

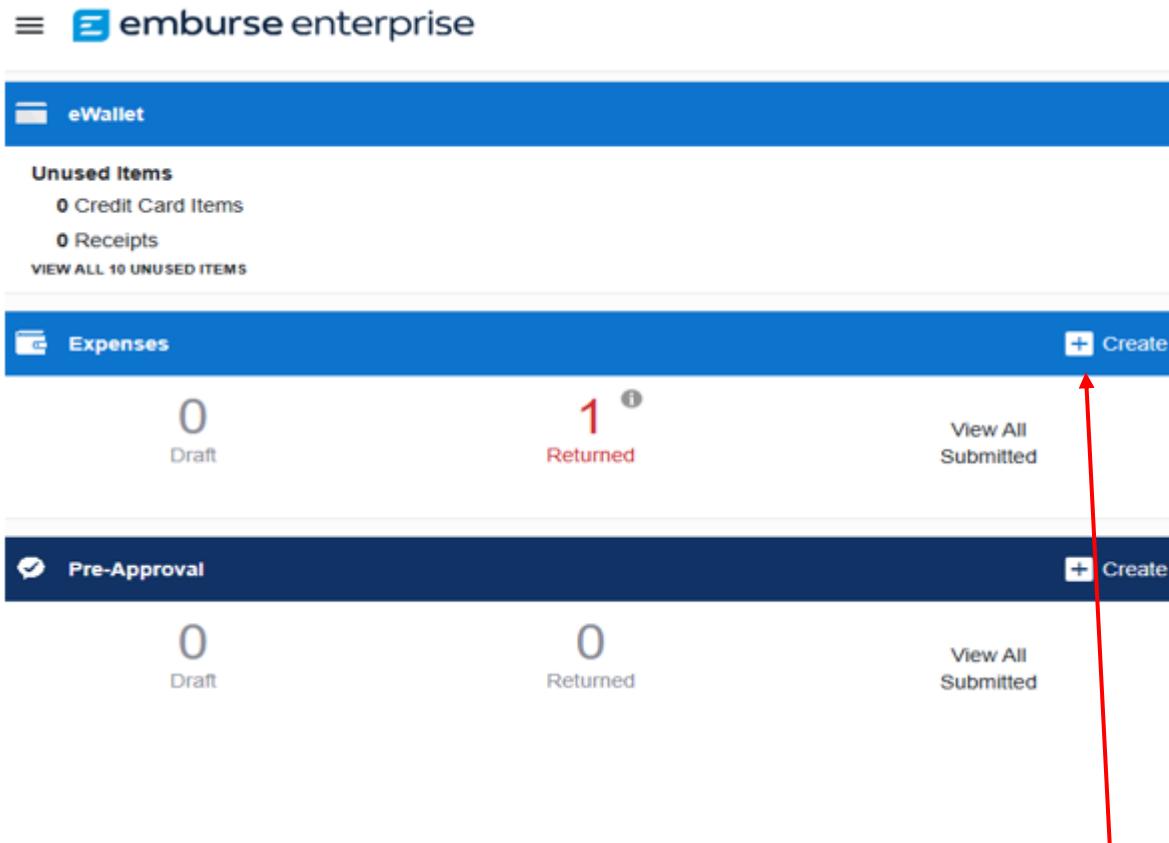


# Emburse Enterprise Expense Report Process

## Travel System

# Creating Expense Report

Use Create button to start an Expense Report



emburse enterprise

eWallet

Unused Items

- 0 Credit Card Items
- 0 Receipts

[VIEW ALL 10 UNUSED ITEMS](#)

Expenses

0 Draft

1 Returned

[View All Submitted](#)

[Create](#)

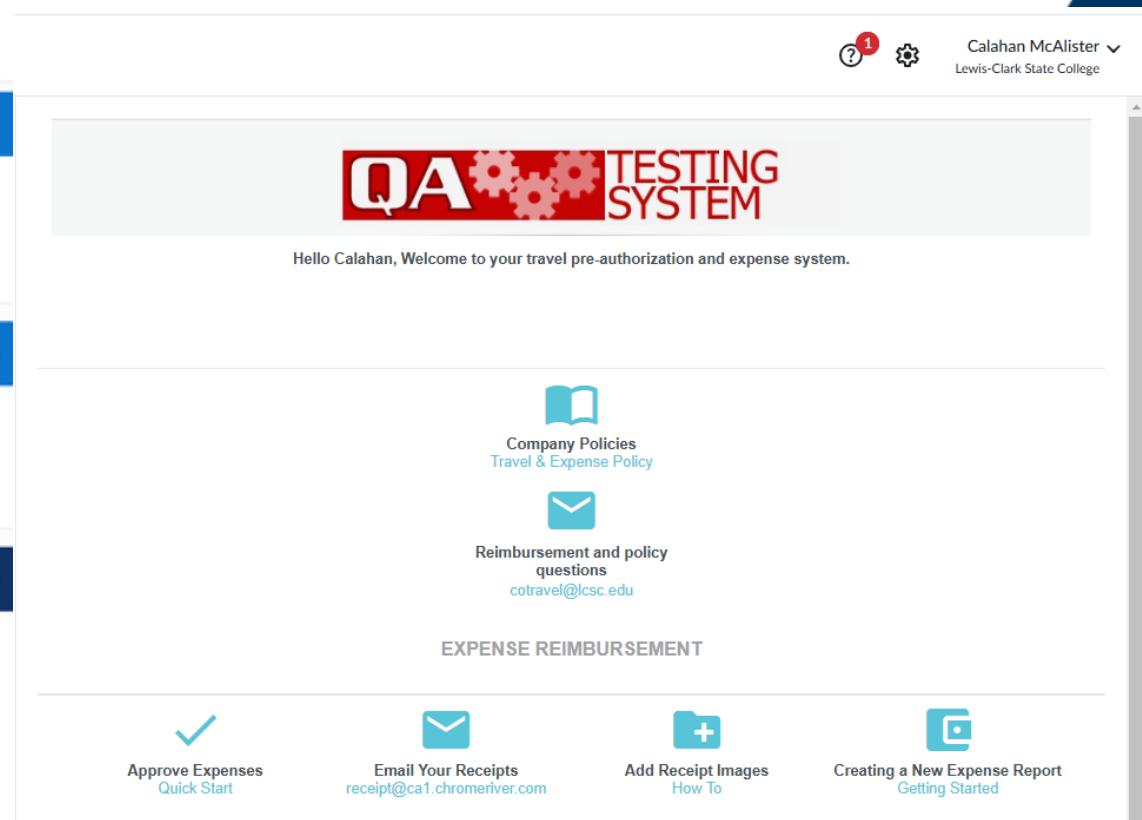
Pre-Approval

0 Draft

0 Returned

[View All Submitted](#)

[Create](#)



QA TESTING SYSTEM

Hello Calahan, Welcome to your travel pre-authorization and expense system.

