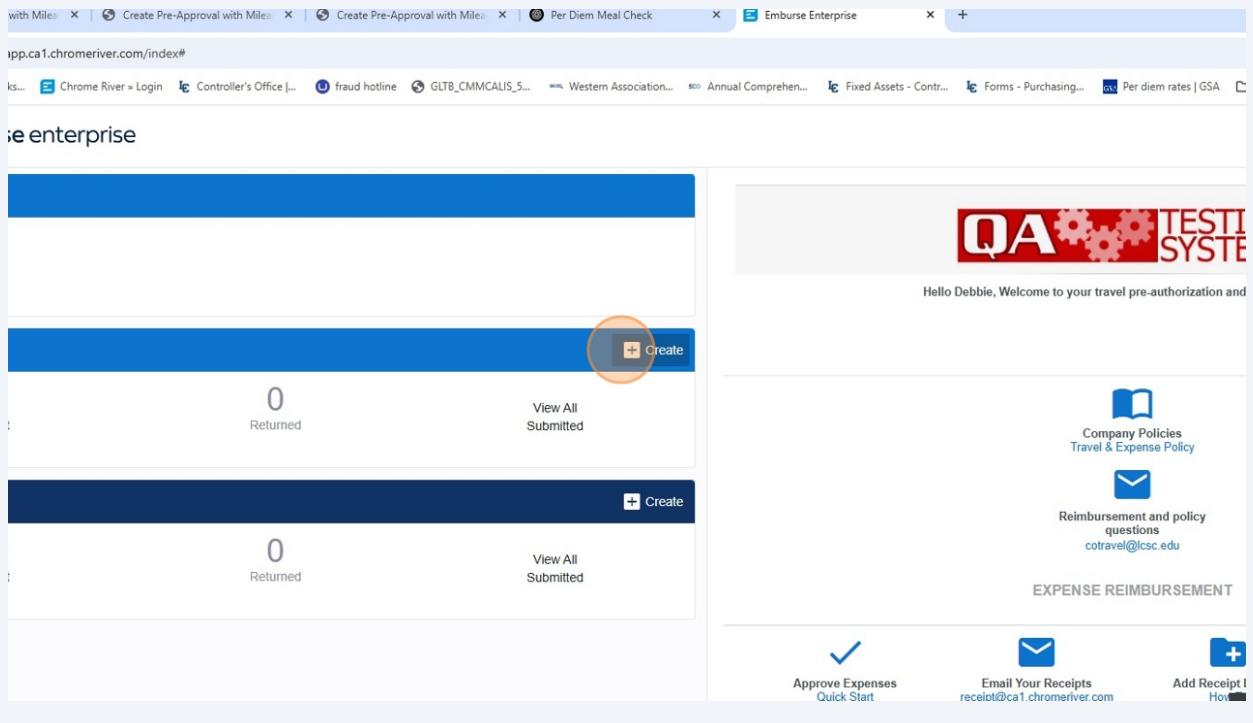


How to create Expense Report (EX: Mileage and Full Day Per Diem)

