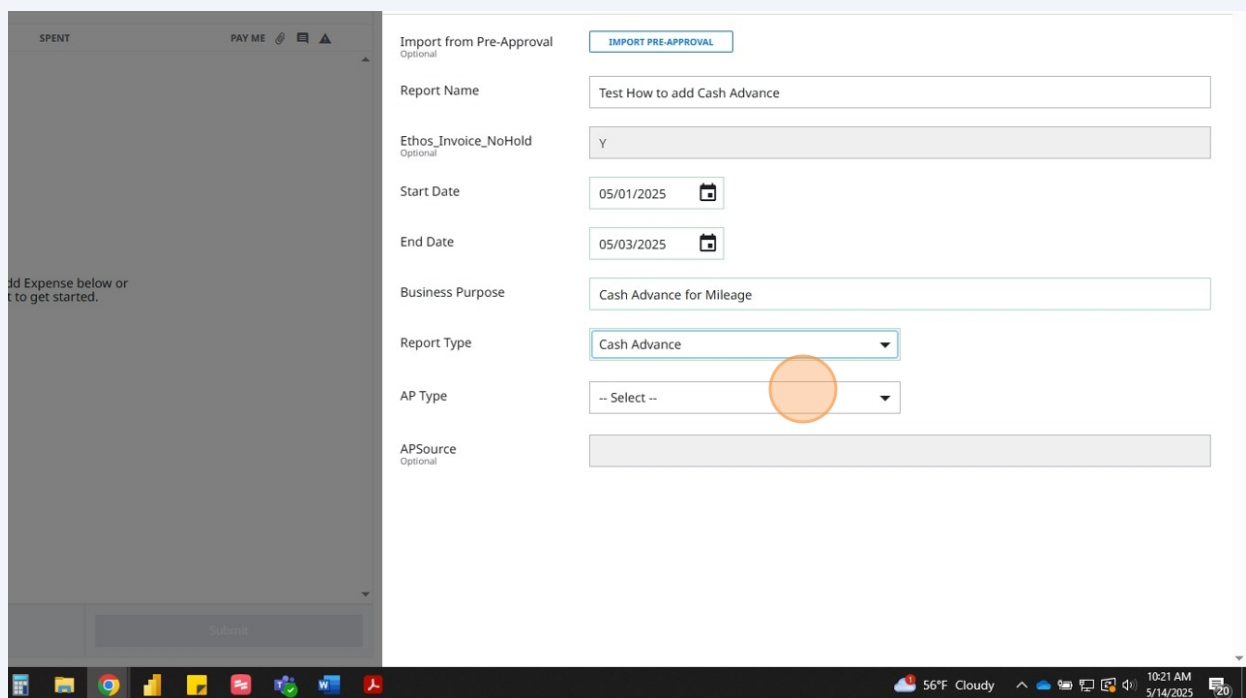


The screenshot shows a web application interface for 'Import from Pre-Approval'. The form includes the following fields:

- Import from Pre-Approval** (Optional): A blue button labeled 'IMPORT PRE-APPROVAL'.
- Report Name**: A text input field containing 'Test How to add Cash Advance'.
- Ethos\_Invoice\_NoHold** (Optional): A text input field containing 'Y'.
- Start Date**: A date picker showing '05/01/2025'.
- End Date**: A date picker showing '05/03/2025'.
- Business Purpose**: A text input field containing 'Cash Advance for Mileage'.
- Report Type**: A dropdown menu with '-- Select --' as the current selection. An orange circle highlights this dropdown.
- AP Type**: A dropdown menu with '-- Select --' as the current selection.
- APSource** (Optional): A text input field.

On the left side of the form, there is a sidebar with a 'SPENT' tab and a 'PAY ME' button. Below the sidebar, there is a 'Submit' button. The bottom of the screen shows a Windows taskbar with various icons and a system tray displaying '56°F Cloudy' and '10:21 AM'.

## 7 Select Appropriate AP Type. You are choosing the AP Type that relates to the cost center the cash advance will be charged to.



The screenshot shows the same 'Import from Pre-Approval' form as in step 6, but with the 'Report Type' dropdown menu now set to 'Cash Advance'. The 'AP Type' dropdown menu remains at '-- Select --' and is highlighted with an orange circle. The other fields and the sidebar are identical to the previous screenshot.