Company Policies  
Travel & Expense Policy

Reimbursement and policy questions  
[cotravel@lcsu.edu](mailto:cotravel@lcsu.edu)

EXPENSE REIMBURSEMENT

Approve Expenses  
Quick Start

Email Your Receipts  
[receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)

Add Receipt Images  
How To

Creating a New Expense Report  
Getting Started

# Creating Expense Report

Select import Pre-Approval

\*\*\*All Expense reports, except for Cash Advance, will need a Pre-Approval imported\*\*\*

Expenses For Debbie Stellyes

Import from Pre-Approval IMPORT PRE-APPROVAL

Report Name

Ethos\_Invoice\_NoHold Optional

Start Date

End Date

Business Purpose

Report Type

AP Type

APSource Optional

Cancel Save

# Creating Expense Report

Once Selected Click Import on bottom right corner

Import Pre-Approval

Vicinity 11.01.24 1234567

**Report Summary**

From Date	11/01/2024
To Date	11/30/2024
Business Purpose	Deliveries to US Post Office

**Expense Summary**

	REMAINING (USD)	SPENT (USD)
Mileage	36.18	0.00
Total	36.18	0.00

**Allocations**

975901 Women's Basketball Lewis-Clark State College	36.18
--	-------

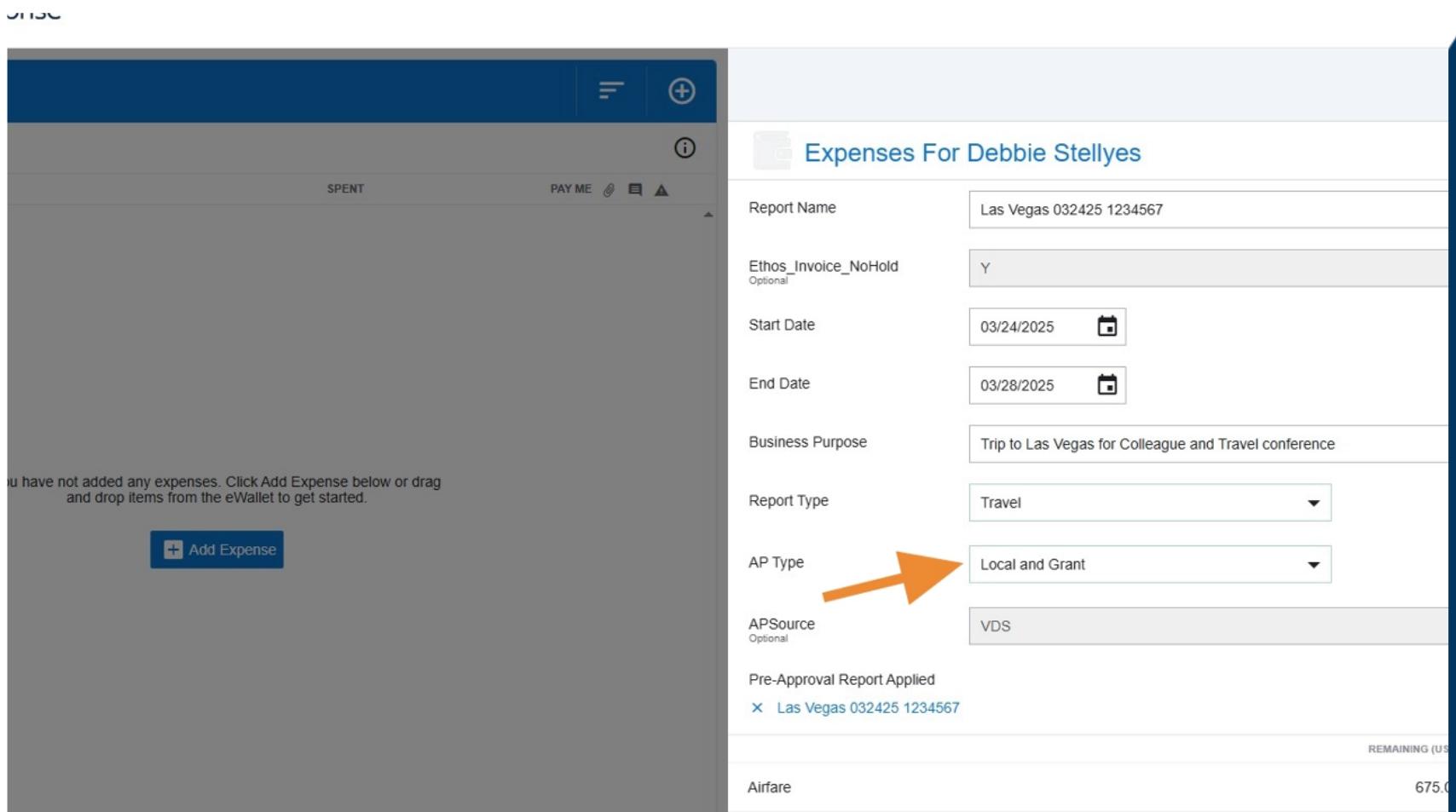
**Import**



# Creating Expense Report

Make sure to select correct AP Type that is associated with Cost Center that is going to be charged.

- Appropriated (Fund 10 Only)
- Appropriated and Local/Grant
- Local and Grant



Expenses For Debbie Stellyes

Report Name	Las Vegas 032425 1234567
Ethos_Invoice_NoHold Optional	Y
Start Date	03/24/2025
End Date	03/28/2025
Business Purpose	Trip to Las Vegas for Colleague and Travel conference
Report Type	Travel
AP Type	Local and Grant
APSource Optional	VDS
Pre-Approval Report Applied	Las Vegas 032425 1234567
Airfare	675.0

# Creating Expense Report

Click Save on top right-hand corner

Expenses For Debbie Stellyes

Report Name	Vicinity 11.01.24 1234567	
Ethos_Invoice_NoHold Optional	Y	
Start Date	11/01/2024 <input type="button" value=""/>	
End Date	11/30/2024 <input type="button" value=""/>	
Business Purpose	Deliveries to US Post Office	
Report Type	Travel	
AP Type	Local and Grant	
APSource Optional	VDS	
Pre-Approval Report Applied		
<input checked="" type="checkbox"/> Vicinity 11.01.24 1234567		
	REMAINING (USD)	SPENT (USD)
Mileage	36.18	0.00
Total	36.18	0.00

# Creating Expense Report

Once loaded you will see all expense on left hand side and options to create new expenses, add expenses from eWallet and eReceipts on right hand side

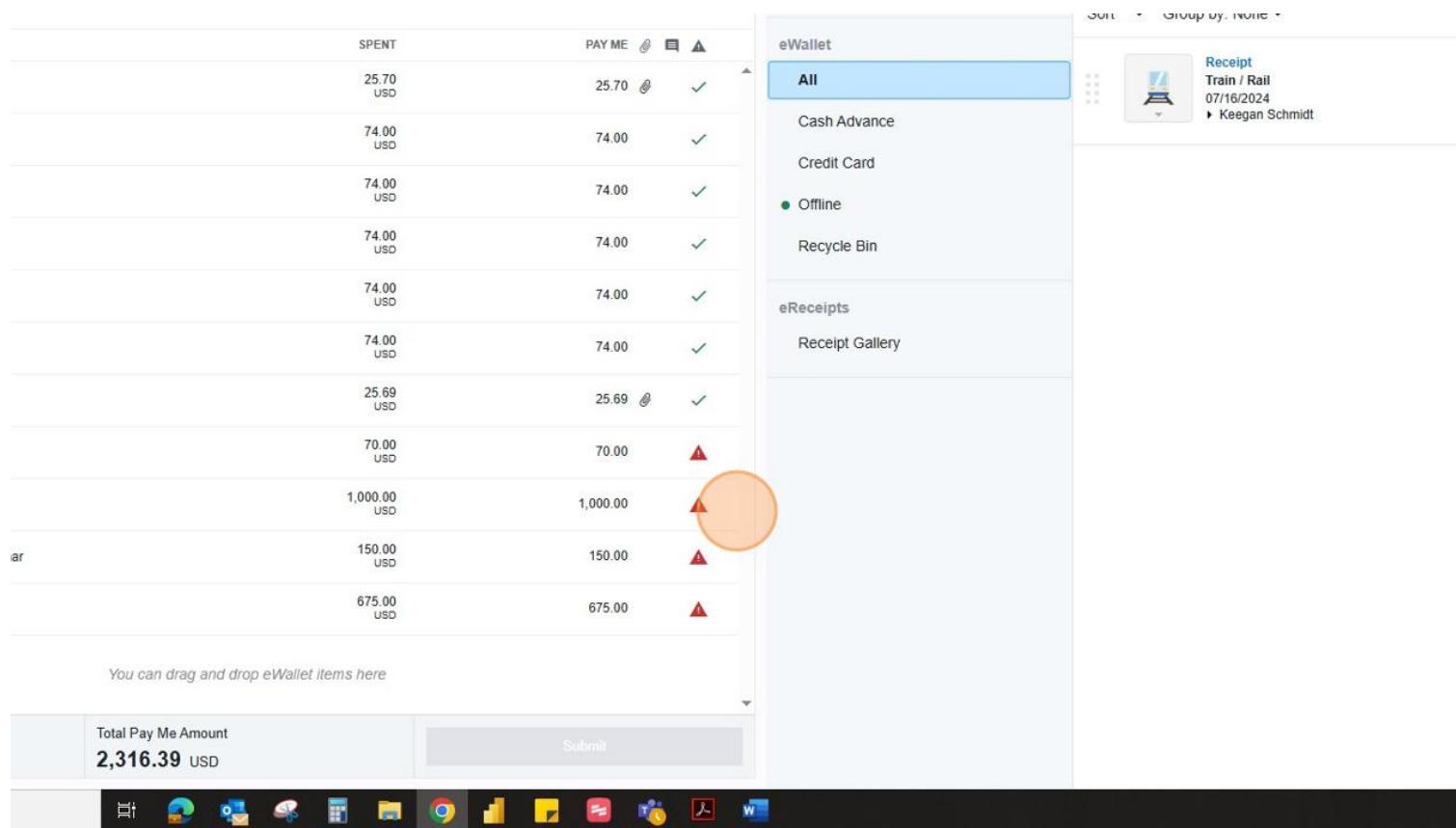
The screenshot displays the emburse enterprise expense reporting interface. On the left, the main workspace shows an expense report for Debbie Stellyes with a single entry for mileage on 11/11/2024. A modal window titled 'Add Expenses' is open, showing options to 'Create New', 'eWallet', and 'eReceipts'. The 'eWallet' tab is selected, and a list of cash advances is visible on the right. The cash advances are as follows:

Category	Date	Description	Amount
Cash Advance	09/03/2024	Cash Advance	-1,500.00 USD
Cash Advance	09/26/2024	Cash Advance	-300.00 USD
Cash Advance	10/02/2024	Cash Advance	-750.00 USD
Cash Advance	11/04/2024	Cash Advance	-250.00 USD

At the bottom, a summary shows a total Pay Me Amount of 36.18 USD.

# Creating Expense Report

If you notice anything with warning triangle next to it, this means more information is required.



The screenshot shows a mobile application interface for creating an expense report. On the left, a list of transactions is displayed in a table format. Most transactions have a green checkmark in the 'PAY ME' column, while one transaction (70.00 USD) has a red warning triangle. A large orange circle highlights this red triangle. Below the table, a note says 'You can drag and drop eWallet items here'. On the right, a sidebar is open with sections for 'eWallet' and 'eReceipts'. The 'eWallet' section shows categories like 'All', 'Cash Advance', 'Credit Card', and 'Offline'. The 'eReceipts' section shows a receipt for 'Train / Rail' dated '07/16/2024' with the name 'Keegan Schmidt'. At the bottom, a summary shows a 'Total Pay Me Amount' of '2,316.39 USD' and a 'Submit' button. The bottom of the screen shows a standard mobile navigation bar with various icons.

SPENT	PAY ME
25.70 USD	25.70 ⓘ ✓
74.00 USD	74.00 ✓
74.00 USD	74.00 ✓
74.00 USD	74.00 ✓
74.00 USD	74.00 ✓
74.00 USD	74.00 ✓
25.69 USD	25.69 ⓘ ✓
70.00 USD	70.00 ⓘ
1,000.00 USD	1,000.00 ⓘ
150.00 USD	150.00 ⓘ
675.00 USD	675.00 ⓘ

You can drag and drop eWallet items here

Total Pay Me Amount  
2,316.39 USD

Submit

**eWallet**

All

- Cash Advance
- Credit Card
- Offline
- Recycle Bin

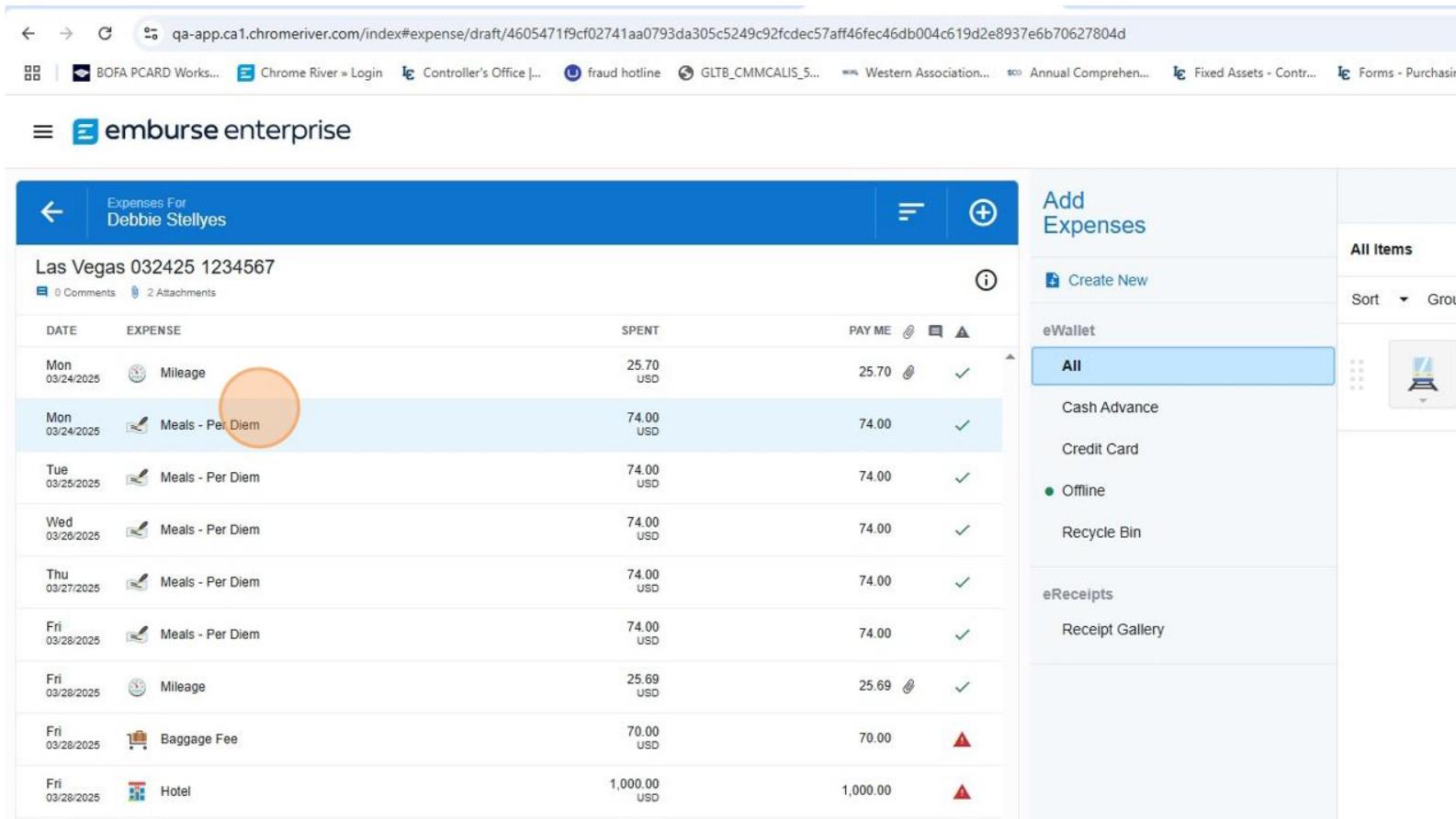
**eReceipts**

Receipt

Train / Rail  
07/16/2024  
Keegan Schmidt

# Creating Expense Report

For Per Diem you must adjust using the wizard to fix any changes from full day to partial day. Click on one Meal-Per Diem line to start to adjust.