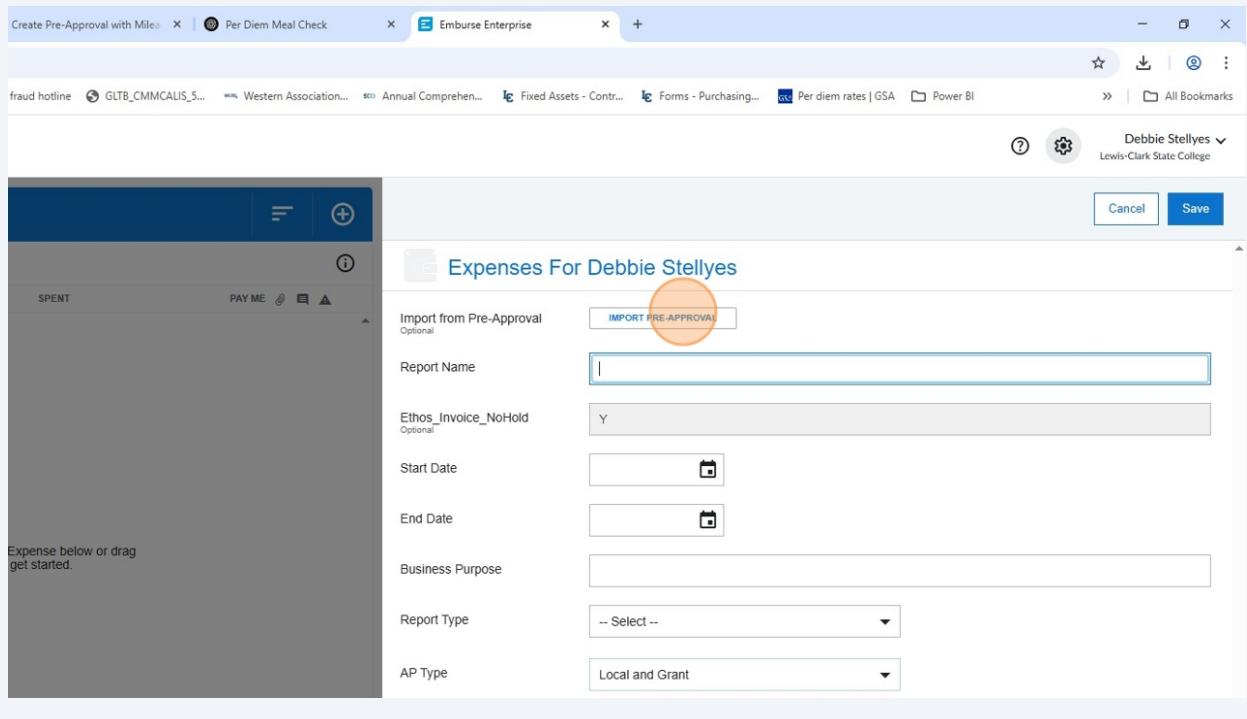


1 Click here



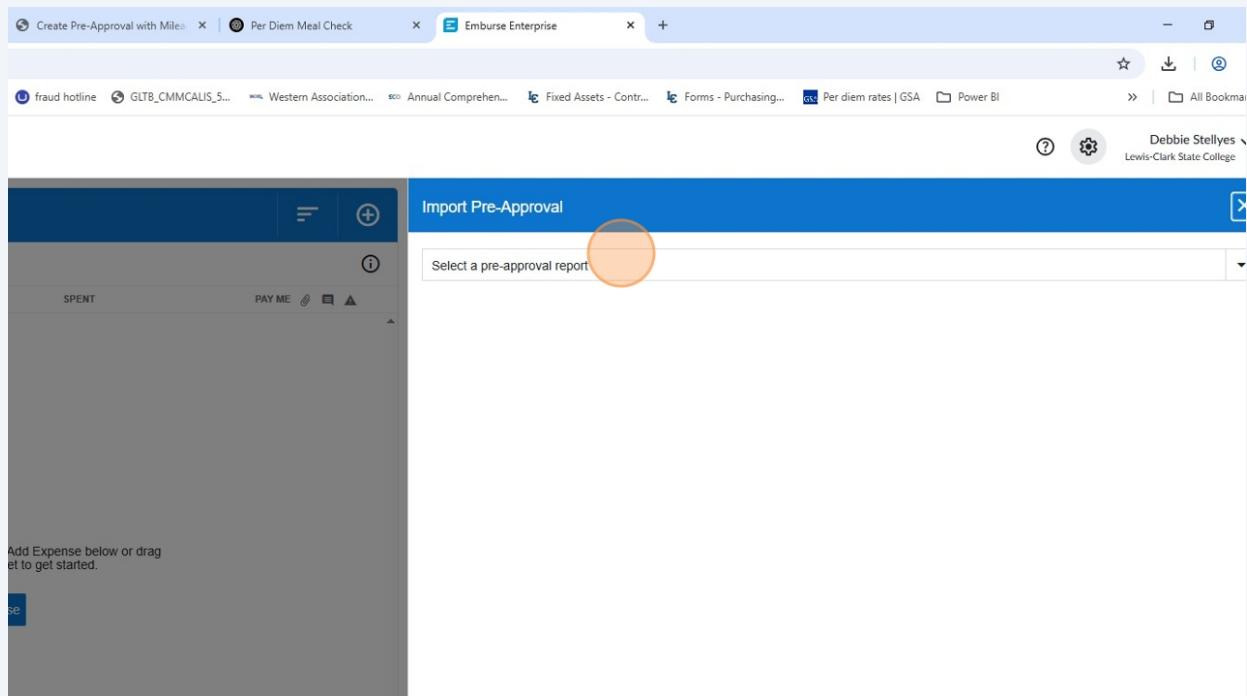
The screenshot shows a web browser window with the URL ipp.ca1.chromeriver.com/index#. The page is titled 'Emburse Enterprise'. On the left, there are two sections: 'Travel Requests' and 'Expense Requests', both showing 0 returned items. Each section has a '+ Create' button. The 'Travel Requests' section also has 'View All Submitted' links. On the right, there is a 'QA TEST SYSTEM' banner with the text 'Hello Debbie, Welcome to your travel pre-authorization and'. Below this are links for 'Company Policies Travel & Expense Policy' (with a book icon) and 'Reimbursement and policy questions' (with an envelope icon). At the bottom, there are three buttons: 'Approve Expenses Quick Start' (with a checkmark icon), 'Email Your Receipts' (with an envelope icon), and 'Add Receipts' (with a plus icon). The '+ Create' button in the 'Travel Requests' section is circled in red.

