



Emburse Enterprise Expense Report Process

Travel System

Creating Expense Report

Use Create button to start an Expense Report

eWallet

Unused Items

0 Credit Card Items

0 Receipts

VIEW ALL 10 UNUSED ITEMS

Expenses

0 Draft

1 Returned

View All Submitted

Pre-Approval

0 Draft

0 Returned

View All Submitted

Create

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@lsc.edu

EXPENSE REIMBURSEMENT

Approve Expenses

Quick Start

Email Your Receipts

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

CancelSave

Expenses For Debbie Stellyes

Import from Pre-ApprovalOptionalIMPORT PRE-APPROVAL

Report Name

Ethos_Invoice_NoHoldOptionalY

Start Date

End Date

Business Purpose

Report Type-- Select --

AP TypeLocal and Grant

APSourceOptionalVDS



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

SPENT PAY ME

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

+ Add Expense

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	REMAINING (US\$) 675.00
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Creating Expense Report

Click Save on top right-hand corner

Cancel

Save

Expenses For Debbie Stellyes

Report Name

Vicinity 11.01.24 1234567

Ethos_Invoice_NoHold
Optional

Y

Start Date

11/01/2024

End Date

11/30/2024

Business Purpose

Deliveries to US Post Office

Report Type

Travel

AP Type

Local and Grant

APSource
Optional

VDS

Pre-Approval Report Applied

×

 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

emburse enterprise

Expenses For Debbie Stellyes

Vicinity 11.01.24 1234567

0 Comments

0 Attachments

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

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

Cash Advance

Cash Advance

Cash Advance

Cash Advance

-1,500.00 USD

-300.00 USD

-750.00 USD

-250.00 USD

Expense Report

QA0042990957

Total Pay Me Amount

36.18 USD

Submit



Creating Expense Report

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

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 Gallery

Receipt

Train / Rail

07/16/2024

▶ Keegan Schmidt

Taskbar icons: File Explorer, Edge, Outlook, Teams, Calendar, Photos, Chrome, Excel, Word, PowerPoint, OneDrive, Settings, Task View, Start Menu

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.

← → ↺

qa-app.ca1.chromeriver.com/index#expense/draft/4605471f9cf02741aa0793da305c5249c92fcddec57aff46fec46db004c619d2e8937e6b70627804d

BOFA PCARD Works... Chrome River » Login Controller's Office J... fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing...

emburse enterprise

← Expenses For Debbie Stellyes

Las Vegas 032425 1234567

0 Comments 2 Attachments

DATE	EXPENSE	SPENT	PAY ME
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 ⚠

Add Expenses

Create New

eWallet

All

Cash Advance

Credit Card

Offline

Recycle Bin

eReceipts

Receipt Gallery

All Items

Sort Group



Creating Expense Report

Click View in Wizard

Summary - Supplier Invoice No. x Emburse Enterprise x Google chrome Workflow | Scri x Per Diem for Partial Day Expen: x +

02741aa0793da305c5249c92fdec57aff46fec46db004c619d2e8937e6b70627804d/lineitem/63ac432d-800e-46a6-88c7-eea2c65ca6a0

fraud hotline GLTB_CMMCAUS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks

Debbie Stellyes

View in Wizard

Meals - Per Diem

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	⚠

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 Veags

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.

Colleague Launcher | State-Travel-Policies-and-Proce... | Summary - Supplier Invoice No... | Emburse Enterprise | Google chrome Workflow | Scri... | Per Diem for Partial Day Expen... | +

qa-app.ca1.chromeriver.com/index#expense/draft/4605471f9cf02741aa0793da305c5249c92fcdcc57aff46fec46db004c619d2e8937e5b70627804d/lineitem/63ac432d-800e-46a6-88c7-eea2c65ca6a0

BOFA PCARD Works... Chrome River » Login Controller's Office |... fraud hotline GLTB_CMMICALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks

emburse enterprise Debbie Stellyes

Per Diem Wizard

Start Date 03/28/2025 21:30

End Date 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

Cancel Add To Preview Clear All

Per Diem Rates Preview

Mon 03/24/2025 04:30-23:59	Las Vegas, Nevada (NV), United States	74.00 USD		
DEDUCTIBLES				
<input 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		
Wed 03/26/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD		
Thu 03/27/2025 00:00-23:59	Las Vegas, Nevada (NV), United States	40.70 USD		
Fri 03/28/2025 00:00-21:30	Las Vegas, Nevada (NV), United States	66.60 USD		

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)

comment

Attachments (1)