## 8 Click save.

The screenshot shows a web browser window with a sidebar on the left and a main content area. The sidebar has a 'SPENT' tab and a 'PAY ME' tab. The main content area is titled 'Expenses For Amy Bond' and contains a form with the following fields:

- Import from Pre-Approval: Optional, with a button 'IMPORT PRE-APPROVAL'.
- Report Name: Text input field with the value 'Test How to add Cash Advance'.
- Ethos\_Invoice\_NoHold: Optional, with a dropdown menu showing 'Y'.
- Start Date: Date picker showing '05/01/2025'.
- End Date: Date picker showing '05/03/2025'.
- Business Purpose: Text input field with the value 'Cash Advance for Mileage'.
- Report Type: Dropdown menu showing 'Cash Advance'.
- AP Type: Dropdown menu showing 'Local and Grant'.

At the top right of the form, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange circle.

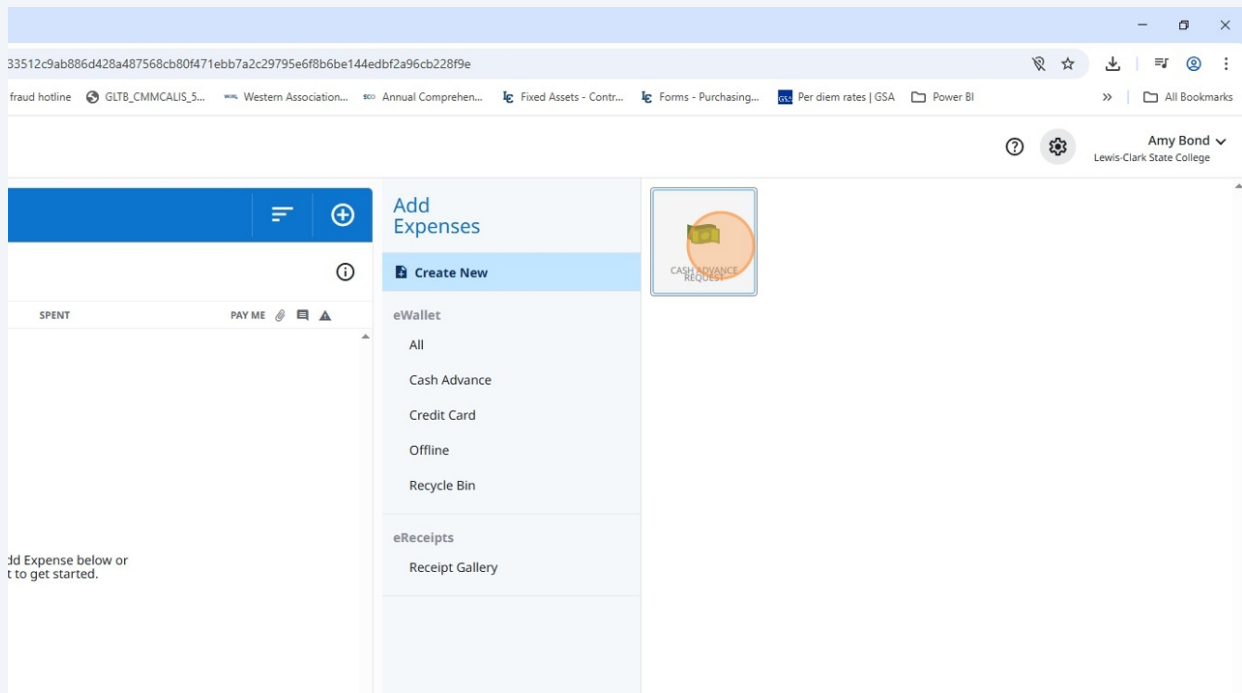
## 9 Click Create New.

The screenshot shows a web browser window with a sidebar on the left and a main content area. The sidebar has a 'SPENT' tab and a 'PAY ME' tab. The main content area is titled 'Add Expenses' and contains a menu with the following options:

- Create New (highlighted with an orange circle)
- eWallet
  - All (highlighted with a blue bar)
  - Cash Advance
  - Credit Card
  - Offline
  - Recycle Bin
- eReceipts
  - Receipt Gallery

At the bottom left of the sidebar, there is a button 'Add Expense'.