2 Click here



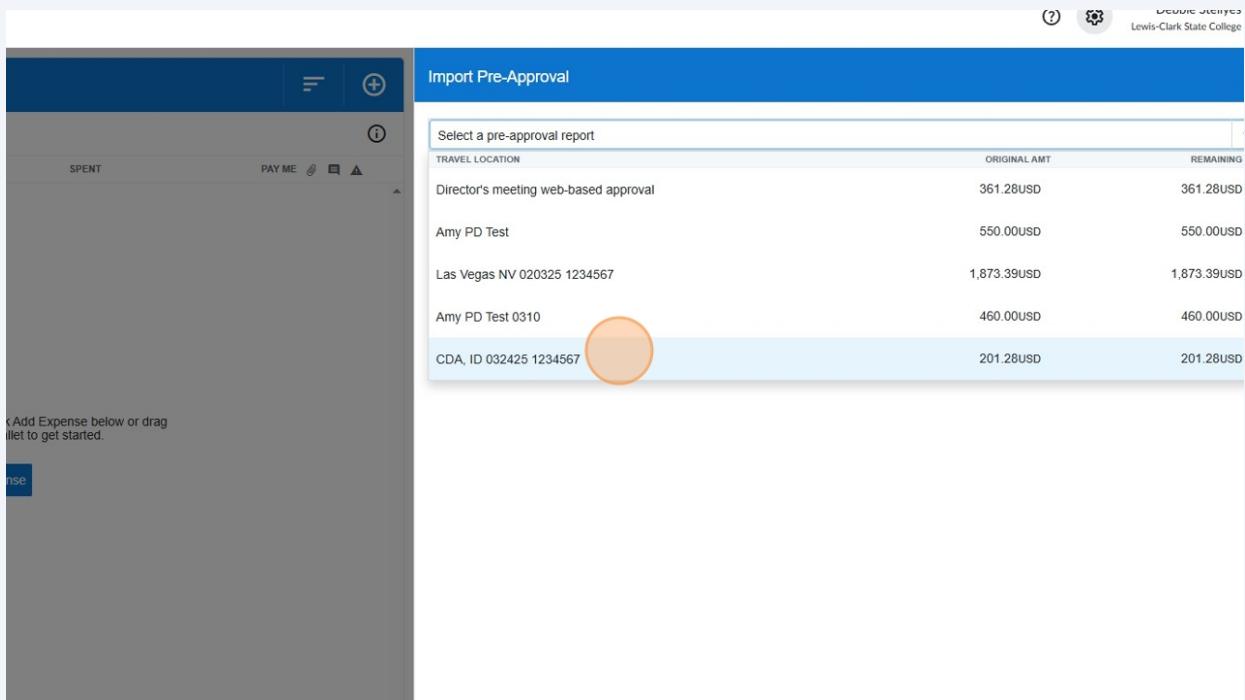
The screenshot shows a web browser window with the title 'Emburse Enterprise'. The main content is a form titled 'Expenses For Debbie Stellyes'. On the left, there's a sidebar with buttons for 'SPENT' and 'PAY ME'. The right side contains several input fields: 'Report Name' (empty), 'Ethos_Invoice_NoHold' (set to 'Y'), 'Start Date' (empty), 'End Date' (empty), 'Business Purpose' (empty), 'Report Type' (dropdown menu '-- Select --'), and 'AP Type' (dropdown menu 'Local and Grant'). A large orange circle highlights the 'IMPORT PRE-APPROVAL' button, which is located above the 'Report Name' field.

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



The screenshot shows a web browser window with the title 'Emburse Enterprise'. The main content is a form titled 'Import Pre-Approval'. On the left, there's a sidebar with buttons for 'SPENT' and 'PAY ME'. The right side contains a single input field: 'Select a pre-approval report' (with a dropdown arrow). A large orange circle highlights this dropdown menu.