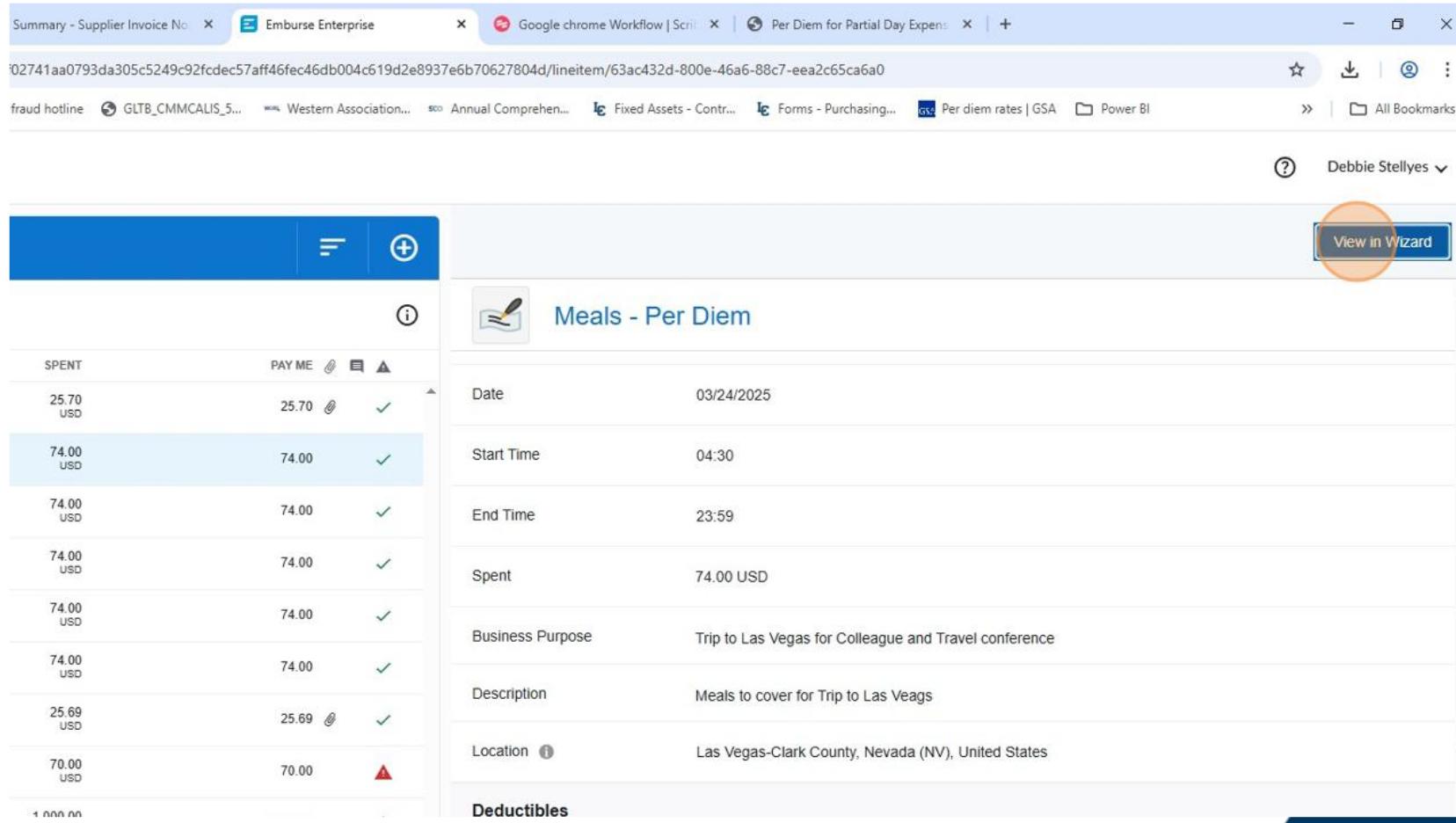


The screenshot shows a list of expenses for Debbie Stellys in Las Vegas. The 'Meals - Per Diem' entry on March 24, 2025, is highlighted with an orange circle. The interface includes a sidebar for 'Add Expenses' and a 'eWallet' section.

DATE	EXPENSE	SPENT	PAY ME	Actions
Mon 03/24/2025	Mileage	25.70 USD	25.70	✓
Mon 03/24/2025	Meals - Per Diem	74.00 USD	74.00	✓
Tue 03/25/2025	Meals - Per Diem	74.00 USD	74.00	✓
Wed 03/26/2025	Meals - Per Diem	74.00 USD	74.00	✓
Thu 03/27/2025	Meals - Per Diem	74.00 USD	74.00	✓
Fri 03/28/2025	Meals - Per Diem	74.00 USD	74.00	✓
Fri 03/28/2025	Mileage	25.69 USD	25.69	✓
Fri 03/28/2025	Baggage Fee	70.00 USD	70.00	⚠
Fri 03/28/2025	Hotel	1,000.00 USD	1,000.00	⚠

# Creating Expense Report

Click View in Wizard



The screenshot shows a web browser window with several tabs open. The active tab is titled 'Meals - Per Diem'. The interface includes a table on the left showing spending details and a form on the right for meal entries. A prominent orange circle highlights the 'View in Wizard' button in the top right corner of the form area.

Summary - Supplier Invoice No. x Emburse Enterprise x Google chrome Workflow | Script x Per Diem for Partial Day Expenses x +

02741aa0793da305c5249c92fcdec57aff46fec46db004c619d2e8937e6b70627804d/lineitem/63ac432d-800e-46a6-88c7-eea2c65ca6a0

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

Debbie Stellyes

View in Wizard

SPENT	PAY ME	Actions
25.70 USD	25.70	✓
74.00 USD	74.00	✓
25.69 USD	25.69	✓
70.00 USD	70.00	⚠