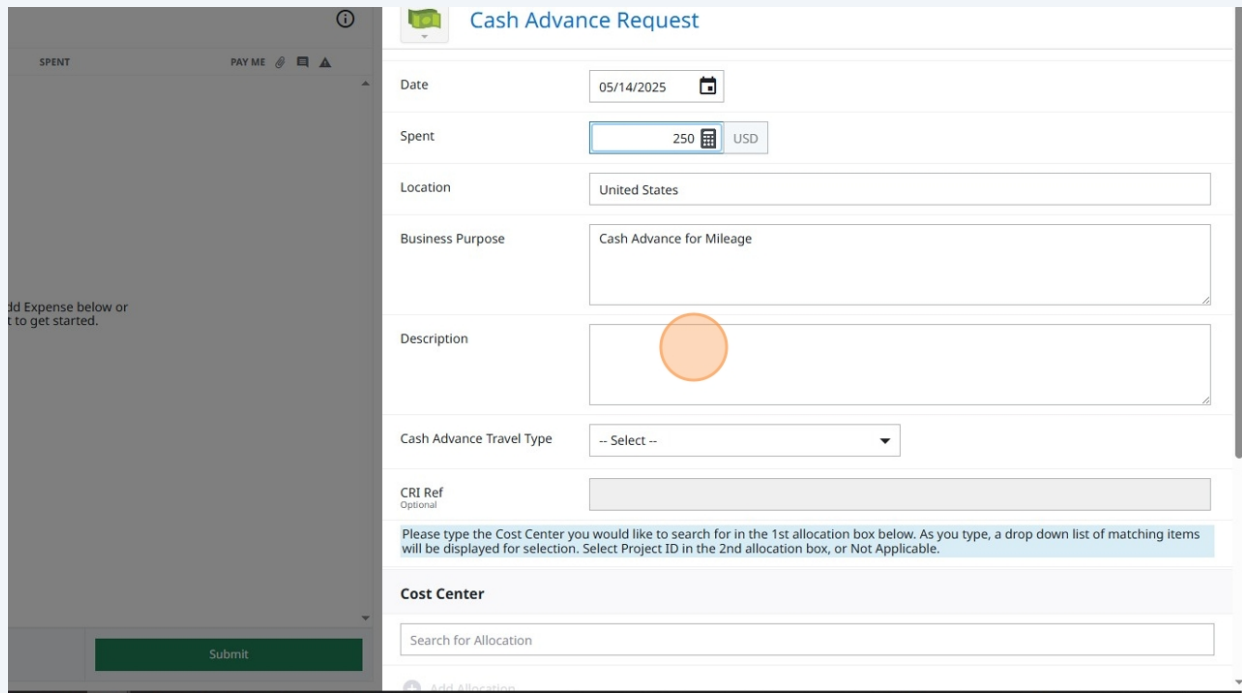
10 Click the Cash Advance Request button.



11 Enter the amount for Cash Advance. This will be the amount that was approved on the pre-approval and entered into the comments box by the travel desk which will be verified to make sure it matches. BE AWARE THAT CASH ADVANCE ARE ONLY FOR 75% OF PER DIEM AND/OR MILEAGE.

A screenshot of the 'Cash Advance Request' form in a web application. The form is titled 'Cash Advance Request' and includes several input fields. The 'Date' field is set to '05/14/2025'. The 'Spent' field is set to '0.00' and is highlighted with an orange circle. The 'Location' field is set to 'United States'. The 'Business Purpose' field is set to 'Cash Advance for Mileage'. The 'Description' field is empty. The 'Cash Advance Travel Type' field is set to '-- Select --'. The user is logged in as Amy Bond at Lewis Clark State College.

## 12 Enter a description of what the Cash Advance is for.




**Cash Advance Request**

Date: 05/14/2025

Spent: 250 USD

Location: United States

Business Purpose: Cash Advance for Mileage

Description: 