4 Click here

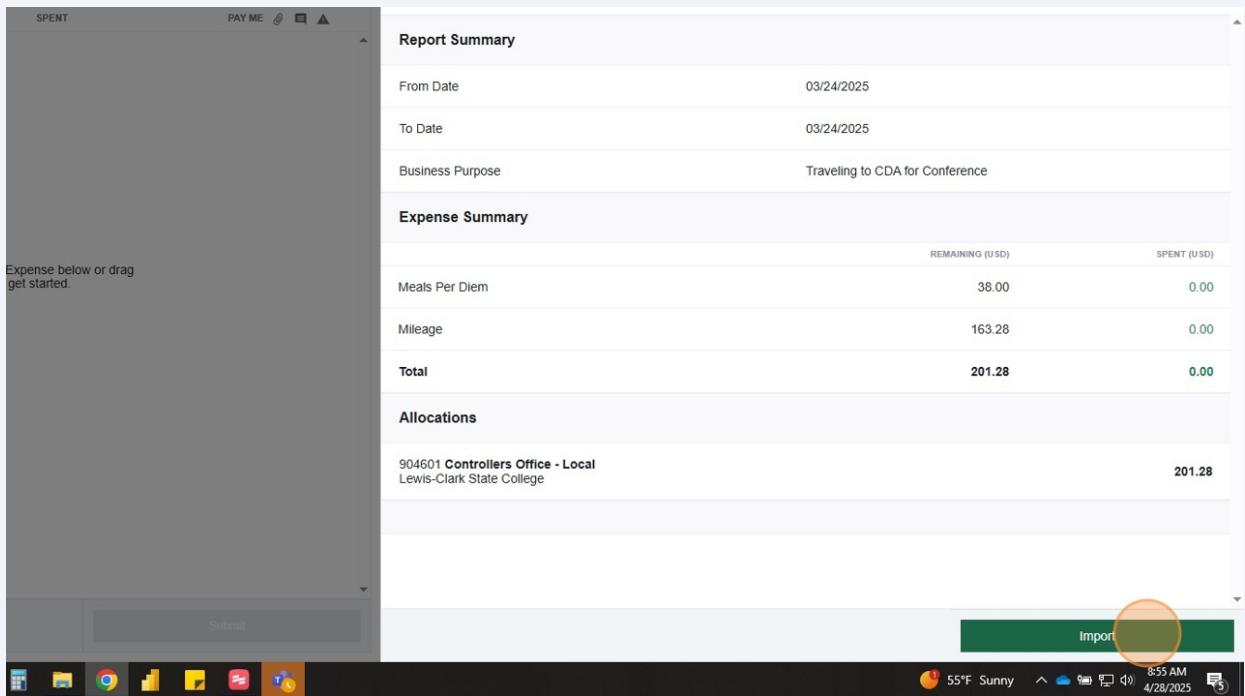


The screenshot shows the 'Import Pre-Approval' screen. At the top, there are buttons for 'SPENT', 'PAY ME', and a gear icon. The main area is titled 'Import Pre-Approval' and contains a table with the following data:

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

Below the table, a message says 'Add Expense below or drag & drop to get started.' A circled orange circle highlights the row for 'CDA, ID 032425 1234567'.

5 Click here



The screenshot shows the 'Report Summary' screen. It includes sections for 'Report Summary', 'Expense Summary', and 'Allocations'.

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
Total	201.28	0.00

Allocations

904601 Controllers Office - Local Lewis-Clark State College	201.28
--	--------

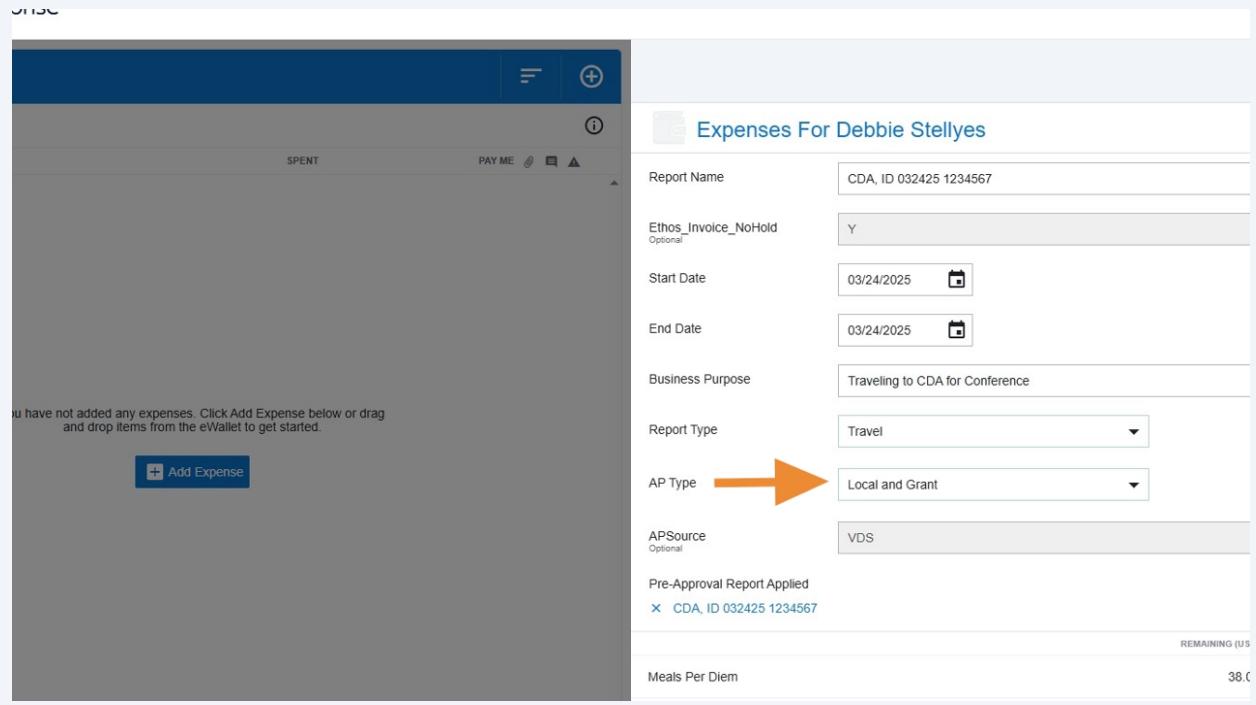
At the bottom, there is a 'Submit' button and an 'Import' button, which is circled in orange.