Meals - Per Diem

Date: 03/24/2025

Start Time: 04:30

End Time: 23:59

Spent: 74.00 USD

Business Purpose: Trip to Las Vegas for Colleague and Travel conference

Description: Meals to cover for Trip to Las Vegas

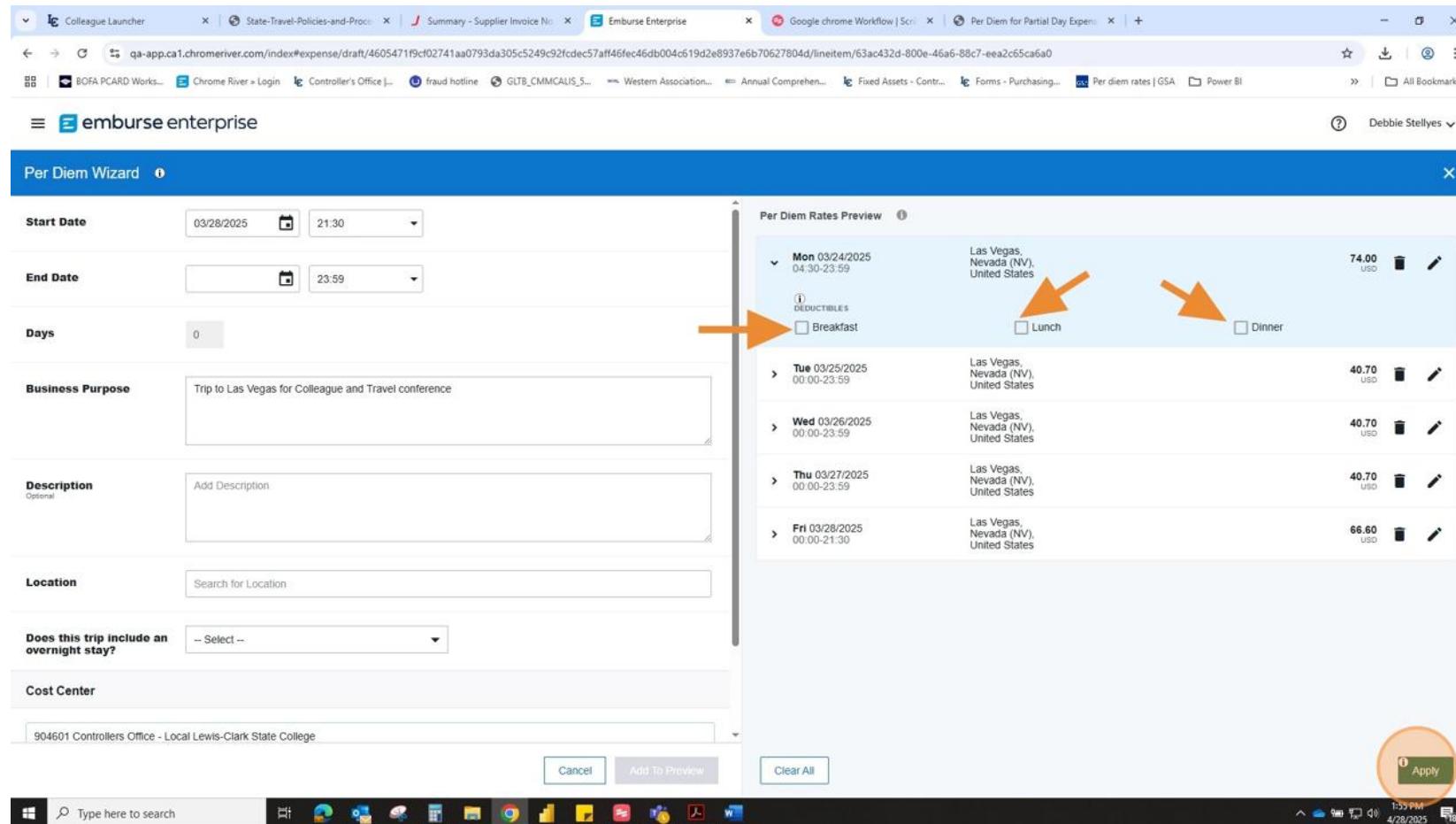
Location: Las Vegas-Clark County, Nevada (NV), United States

Deductibles



# Creating Expense Report

Adjust Per Diem that is not getting paid by clicking on box next to breakfast, lunch, or dinner. Anything getting paid by Per Diem should be unchecked. Click apply when done.



Per Diem Wizard

Start Date: 03/28/2025 End Date: 21:30

End Date: 03/28/2025 23:59

Days: 0

Business Purpose: Trip to Las Vegas for Colleague and Travel conference

Description: Add Description

Location: Search for Location

Does this trip include an overnight stay? -- Select --

Cost Center: 904601 Controllers Office - Local Lewis-Clark State College

Per Diem Rates Preview

Date	Location	Rate	Actions
Mon 03/24/2025 04:30-23:59	Las Vegas, Nevada (NV), United States	74.00 USD	<input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Tue 03/25/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Wed 03/26/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Thu 03/27/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Fri 03/28/2025 00:00-21:30	Las Vegas, Nevada (NV), United States	66.60 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner

Cancel Add To Preview Clear All Apply

# Creating Expense Report

**Baggage Fees:** Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Attach a receipt by clicking on Add Attachments on the bottom.
- 4- Click Save on the top right and warning should go away for this line item

If paid by p-card and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time.

# Creating Expense Report

**Hotel:** Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Merchant: This is the hotel that you stayed at
- 4- Location is the City and State the hotel is at
- 5- Fill out Check in/Check out date.
- 6 - Attach a receipt by clicking on Add Attachments on the bottom.
- 7- Click Save on the top right and warning should go away for this line item

If paid by p-card or direct bill and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time.

# Creating Expense Report

**Conference/Seminar:** Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Attach agenda and registration receipt for event clicking on Add Attachments on the bottom
- 4- Click Save on the top right and warning should go away for this line item

If paid by p-card and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time.

# Creating Expense Report

**Airfare:** Click on the line and edit on the top right side. You will need to complete the following;

- 1- Adjust total Spent if need to
- 2- Type in Location = United States (if in the US)
- 3- Airline is the airline traveled with
- 4- Class- Should be Economy/Coach
- 5- Attach a receipt by clicking on Add Attachments on the bottom
- 6- Click Save on the top right and warning should go away for this item

If paid by p-card or direct bill and not going to be reimbursed to employee, delete the transaction and make a notation in the comments box on main screen, attaching a copy of the receipt at that time.

# Creating Expense Report

Notice all warnings are gone. Attach any additional receipts for expenses paid by p-card or direct bill related to this travel and make a comment regarding those expenses including the amount of the charge and then review document before submitting.

SPENT	PAY ME	
25.70 USD	25.70	✓
74.00 USD	74.00	✓
40.70 USD	40.70	✓
40.70 USD	40.70	✓
40.70 USD	40.70	✓
25.69 USD	25.69	✓
70.00 USD	70.00	✓
1,250.45 USD	1,250.45	✓
150.00 USD	150.00	✓
595.00 USD	595.00	✓
66.60 USD	66.60	✓

Images

Class: Economy/Coach

CRI Ref:

Cost Center: 904601, Controllers Office - Local, Lewis-Clark State College

Comments (0)

Add Comment

Attachments (1)

