

# How to create Expense Report (EX: Mileage and Full Day Per Diem)

1

Click here

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emburse enterprise

QA TEST SYSTEM

Hello Debbie, Welcome to your travel pre-authorization and

Company Policies Travel & Expense Policy

Reimbursement and policy questions cotravel@csc.edu

EXPENSE REIMBURSEMENT

Approve Expenses Quick Start Email Your Receipts receipt@ca1.chromeriver.com Add Receipts How

## 2 Click here

The screenshot shows the Emburse Enterprise web application interface. The browser tabs at the top include 'Create Pre-Approval with Miles', 'Per Diem Meal Check', and 'Emburse Enterprise'. The user is logged in as 'Debbie Stellyes' from 'Lewis-Clark State College'. The main heading is 'Expenses For Debbie Stellyes'. On the left is a sidebar with 'SPENT' and 'PAY ME' sections. The main form area contains the following fields:

- Import from Pre-Approval** (Optional): A button labeled 'IMPORT PRE-APPROVAL' is highlighted with an orange circle.
- Report Name**: A text input field.
- Ethos\_Invoice\_NoHold** (Optional): A dropdown menu currently showing 'Y'.
- Start Date**: A date picker.
- End Date**: A date picker.
- Business Purpose**: A text input field.
- Report Type**: A dropdown menu currently showing '-- Select --'.
- AP Type**: A dropdown menu currently showing 'Local and Grant'.

At the bottom right of the form are 'Cancel' and 'Save' buttons.

## 3 Search for the pre-approval you are trying to do an expense report on and click on name.

The screenshot shows the same Emburse Enterprise web application interface, but the 'Import from Pre-Approval' button has been clicked, opening a dropdown menu. The dropdown menu has a blue header 'Import Pre-Approval' and a search bar with the placeholder text 'Select a pre-approval report'. The dropdown arrow is highlighted with an orange circle.

## 4 Click here

SPENT

PAY ME

Add Expense below or drag file to get started.

Expense

Import Pre-Approval

Select a pre-approval report

TRAVEL LOCATION	ORIGINAL AMT	REMAINING
Director's meeting web-based approval	361.28USD	361.28USD
Amy PD Test	550.00USD	550.00USD
Las Vegas NV 020325 1234567	1,873.39USD	1,873.39USD
Amy PD Test 0310	460.00USD	460.00USD
CDA, ID 032425 1234567	201.28USD	201.28USD

## 5 Click here

SPENT

PAY ME

Expense below or drag file to get started.

Submit

Report Summary

From Date

03/24/2025

To Date

03/24/2025

Business Purpose

Traveling to CDA for Conference

Expense Summary

	REMAINING (USD)	SPENT (USD)
Meals Per Diem	38.00	0.00
Mileage	163.28	0.00
<b>Total</b>	<b>201.28</b>	<b>0.00</b>

Allocations

904601 Controllers Office - Local

Lewis-Clark State College

201.28

Import

6

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	CDA, ID 032425 1234567
Ethos_Invoice_NoHold <small>Optional</small>	Y
Start Date	03/24/2025
End Date	03/24/2025
Business Purpose	Travelling to CDA for Conference
Report Type	Travel
AP Type	Local and Grant
APSource <small>Optional</small>	VDS
Pre-Approval Report Applied	<a href="#">CDA, ID 032425 1234567</a>
REMAINING (US)	
Meals Per Diem	38.0

## 7 Click here

Expenses For Debbie Stellyes

Report Name: CDA, ID 032425 1234567

Ethos\_Invoice\_NoHold: Y

Start Date: 03/24/2025

End Date: 03/24/2025

Business Purpose: Traveling to CDA for Conference

Report Type: Travel

AP Type: Local and Grant

APSource: VDS

Buttons: Cancel, Save

## 8 This will import all expenses from the Pre-Approval into the expense report. Ensure that everything is checked in the right-hand column. If an item is not checked, there is an error, which will be explained on the right side of the screen when the item is selected.

emburse enterprise

Expenses For Debbie Stellyes

ID 032425 1234567

EXPENSE	SPENT	PAY ME
Mileage	163.28 USD	163.28 ✓
Meals - Per Diem	58.00 USD	58.00 ✓

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

Receipt Train / Rail 07/16/2024 Keegan Sch

## 9 This shows the Expense Report ID#.

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	163.28 USD	163.28 ✓
Mon 03/24/2025	Meals - Per Diem	58.00 USD	58.00 ✓

Expense Report  
QA0044233109

Total Pay Me Amount  
221.28 USD

Submit

Date03/24/2025

Start Time00:00

End Time23:59

Spent46.40 USD

Business PurposeTraveling to CDA for Conferen

DescriptionTravel to CDA for conference

LocationCoeur D'Alene-Kootenai Cour

Deductibles

☐ Breakfast

☒ Lunch

Cost Center

904601

Controllers Office - Local  
Lewis-Clark State College

[< Previous](#)

## 10 Click here

EXPENSE	SPENT	PAY ME
Mileage	163.28 USD	163.28 ✓
Meals - Per Diem	58.00 USD	58.00 ✓

Total Pay Me Amount  
221.28 USD

Submit

Date03/24/2025

Start Time00:00

End Time23:59

Spent46.40 USD

Business PurposeTraveling to CDA for Conference

DescriptionTravel to CDA for conference where lunch is covered

LocationCoeur D'Alene-Kootenai County, Idaho (ID), United Stat

Deductibles

☐ Breakfast

☒ Lunch

☐ Dinner

Cost Center

904601

Controllers Office - Local  
Lewis-Clark State College

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# 11 This verifies that you are complete with process and want to submit this form.

Create Pre-Approval with Miles x Per Diem Meal Check x Emburse Enterprise x +

b7689203c685898eb6a04ab2ba3d87a1ded1b0567eb027674ff126290643c3ac913b35/lineitem/ba32e798-41d6-46ae-961d-7507eeb386de

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Debbie Stellyes 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.

Pre-Approval Applied: CDA, ID 032425 1234567 [\[Remove\]](#)

Available Balance: 201.28 USD

PDF Cancel Submit

CDA, ID 032425 1234567

Report Owner	Debbie Stellyes
Expense Report ID	QA0044233109
Business Purpose	Traveling to CDA for Conference

### Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	221.28	0.00