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

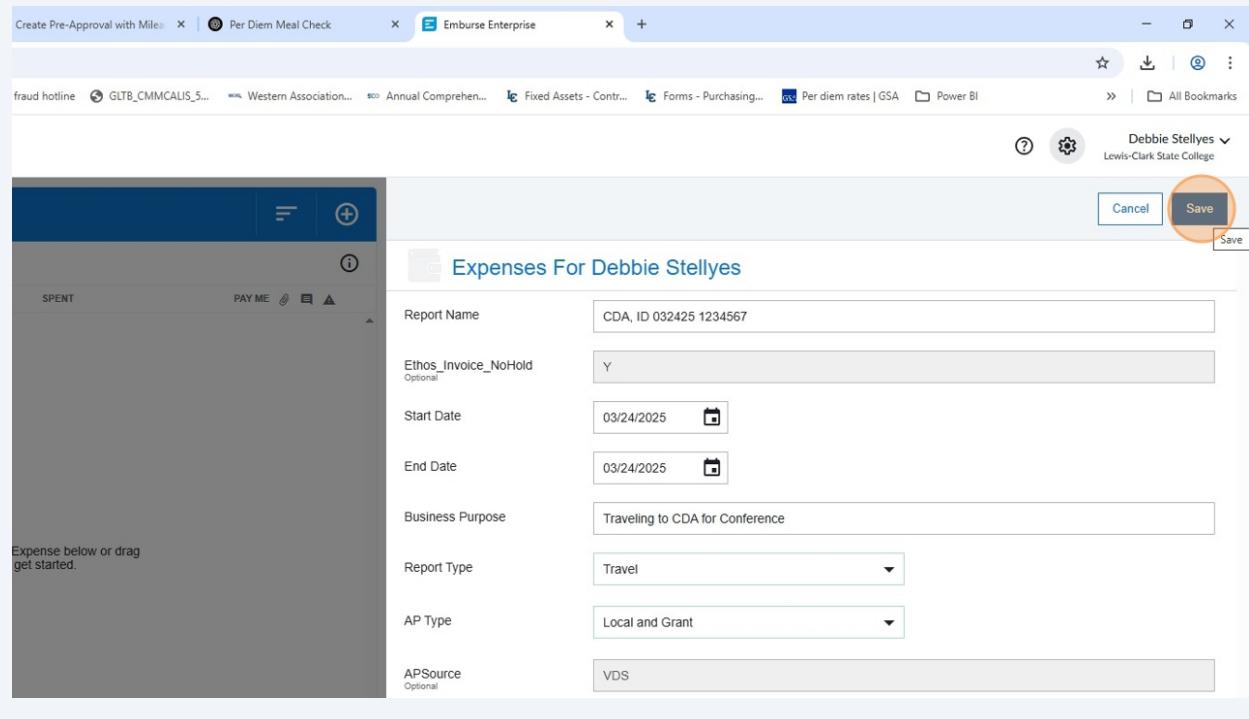


The screenshot shows the eExpense mobile application interface. On the left, there is a dark grey sidebar with a blue header bar containing icons for 'SPENT', 'PAY ME', and a plus sign. Below this, a message says 'You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.' A blue button with a white plus sign and the text '+ Add Expense' is located at the bottom of this sidebar. On the right, the main screen has a light blue header with the text 'Expenses For Debbie Stellyes'. Below the header is a form with the following fields and values:

Report Name	CDA, ID 032425 1234567
Ethos_Invoice_NoHold Optional	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 Optional	VDS
Pre-Approval Report Applied	X CDA, ID 032425 1234567
Meals Per Diem	REMAINING (US) 38.0