Drag image here to upload

Add Attachments

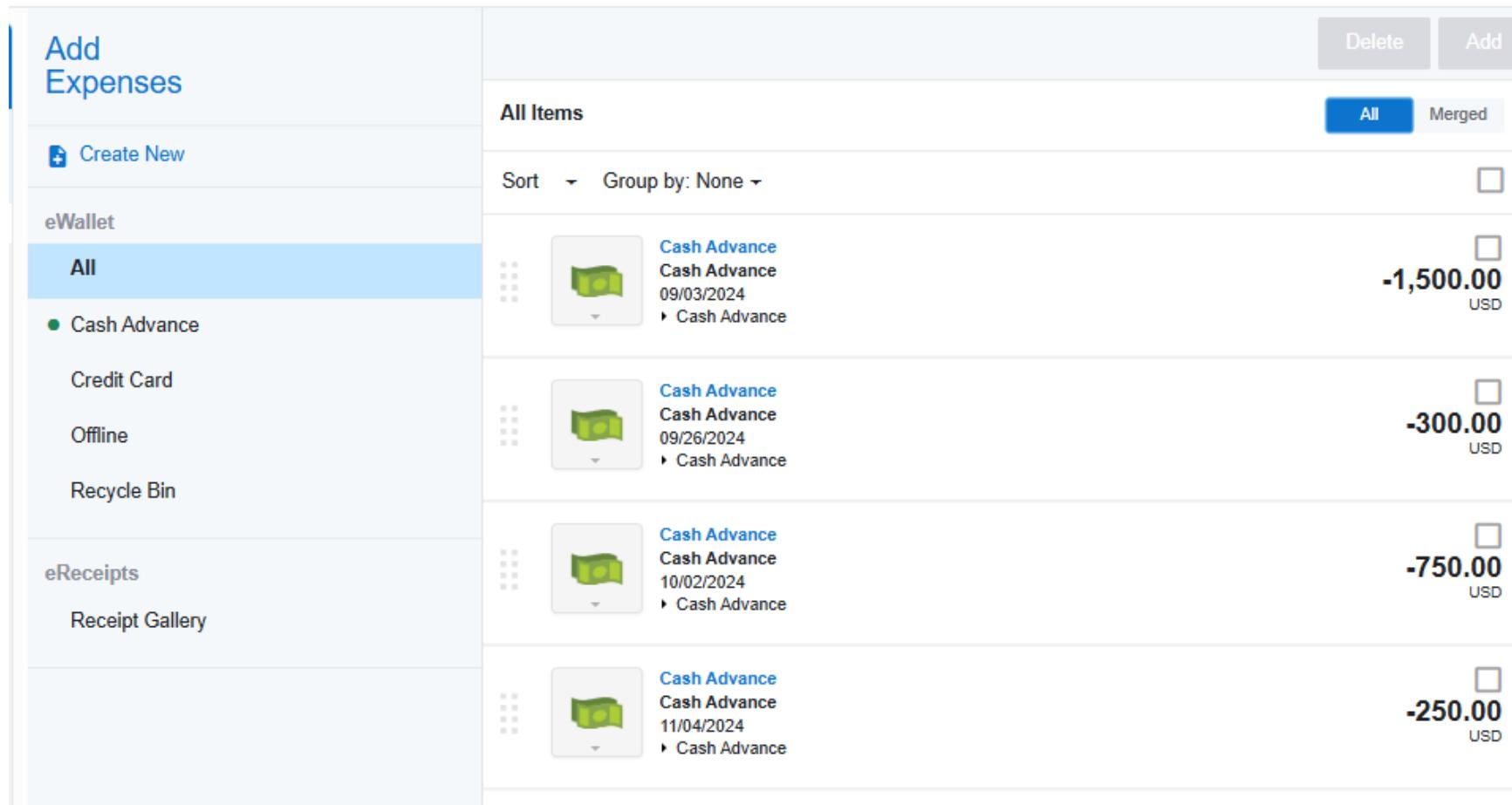


## Original Receipts

Original receipts will no longer be required to be submitted with the expense report in Emburse Enterprise. A copy of the receipt attached is sufficient. However, the department will be required to keep the original receipts per the [retention policy](#). This Policy is 4.103 Records Retention has links to Retention Schedules.

# Creating Expense Report

Use right hand side to add expenses that are missing or additional to expense report. IE Cash Advance

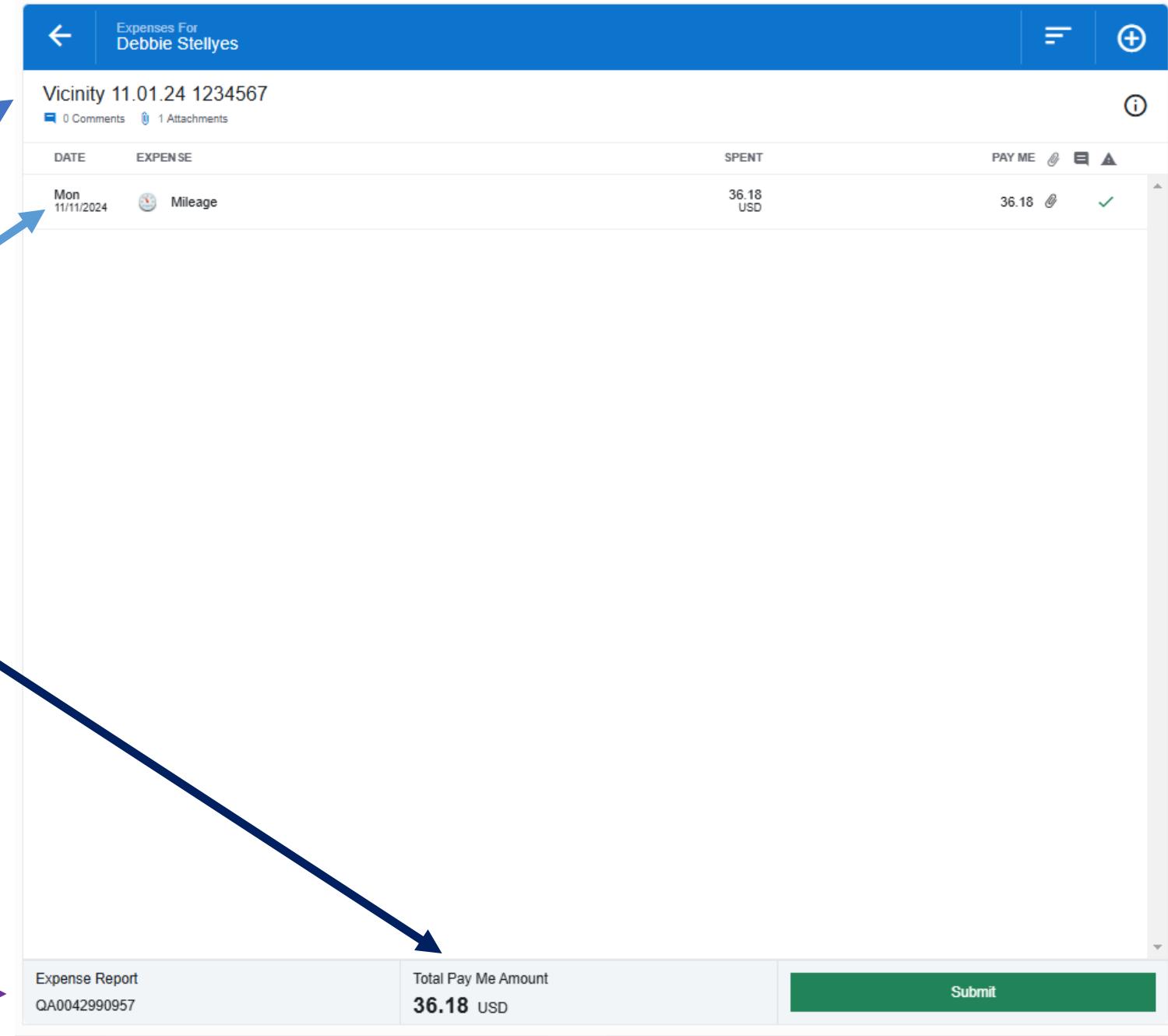


The screenshot shows a digital interface for managing expenses. On the left, a sidebar titled 'Add Expenses' includes a 'Create New' button and categories: 'eWallet' (selected 'All', 'Cash Advance' is highlighted), 'Credit Card', 'Offline', and 'Recycle Bin'. Below these are 'eReceipts' and 'Receipt Gallery'. The main area is titled 'All Items' and shows a list of four cash advance entries. Each entry includes a small green cash icon, the category 'Cash Advance', the sub-category 'Cash Advance', the date (e.g., 09/03/2024), a 'More' link, and the amount (-1,500.00 USD, -300.00 USD, -750.00 USD, -250.00 USD) with a 'USD' label. At the top right are 'Delete' and 'Add' buttons, and a filter bar with 'All' (selected) and 'Merged' options.