Drag image here to upload

Add Attachments

Test



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

Add Expenses

Create New

eWallet

All

Cash Advance

Credit Card

Offline

Recycle Bin

eReceipts

Receipt Gallery

Delete

Add

All Items

All

Merged

Sort

Group by: None

Cash Advance

Cash Advance

09/03/2024

Cash Advance

-1,500.00

USD

Cash Advance

Cash Advance

09/26/2024

Cash Advance

-300.00

USD

Cash Advance

Cash Advance

10/02/2024

Cash Advance

-750.00

USD

Cash Advance

Cash Advance

11/04/2024

Cash Advance

-250.00

USD



Before Clicking Submit

Double check report

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

← Expenses For Debbie Stellyes

Vicinity 11.01.24 1234567

0 Comments 1 Attachments

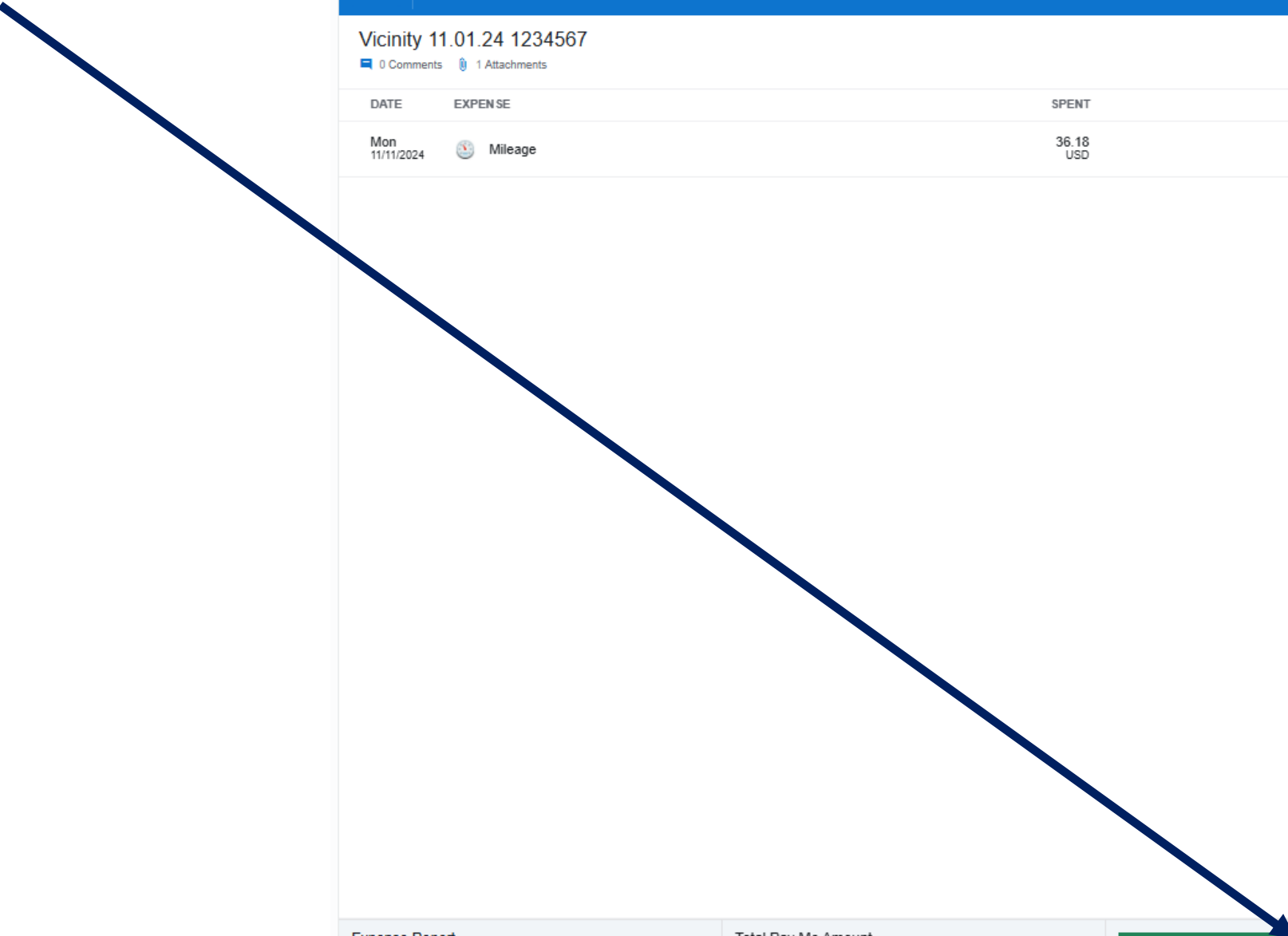
DATE	EXPENSE	SPENT	PAY ME
Mon 11/11/2024	Mileage	36.18 USD	36.18