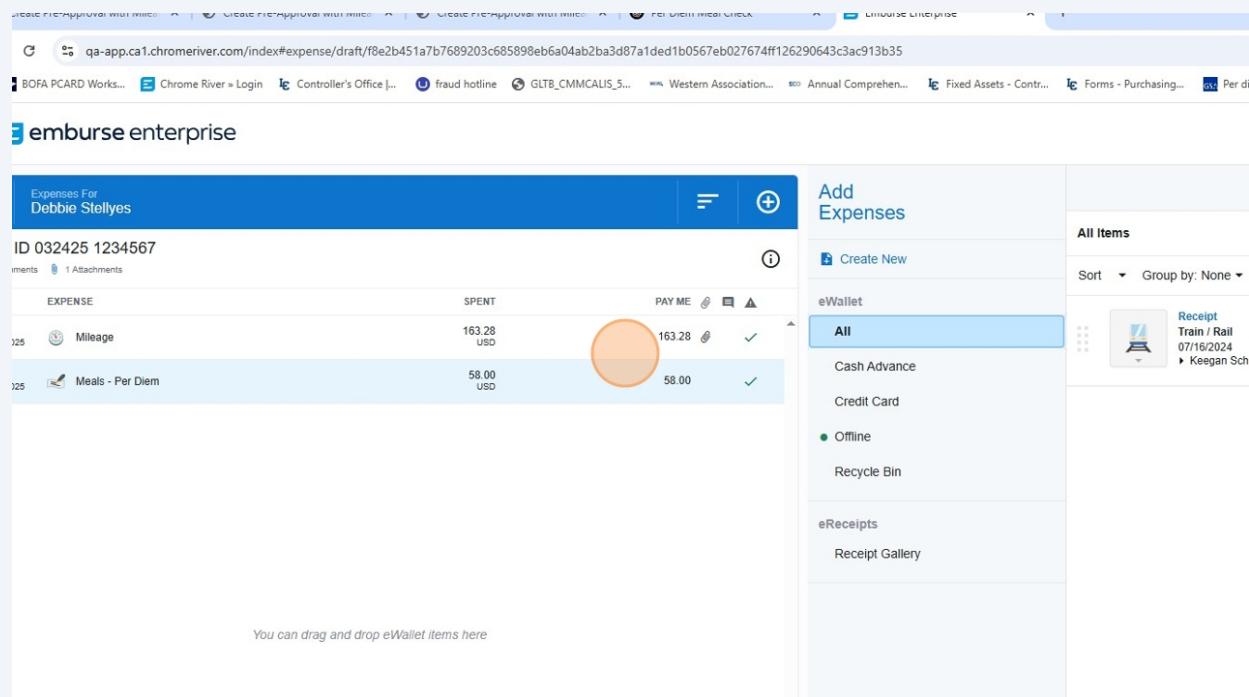
An orange arrow points to the 'AP Type' dropdown menu, which is currently set to 'Local and Grant'.

7 Click here



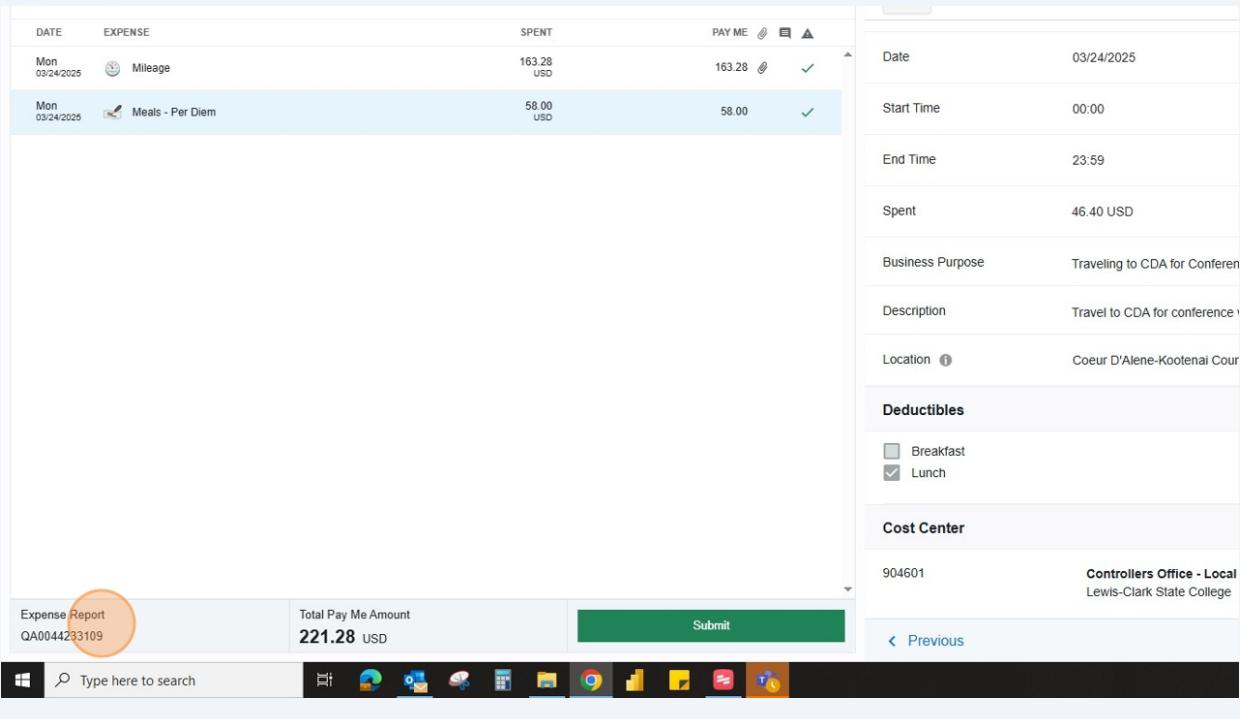
The screenshot shows a web-based expense reporting application. At the top, there are several tabs: 'Create Pre-Approval with Miles...', 'Per Diem Meal Check', 'Emburse Enterprise', and others. The user is logged in as 'Debbie Stellyes' from 'Lewis-Clark State College'. The main form is titled 'Expenses For Debbie Stellyes' and includes fields for 'Report Name' (CDA, ID 032425 1234567), 'Ethos_Invoice_NoHold' (Optional, checked '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), and 'APSource' (VDS). The 'Save' button in the top right corner is circled in red.