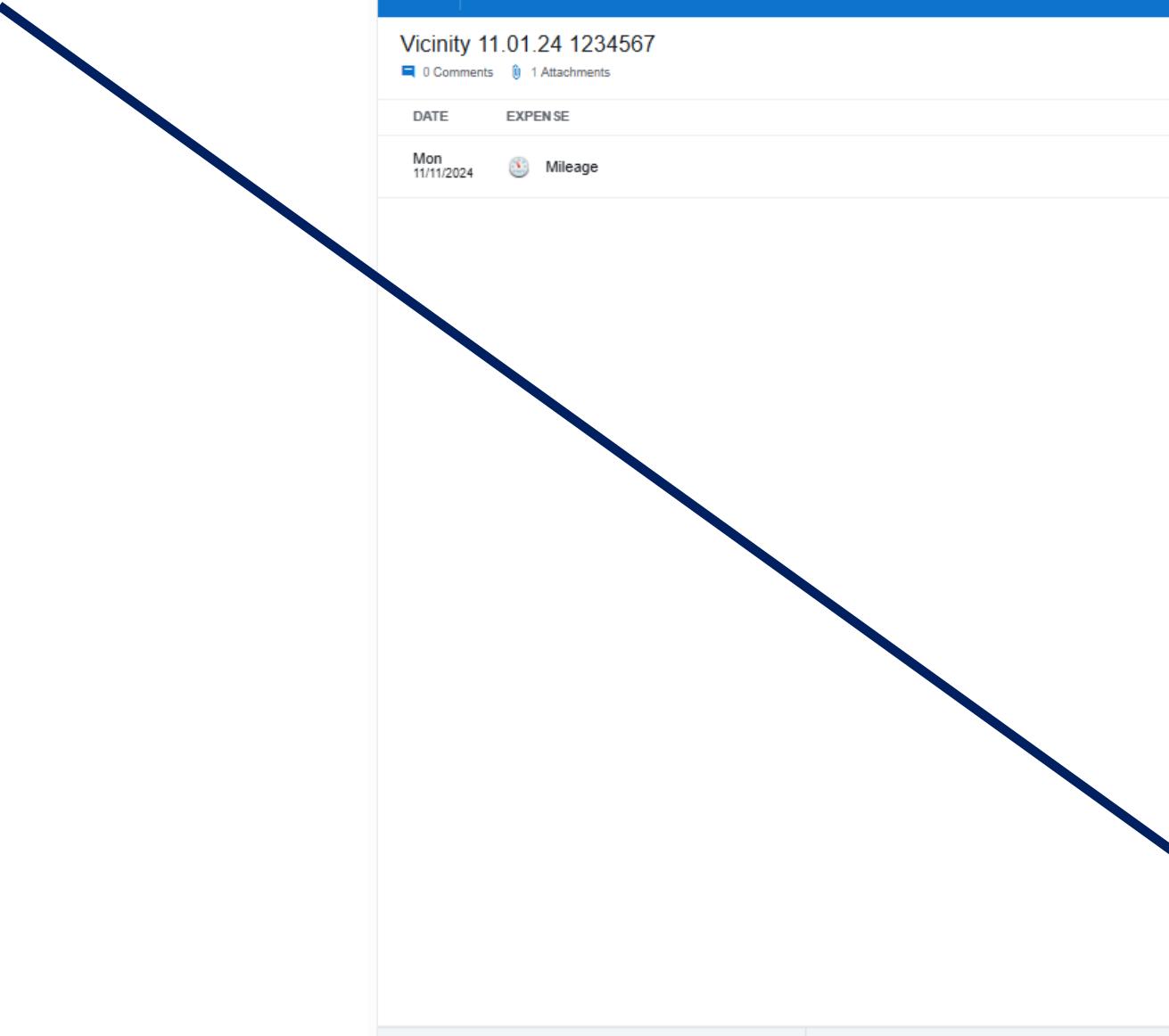
Category	Sub-Category	Date	Amount	Currency
Cash Advance	Cash Advance	09/03/2024	-1,500.00	USD
Cash Advance	Cash Advance	09/26/2024	-300.00	USD
Cash Advance	Cash Advance	10/02/2024	-750.00	USD
Cash Advance	Cash Advance	11/04/2024	-250.00	USD

# Before Clicking Submit Double check report

- ▶ You will see
  - ▶ Title of Expense Report
  - ▶ Expense Break down
  - ▶ Report ID
  - ▶ Total Expenses



Click Submit



← Expenses For Debbie Stellyes

Vicinity 11.01.24 1234567

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 11/11/2024	Mileage	36.18 USD	36.18 USD

Expense Report  
QA0042990957

Total Pay Me Amount  
**36.18 USD**

**Submit**

# Verification Approval

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: Vicinity 11.01.24 1234567 [\[Remove\]](#)

Available Balance: 36.18 USD

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

**Vicinity 11.01.24 1234567**

Report Owner	 Debbie Stellyes
Expense Report ID	QA0042990957
Business Purpose	Deliveries to US Post Office

**Financial Summary**

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	36.18	0.00
Amount Due Employee	36.18	0.00

**Applied Pre-Approval Report**

DATE	REPORT NAME	AMT (USD)
11/11/2024	<a href="#">Vicinity 11.01.24 1234567</a>	<a href="#">PDF</a> 0.00
Remaining Balance		36.18

**Expense Summary**

	AMOUNT (USD)	APPROVED (USD)
Mileage	36.18	0.00
<b>Total</b>	<b>36.18</b>	<b>0.00</b>



# Tracking your items

An expense report can be tracked to see where it is in the process.

The screenshot displays the emburse enterprise software interface with three main sections: eWallet, Expenses, and Pre-Approval.

**eWallet** section:

- Unused Items**
  - 0 Credit Card Items
  - 0 Receipts
- [VIEW ALL 4 UNUSED ITEMS](#)

**Expenses** section:

- 3 Draft**
- 1 Returned**
- [View All Submitted](#)
- [Create](#)

**Pre-Approval** section:

- 0 Draft**
- 0 Returned**
- [View All Submitted](#)
- [Create](#)

# Tracking your items

- ▶ A list will appear with all reports
  - ▶ Name of each report
  - ▶ Report ID number
  - ▶ Date Submitted
  - ▶ Total of expenses
  - ▶ Status of report

Report Details	Date Submitted	Total Expenses	Status
Vicity 11.01.24 1234567 QA0042990957	02/27/2025	36.18 USD <span>PENDING</span>	
Las Vegas NC 020325 12346567 Cash Advance QA0042912123	02/26/2025	205.04 USD <span>EXPORTED</span>	
cda id 021725 1234567 QA0042823343	02/18/2025	217.75 USD <span>PENDING</span>	
Moscow ID 020325123467890 QA0042396482	01/29/2025	44.45 USD <span>EXPORTED</span>	
Cal Travel Pullman Moscow Airport er PR0041660486	12/13/2024	0.00 USD <span>EXPORTED</span>	
Paper check test PR0041859004	12/13/2024	22.08 USD <span>EXPORTED</span>	
Cal Travel Pullman Moscow Airport CA PR0041658844	12/13/2024	36.57 USD <span>EXPORTED</span>	
Calahan Paper Check Test Walla Walla PR0041655332	12/13/2024	0.00 USD <span>EXPORTED</span>	
Calahan Paper Check Test U o l PR0041851027	12/13/2024	11.23 USD <span>EXPORTED</span>	
cash advance Calahan Walla Walla PR0041831308	12/12/2024	132.74 USD <span>EXPORTED</span>	
Calahan Paper Check Test U of I Cash Advance PR0041830420	12/12/2024	33.69 USD <span>EXPORTED</span>	