Cash Advance Travel Type: -- Select --

CRI Ref: Optional

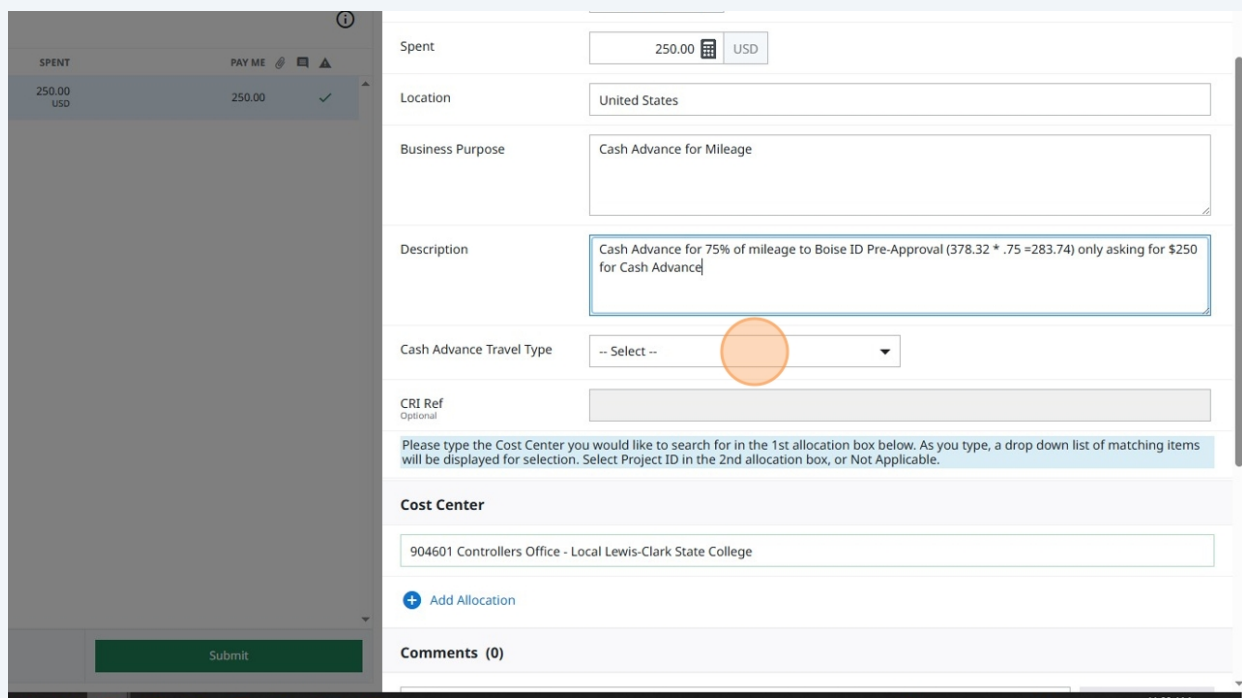
Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

**Cost Center**

Search for Allocation

Submit

## 13 Click here and select the appropriate Travel Type.




**Cash Advance Request**

Spent: 250.00 USD

Location: United States

Business Purpose: Cash Advance for Mileage

Description: Cash Advance for 75% of mileage to Boise ID Pre-Approval (378.32 \* .75 =283.74) only asking for \$250 for Cash Advance

Cash Advance Travel Type:  -- Select --

CRI Ref: Optional

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**

904601 Controllers Office - Local Lewis-Clark State College

+ Add Allocation

Comments (0)

Submit

14 Enter the cost center. This is the account that the cash advance will be charged to.

SPENT 250.00 USD PAY ME 250.00 ✓

Spent 250.00 USD

Location United States

Business Purpose Cash Advance for Mileage

Description Cash Advance for 75% of mileage to Boise ID Pre-Approval (378.32 \* .75 = 283.74) only asking for \$ for Cash Advance

Cash Advance Travel Type Domestic Travel

CRI Ref Optional

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**

904601 Controllers Office - Local Lewis-Clark State College

+ Add Allocation

Comments (0)

Submit

15 Click save.

Check Request

33512c9ab886d428a487568cb80f471ebb7a2c29795e6f8b6be144edbf2a96cb228f9e/lineitem/b15eae0-55d4-49f9-86f2-f7b4376a6cf5

fraud hotline GLTB\_CMMCALIS\_S... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Amy Bond Lewis Clark State College

Cancel Save

for Cash Advance

Cash Advance Travel Type Domestic Travel

CRI Ref Optional

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**

904601 Controllers Office - Local Lewis-Clark State College

+ Add Allocation

Comments (0)

Add Comment Post



## 16 This will list the Cash Advance information.

The screenshot shows the Emburse Enterprise interface. At the top, there's a navigation bar with the Emburse logo and the text "emburse enterprise". Below this, a blue header bar contains a back arrow, "Expenses For Amy Bond", and a plus icon. The main content area is titled "Test How to add Cash Advance" and includes a table with the following data:

DATE	EXPENSE	SPENT	PAY ME
Wed 05/14/2025	Cash Advance Request	250.00 USD	250.00 ✓

An orange circle highlights the "Cash Advance Request" entry in the table. To the right of the table, there's a sidebar with sections: "Images", "r Cash Advance", "Cash Advance Travel Type" (Domestic Travel), "CRI Ref", "Cost Center" (904601, Controllers Office - Local Lewis-Clark State College), "Comments (0)", "Attachments (0)", and a "Drag image here to" area.

## 17 This is the Expense Report Number.

This screenshot shows the same interface as the previous one, but with an orange circle highlighting the "Expense Report" number at the bottom left: QA0044521748. The table data remains the same. The sidebar on the right is also visible. At the bottom of the interface, there's a summary bar showing "Total Pay Me Amount 250.00 USD" and a green "Submit" button. The Windows taskbar is visible at the very bottom.