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.



The screenshot shows the 'emburse enterprise' dashboard. On the left, a list of expenses is displayed for 'ID 032425 1234567'. The first expense is 'Mileage' (163.28 USD) and the second is 'Meals - Per Diem' (58.00 USD). On the right, there is a sidebar titled 'Add Expenses' with sections for 'All Items', 'eWallet' (with a 'Receipt Train / Rail' item for 'Keegan Sch...'), and 'eReceipts' (with a 'Receipt Gallery' item). A message at the bottom of the main area says 'You can drag and drop eWallet items here'.

9 This shows the Expense Report ID#.



DATE EXPENSE SPENT PAY ME

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	163.28 USD	163.28 <input checked="" type="checkbox"/>
Mon 03/24/2025	Meals - Per Diem	58.00 USD	58.00 <input checked="" type="checkbox"/>

Expense Report
QA0044233109

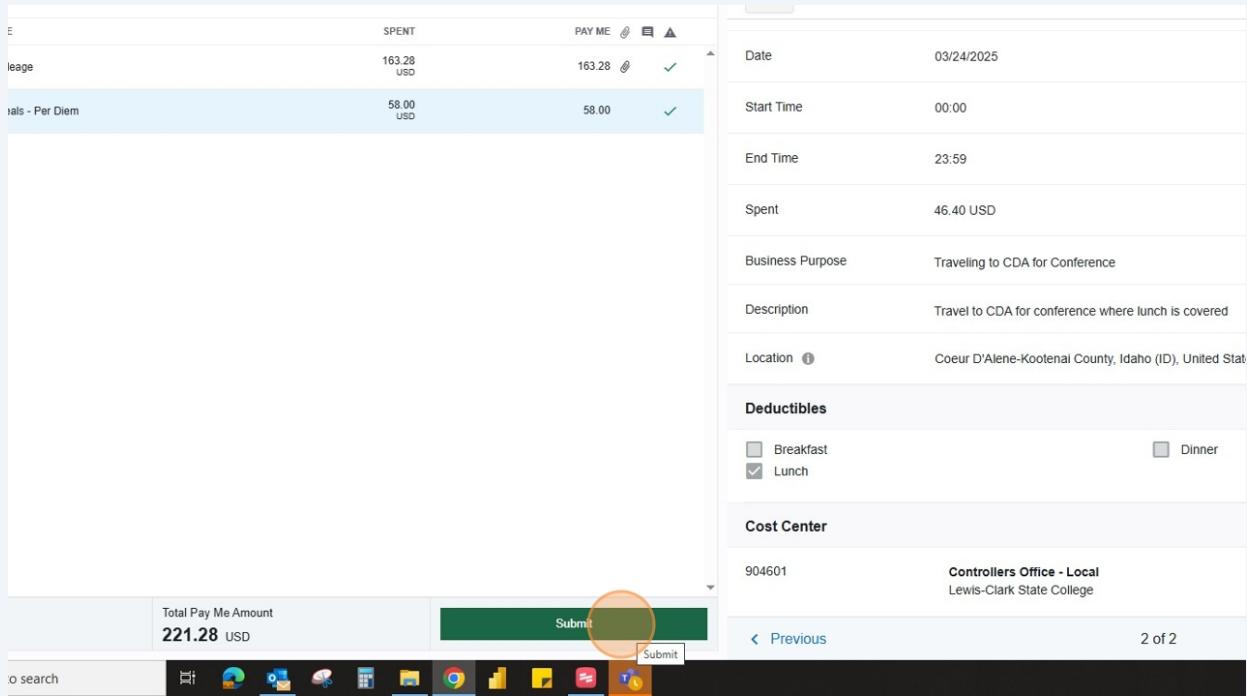
Total Pay Me Amount
221.28 USD

Submit

Date 03/24/2025
Start Time 00:00
End Time 23:59
Spent 46.40 USD
Business Purpose Traveling to CDA for Conference
Description Travel to CDA for conference where lunch is covered
Location Coeur D'Alene-Kootenai County, Idaho (ID), United States
Deductibles
 Breakfast Lunch
Cost Center
904601 **Controllers Office - Local**
Lewis-Clark State College

