

Find Expense Report ID



- 1 Under Expenses click on "View All Submitted"

A screenshot of a web browser window showing the Chrome River Pre-Approval interface. The browser has several tabs open, including "Emburse Enterprise", "Chrome River Pre-Approval", "Jagger Resources", "Scribe for windows", and "Find Pre-Approval re...". The main content area shows a list of expense reports. The first section has 4 Draft reports and 0 Returned reports. The second section has 1 Draft report and 0 Returned reports. A button labeled "View All Submitted" is located in the second section, and it is circled in orange. To the right of the main content, there is a sidebar with the "QA TEST SYS" logo and a welcome message: "Hello Debbie, Welcome to your travel pre-authorization". It also includes links for "Company Policies", "Travel & Expense Policy", "Reimbursement and policy questions", "cotravel@lcsu.edu", and "EXPENSE REIMBURSEMENT". At the bottom right, there are links for "Approve Expenses Quick Start", "Email Your Receipts receipt@ca1.chromeriver.com", and "Add F".

1 Under Expenses click on "View All Submitted"

qa-app.ca1.chromeriver.com/index#

4 Draft 0 Returned

1 Draft 0 Returned

View All Submitted

View All Submitted

QA TEST SYS

Hello Debbie, Welcome to your travel pre-authorization

Company Policies Travel & Expense Policy

Reimbursement and policy questions cotravel@lcsu.edu

EXPENSE REIMBURSEMENT

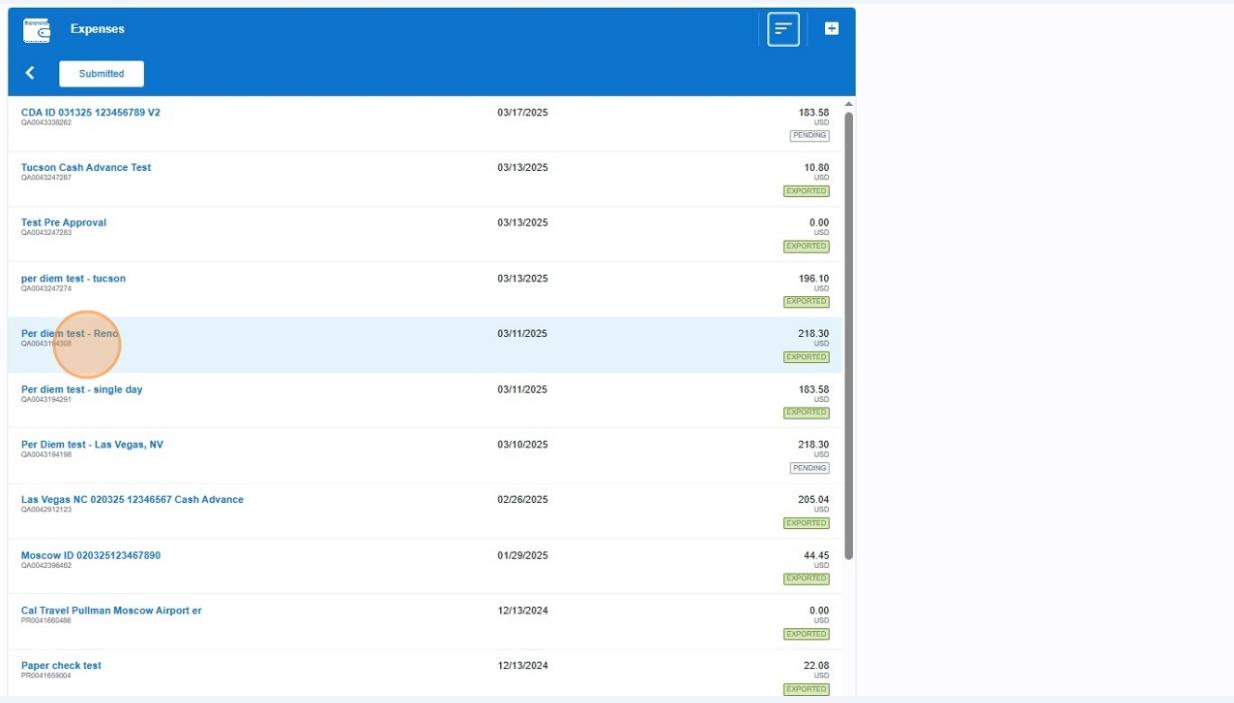
Approve Expenses Quick Start

Email Your Receipts receipt@ca1.chromeriver.com

Add F

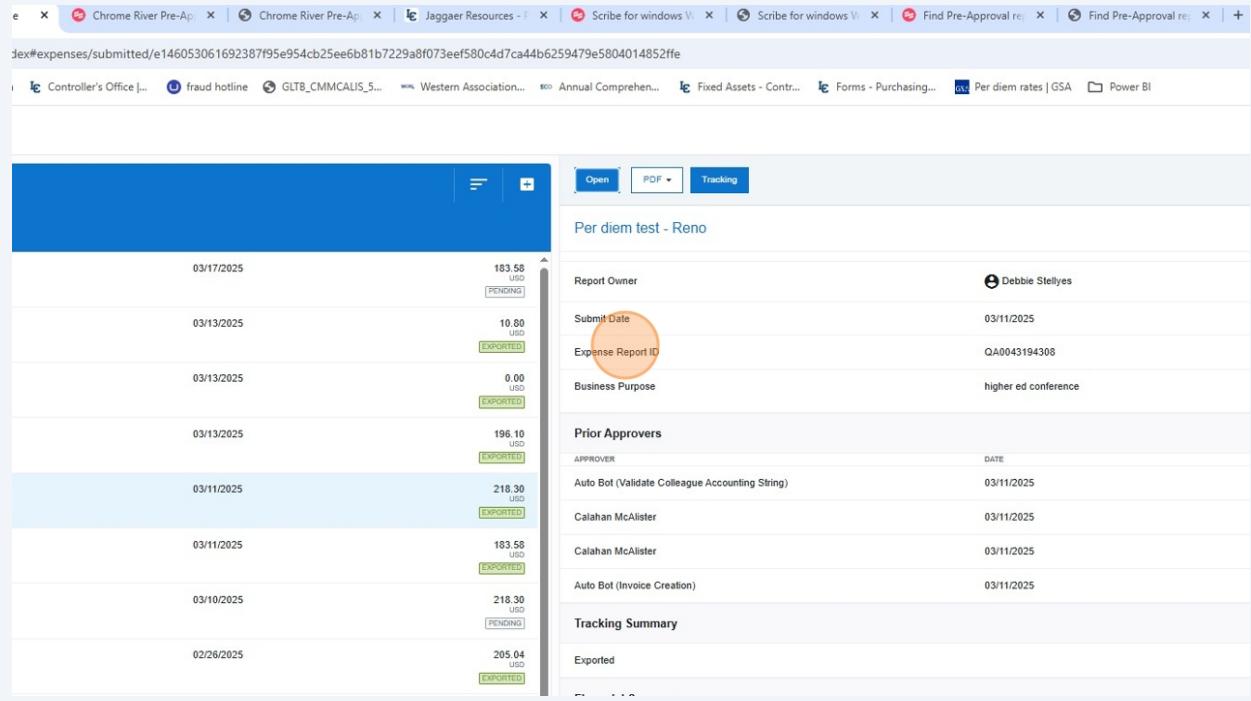
SMARTPHONE APP

2 Find the report you want to get information on and click on report name.



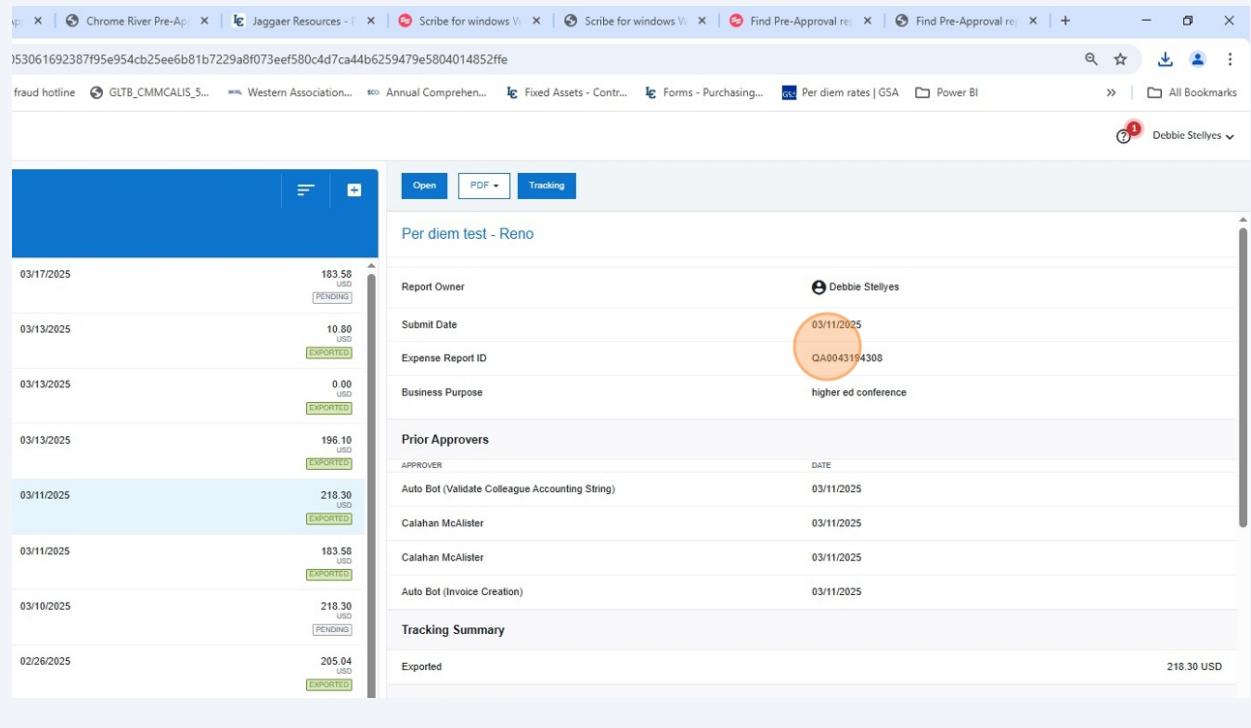
Submitted			
CDA ID 031325 123456789 V2 QA004338262	03/17/2025	183.58 USD PENDING	
Tucson Cash Advance Test QA004347289	03/13/2025	10.80 USD EXPORTED	
Test Pre Approval QA004347265	03/13/2025	0.00 USD EXPORTED	
per diem test - tucson QA004347274	03/13/2025	196.10 USD EXPORTED	
Per diem test - Reno QA0043471308	03/11/2025	218.30 USD EXPORTED	
Per diem test - single day QA0043194291	03/11/2025	183.58 USD EXPORTED	
Per Diem test - Las Vegas, NV QA0043194198	03/10/2025	218.30 USD PENDING	
Las Vegas NC 020325 12346567 Cash Advance QA0043194123	02/26/2025	205.04 USD EXPORTED	
Moscow ID 020325123467890 QA0042396462	01/29/2025	44.45 USD EXPORTED	
Cal Travel Pullman Moscow Airport er PR0041665486	12/13/2024	0.00 USD EXPORTED	