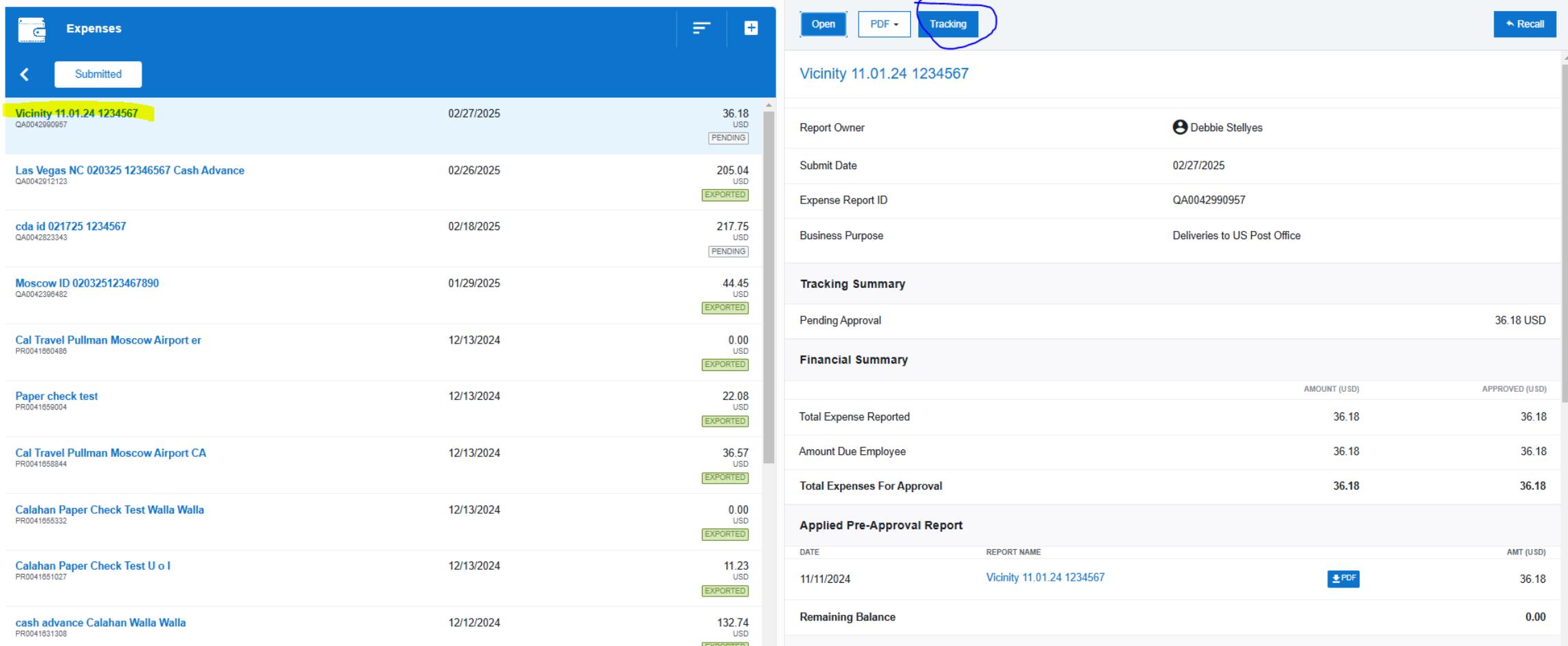
LC

# Tracking your items

Select from list and click on Tracking

emburse enterprise

Debbie Stellyes  
Lewis-Clark State College



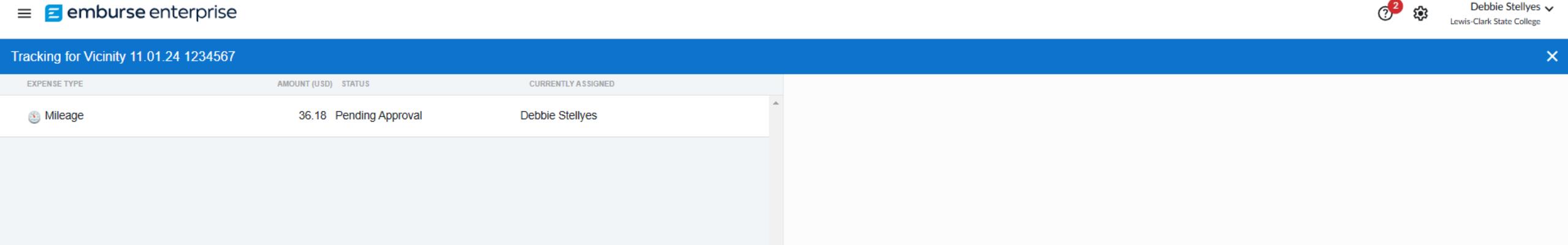
The screenshot shows the emburse enterprise Expenses module. On the left, a list of expense reports is displayed, with the first report, "Vicinity 11.01.24 1234567", highlighted in yellow. The report details are shown on the right, including the report owner (Debbie Stellyes), submit date (02/27/2025), expense report ID (QA0042990957), and business purpose (Deliveries to US Post Office). The "Tracking" tab is highlighted with a blue circle. The "Tracking Summary" section shows pending approval for 36.18 USD. The "Financial Summary" section shows the total expense reported (36.18), amount due employee (36.18), and total expenses for approval (36.18). The "Applied Pre-Approval Report" section shows a single entry for Vicinity 11.01.24 1234567 on 11/11/2024 with an amount of 36.18. The "Remaining Balance" section shows a balance of 0.00.

Report ID	Submit Date	Amount (USD)	Approved (USD)
Vicinity 11.01.24 1234567	02/27/2025	36.18	36.18
Las Vegas NC 020325 12346567 Cash Advance	02/26/2025	205.04	205.04
cda id 021725 1234567	02/18/2025	217.75	217.75
Moscow ID 020325123467890	01/29/2025	44.45	44.45
Cal Travel Pullman Moscow Airport er	12/13/2024	0.00	0.00
Paper check test	12/13/2024	22.08	22.08
Cal Travel Pullman Moscow Airport CA	12/13/2024	36.57	36.57
Calahan Paper Check Test Walla Walla	12/13/2024	0.00	0.00
Calahan Paper Check Test U o I	12/13/2024	11.23	11.23
cash advance Calahan Walla Walla	12/12/2024	132.74	132.74



# Tracking your items

List of expenses will show on left side. Click once to bring up tracking



The screenshot shows a tracking interface for a mileage expense. The top navigation bar includes the emburse enterprise logo, a user profile for Debbie Stellyes, and a search bar. The main content area is titled "Tracking for Vicinity 11.01.24 1234567". A table displays the following data:

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Mileage	36.18	Pending Approval	Debbie Stellyes



# Tracking your items

This will show you the status on where the report is sitting.

emburse enterprise

Debbie Stellyes  2  Debbie Stellyes  Lewis Clark State College 

Tracking for Vicinity 11.01.24 1234567

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Mileage	36.18	Pending Approval	Debbie Stellyes

**Mileage**

Spent Converted	36.18 USD
Amount Spent	36.18 USD
Routing Status	Pending

**Routing Steps**



Step Number	1
Assigned To	Debbie Stellyes
Assigned To	Debbie Stellyes
Assigned Date	02/27/2025 02:21 PM
Step Status	Assigned
Routing Rule	101000 - Delegate Submits -> Expense Owner Approves

LC

# Recall Expense Report

You can only recall an Expense Report that is not fully approved status (Exported). Click on report you are looking for and then click on Recall button top right-hand corner of screen.

≡  emburse enterprise ? Amy Bond ▼

 Expenses

Drafts Returned Submitted

CDA cash advance issue QA0044847107	05/28/2025	150.00 USD EXPORTED
Boise ID 050125 1234567 Conference BSU QA0044686209	05/21/2025	270.42 USD PENDING
TEST-A: NO OVERNIGHT STAY QA0044686206	05/21/2025	52.20 USD EXPORTED
No Overnight Stay Per Diem Testing QA0044685071	05/20/2025	34.80 USD EXPORTED
Test Reroute for signature on return QA0044685068	05/20/2025	225.00 USD PENDING
Testing 2 Partial Day post 55353 with PA adju QA0044684889	05/20/2025	14.50 USD EXPORTED
Testing Partial Day post 55353 with PA QA0044684886	05/20/2025	20.30 USD EXPORTED
TEST 5 NO OVERNIGHT QA0044521979	05/15/2025	20.30 USD EXPORTED

Open PDF ▾ Tracking

Boise ID 050125 1234567 Conference BSU

Report Owner  Amy Bond

Submit Date 05/21/2025

Expense Report ID QA0044686209

Business Purpose Conference at BSU

**Tracking Summary**

Pending Approval	270.42 USD
------------------	------------

**Financial Summary**

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	270.42	270.42
Amount Due Employee	270.42	270.42
<b>Total Expenses For Approval</b>	<b>270.42</b>	<b>270.42</b>

**Applied Pre-Approval Report**

Let's see this in action.

# ER Emburse

2025-10-31 14:11 UTC

Recorded by

Calahan M. McAlister

Organized by

Calahan M. McAlister



Thank you. Questions?

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[COTravel@lcsc.edu](mailto:COTravel@lcsc.edu)

**208-792-2689**