Previous

10 Click here



DATE EXPENSE SPENT PAY ME

DATE	EXPENSE	SPENT	PAY ME
Mon 03/24/2025	Mileage	163.28 USD	163.28 <input checked="" type="checkbox"/>
Mon 03/24/2025	Meals - Per Diem	58.00 USD	58.00 <input checked="" type="checkbox"/>

Total Pay Me Amount
221.28 USD

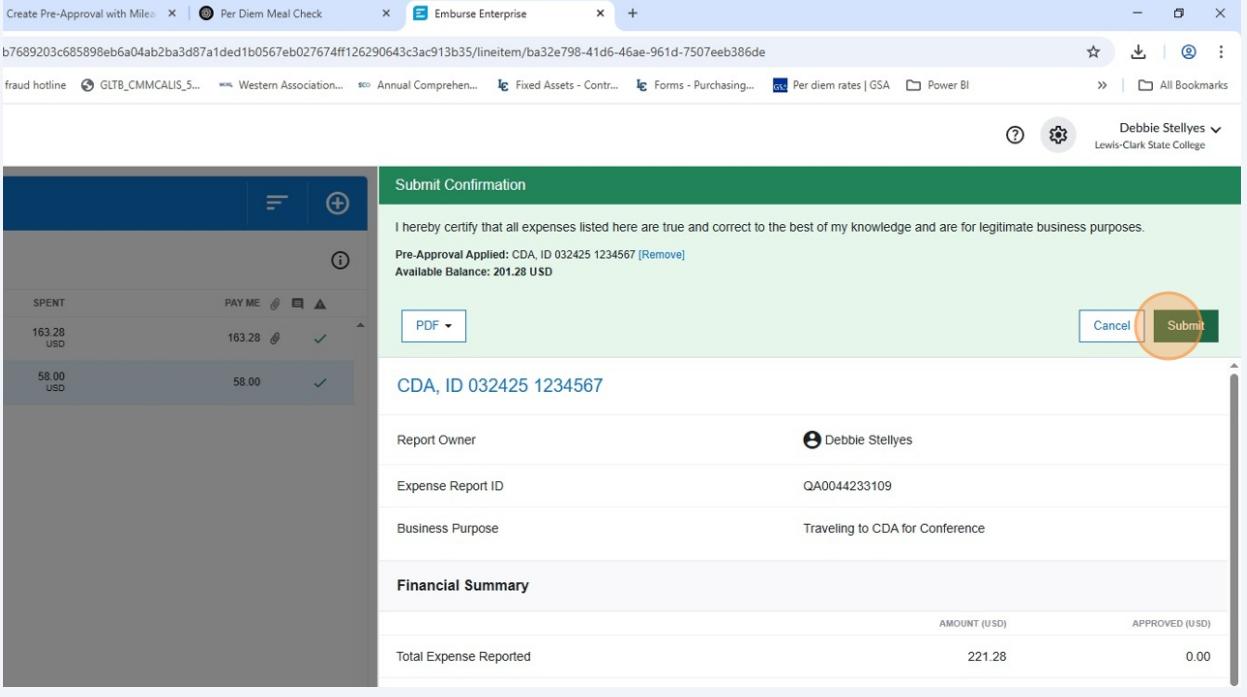
Submit

Date 03/24/2025
Start Time 00:00
End Time 23:59
Spent 46.40 USD
Business Purpose Traveling to CDA for Conference
Description Travel to CDA for conference where lunch is covered
Location Coeur D'Alene-Kootenai County, Idaho (ID), United States
Deductibles
 Breakfast Lunch Dinner
Cost Center
904601 **Controllers Office - Local**
Lewis-Clark State College

Previous 2 of 2

11

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



The screenshot shows a web browser window with the following details:

- Tab titles: "Create Pre-Approval with Miles", "Per Diem Meal Check", and "Emburse Enterprise".
- URL: b7689203c685898eb6a04ab2ba3d87a1ded1b0567eb027674ff126290643c3ac913b35/lineitem/ba32e798-41d6-46ae-961d-7507eeb386de
- Header: "fraud hotline", "GLTB_CMMCALIS_5...", "Western Association...", "Annual Comprehen...", "Fixed Assets - Contr...", "Forms - Purchasing...", "Per diem rates | GSA", "Power BI", "All Bookmarks".
- User: Debbie Stellyes (Lewis-Clark State College)
- Left sidebar: "SPENT" section showing "163.28 USD" and "58.00 USD".
- Right sidebar: "PAY ME" section showing "163.28" and "58.00".
- Main content:
 - Submit Confirmation**: A green header with the text "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 it are "Pre-Approval Applied: CDA, ID 032425 1234567 [Remove]" and "Available Balance: 201.28 USD".
 - PDF** button.
 - 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