## 18 Click submit.

The screenshot shows a web application interface for submitting a cash advance request. On the left, a table lists the request details:

	SPENT	PAY ME
h Advance Request	250.00 USD	250.00

Below the table, a green 'Submit' button is circled in orange. To the right of the table, a sidebar contains the following information:

- Cash Advance Travel Type: Domestic Travel
- CRI Ref
- Cost Center: 904601, **Controllers Office - Local**, Lewis-Clark State College
- Comments (0): Add Comment
- Attachments (0): Drag image here to upload, Add Attachm

At the bottom left, a summary box shows 'Total Pay Me Amount' as '250.00 USD'. At the bottom right, it says '1 of 1'.

## 19 This shows the Report Owner. The report owner is the employee that the cash advance will be issued to.

The screenshot shows a 'Submit Confirmation' page in a web application. The page includes a confirmation statement: '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, there are buttons for 'PDF', 'Cancel', and 'Pre-Approve'. A section titled 'Test How to add Cash Advance' contains the following details:

- Report Owner: Amy Bond (circled in orange)
- Expense Report ID: QA0044521748
- Business Purpose: Cash Advance for Mileage

Below this is a 'Financial Summary' table:

	AMOUNT (USD)
Total Expense Reported	250.00
Amount Due Employee	250.00

At the bottom, there is an 'Expense Summary' section with a Microsoft Teams icon and the name 'Jack N. DeWenter'.

20 This is the Expense Report Number.

**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.

PDF Cancel Pre-Approval

**Test How to add Cash Advance**

Report Owner Amy Bond

Expense Report ID QA0044521748

Business Purpose Cash Advance for Mileage

**Financial Summary**

	AMOUNT (USD)
Total Expense Reported	250.00
Amount Due Employee	250.00

**Expense Summary**

Cash Advance Request

Microsoft Teams  
Jack N. DeWenter  
She has a meeting with about 15-20 minutes

21 This shows the Business Purpose for the cash advance.

**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.

PDF Cancel Pre-Approval

**Test How to add Cash Advance**

Report Owner Amy Bond

Expense Report ID QA0044521748

Business Purpose Cash Advance for Mileage

**Financial Summary**

	AMOUNT (USD)
Total Expense Reported	250.00
Amount Due Employee	250.00

**Expense Summary**

	AMOUNT (USD)
Cash Advance Request	250.00
<b>Total</b>	<b>250.00</b>

## 22 Check the total to make sure it is correct.

SPENT

PAY ME

250.00 USD

250.00

✓

Submit

PDF

Cancel

Pre-Approval

Submit

### Test How to add Cash Advance

Report OwnerAmy Bond

Expense Report IDQA0044521748

Business PurposeCash Advance for Mileage

#### Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	250.00	0.00
Amount Due Employee	250.00	0.00

#### Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Cash Advance Request	250.00	0.00
<b>Total</b>	<b>250.00</b>	<b>0.00</b>

#### Account Summary

	AMOUNT (USD)	APPROVED (USD)
--	--------------	----------------

## 23 Double check that the cost center is correct.

SPENT

PAY ME

250.00 USD

250.00

✓

Total Pay Me Amount  
250.00 USD

Submit

PDF

Cancel

Expense Summary

	AMOUNT (USD)
Cash Advance Request	250.00
<b>Total</b>	<b>250.00</b>

#### Account Summary

	AMOUNT (USD)
904601 Controllers Office - Local Lewis-Clark State College	250.00
<b>Total</b>	<b>250.00</b>

Attachments (0)

24

Click submit after verifying the information is correct. If changes need to be made, click cancel to make the appropriate changes and then submit.

Check Request

33512c9ab886d428a487568cb80f471ebb7a2c29795e6f8b6be144edbf2a96cb228f9e/lineitem/b15eae0-55d4-49f9-86f2-f7b4376a6cf5

fraud hotline GLTB\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Amy Bond  
Lewis Clark State College

**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.

PDF Cancel Pre-Approval **Submit**

**Expense Summary**

	AMOUNT (USD)	APPROVED (USD)
Cash Advance Request	250.00	0.00
<b>Total</b>	<b>250.00</b>	<b>0.00</b>

**Account Summary**

	AMOUNT (USD)	APPROVED (USD)
904601      Controllers Office - Local Lewis Clark State College	250.00	0.00
<b>Total</b>	<b>250.00</b>	<b>0.00</b>