Paper check test PR0041659004	12/13/2024	22.08 USD EXPORTED	

3 On the right a report will generate. In this the Expense Report ID will be to the right of the title.



Per diem test - Reno			
Report Owner	Debbie Stellyes	Submit Date	03/11/2025
Expense Report ID	QA0043194308	Business Purpose	higher ed conference
Prior Approvers		APPROVER	DATE
	Auto Bot (Validate Colleague Accounting String)		03/11/2025
	Calahan McAlister		03/11/2025
	Calahan McAlister		03/11/2025
	Auto Bot (Invoice Creation)		03/11/2025
Tracking Summary		Exported	

4 This is the Expense Report ID # for this report.



The screenshot shows a web-based expense report tracking interface. On the left, a list of expense items is displayed with columns for Date, Amount, and Status (e.g., PENDING, EXPORTED). In the center, detailed information for a specific report is shown, including the Report Owner (Debbie Stellyes), Submit Date (03/11/2025), Expense Report ID (QA0043194308), and Business Purpose (higher ed conference). Below this, a section for Prior Approvers lists approvers and their dates. On the right, a Tracking Summary table shows the total amount (218.30 USD) and the status (Exported). The Expense Report ID (QA0043194308) is circled in red.

Tracking Summary	
Exported	218.30 USD