

Find Pre-Approval report Number

1 Under Pre-Approval click on "View all Submitted"

EMBURSE ENTERPRISE

Submitted Items

VIEWED ITEMS

4	0	View All Submitted
Draft	Returned	

Create

1

0

View All Submitted

Draft

Returned

Create

QA

Hello Debbie, Welcome to your travel pre-auth

Company Policies
Travel & Expense Po

Reimbursement and p
questions
cotravel@lsc.edu

EXPENSE REIMBURS

Approve Expenses
Quick Start

Email Your Receipts
receipt@ca1.chromeriver.com

SMARTPHONE APPLIK

Emburse Chrome I

The Emburse Chrome River mobile application provides easier access to scan you

1

Emburse Chrome River app
Emburse Chrome River

2 Find the report you are looking for and click on name.

The screenshot shows the 'Pre-Approval' section of the Emburse Enterprise application. A list of submitted pre-approvals is displayed, each with a description, date, and amount. The first entry, 'CDA ID 031325 123456789 V2', is highlighted with a red circle. The interface includes a top navigation bar with the 'emburse enterprise' logo and a sidebar with a 'Submitted' filter button.

Description	Date	Amount (USD)	Status
CDA ID 031325 123456789 V2	03/17/2025	37.70	PARTIALLY APPLIED
test auto close	03/17/2025	46.45	APPROVED
CDA, ID 102524 123456 V2	03/17/2025	211.28	USED / EXPIRED
Debbie Stellyes CDA, ID 123456 2	03/17/2025	211.28	USED / EXPIRED
VP contiguous state test - san antonio, tx	03/13/2025	2,470.00	PENDING
per diem test - tucson	03/11/2025	1,778.90	USED / EXPIRED
Per diem test - Reno	03/11/2025	2,156.70	USED / EXPIRED
Per diem test - single day	03/11/2025	37.70	USED / EXPIRED

3 On right hand side information will show and look for PA Report ID.

The screenshot shows the details of a pre-approval for 'CDA ID 031325 123456789 V2'. The 'PA Report ID' is highlighted with a red circle. The interface includes a top navigation bar with various links and a sidebar with a 'Submitted' filter button.

Field	Value
Report Owner	Debbie Stellyes
Created By	Calahan McAlister
Create Date	03/17/2025
Per Me Amount	221.28 USD
PA Report ID	QA0001711733
From Date	03/13/2025
To Date	03/13/2025
Business Purpose	Conference
Prior Approvers	
APPROVER	DATE
Calahan McAlister	03/17/2025
Calahan McAlister	03/17/2025
Calahan McAlister	03/17/2025
TravelReview.Firmwide	03/17/2025
BudgetEncumber.Firmwide	03/17/2025

4

This is the PA Report ID number that you want for tracking.

fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks

Debbie Stellyes

Open PDF Tracking Expire

CDA ID 031325 123456789 V2

03/17/2025	37.70 USD	PARTIALLY APPLIED	Report Owner	Debbie Stellyes
03/17/2025	46.45 USD	APPROVED	Created By	Calahan McAlister
03/17/2025	211.28 USD	USED / EXPIRED	Create Date	03/17/2025
03/17/2025	211.28 USD	USED / EXPIRED	Pay Me Amount	221.28 USD
03/17/2025	211.28 USD	USED / EXPIRED	PA Report ID	QA000 711733
03/13/2025	2,470.00 USD	PENDING	From Date	03/13/2025
03/11/2025	1,778.90 USD	USED / EXPIRED	To Date	03/13/2025
03/11/2025	2,156.70 USD	USED / EXPIRED	Business Purpose	Conference
03/11/2025	37.70 USD	USED / EXPIRED	Prior Approvers	
03/10/2025	2,180.70 USD	USED / EXPIRED	APPROVER	DATE
			Calahan McAlister	03/17/2025
			Calahan McAlister	03/17/2025
			Calahan McAlister	03/17/2025
			TravelReview Firmwide	03/17/2025
			BudgetEncumber Firmwide	03/17/2025