Expense Report
QA0042990957

Total Pay Me Amount
36.18 USD

Submit

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

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	Vicinity 11.01.24 1234567	0.00

Remaining Balance

36.18

Expense Summary


	AMOUNT (USD)	APPROVED (USD)
Mileage	36.18	0.00
Total	36.18	0.00




Tracking your items

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

≡  emburse enterprise

 eWallet


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

 Expenses + Create

3
Draft

1 ⁱ
Returned

[View All Submitted](#)

 Pre-Approval + Create

0
Draft

0
Returned

[View All Submitted](#)

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

Expenses			
Submitted			
Vicinity 11.01.24 1234567 QA0042990957	02/27/2025	36.18 USD	PENDING
Las Vegas NC 020325 12346567 Cash Advance QA0042912123	02/26/2025	205.04 USD	EXPORTED
cda id 021725 1234567 QA0042823343	02/18/2025	217.75 USD	PENDING
Moscow ID 020325123467890 QA0042398482	01/29/2025	44.45 USD	EXPORTED
Cal Travel Pullman Moscow Airport er PR0041680488	12/13/2024	0.00 USD	EXPORTED
Paper check test PR0041659004	12/13/2024	22.08 USD	EXPORTED
Cal Travel Pullman Moscow Airport CA PR0041658844	12/13/2024	36.57 USD	EXPORTED
Calahan Paper Check Test Walla Walla PR0041655332	12/13/2024	0.00 USD	EXPORTED
Calahan Paper Check Test U o l PR0041651027	12/13/2024	11.23 USD	EXPORTED
cash advance Calahan Walla Walla PR0041631308	12/12/2024	132.74 USD	EXPORTED
Calahan Paper Check Test U o l Cash Advance PR0041630420	12/12/2024	33.69 USD	EXPORTED

Tracking your items

Select from list and click on Tracking

emburse enterprise

Debbie Stellyes
Lewis-Clark State College

Expenses			
Submitted			
Vicinity 11.01.24 1234567 QA0042990957	02/27/2025	36.18 USD	PENDING
Las Vegas NC 020325 12346567 Cash Advance QA0042912123	02/26/2025	205.04 USD	EXPORTED
cda id 021725 1234567 QA0042823343	02/18/2025	217.75 USD	PENDING
Moscow ID 020325123467890 QA0042396482	01/29/2025	44.45 USD	EXPORTED
Cal Travel Pullman Moscow Airport er PR0041860488	12/13/2024	0.00 USD	EXPORTED
Paper check test PR0041858004	12/13/2024	22.08 USD	EXPORTED
Cal Travel Pullman Moscow Airport CA PR0041858844	12/13/2024	36.57 USD	EXPORTED
Calahan Paper Check Test Walla Walla PR0041855332	12/13/2024	0.00 USD	EXPORTED
Calahan Paper Check Test U o I PR0041851027	12/13/2024	11.23 USD	EXPORTED
cash advance Calahan Walla Walla PR0041831308	12/12/2024	132.74 USD	EXPORTED

Open


PDF

Tracking

Recall

Vicinity 11.01.24 1234567

Report Owner

 Debbie Stellyes

Submit Date

02/27/2025

Expense Report ID

QA0042990957

Business Purpose

Deliveries to US Post Office

Tracking Summary

Pending Approval

36.18 USD

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	36.18	36.18
Amount Due Employee	36.18	36.18
Total Expenses For Approval	36.18	36.18

Applied Pre-Approval Report

DATE	REPORT NAME	AMT (USD)
11/11/2024	Vicinity 11.01.24 1234567	36.18
Remaining Balance		0.00



Tracking your items

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

Tracking for Vicinity 11.01.24 1234567

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.

Tracking for Vicinity 11.01.24 1234567

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

Mileage

Spent Converted36.18 USD

Amount Spent36.18 USD

Routing StatusPending

Routing Steps

1

2

3

4

5

6

7

Step Number1

Assigned ToDebbie Stellyes

Assigned ToDebbie Stellyes

Assigned Date02/27/2025 02:21 PM

Step StatusAssigned

Routing Rule101000 - Delegate Submits -> Expense Owner Approves

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.

Expenses			
<div>DraftsReturnedSubmitted</div>			
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

Recall

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
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Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	270.42	270.42
Amount Due Employee	270.42	270.42
Total Expenses For Approval	270.42	270.42

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?

COTravel@lcsc.edu

208-792-2689