

Find Expense Report ID

1 Under Expenses click on "View All Submitted"

QA APP CA1 CHROMERIVER.COM/INDEX#

PCARD WORKS... CHROME RIVER » LOGIN LG CONTROLLER'S OFFICE |... FRAUD HOTLINE GLTB_CMMCALIS_5... WESTERN ASSOCIATION... ANNUAL COMPREHEN... FIXED ASSETS - CONTR... FORMS - PURCHASING... PER DIEM RATES

urser enterprise

Create		
4 Draft	0 Returned	View All Submitted
Create		
1 Draft	0 Returned	View All Submitted

QA TEST SYSTEMS

Hello Debbie, Welcome to your travel pre-authorization system

Company Policies
Travel & Expense Policy

Reimbursement and policy questions
cotravel@lsc.edu

EXPENSE REIMBURSEMENT

Approve Expenses
Quick Start

Email Your Receipts
receipts@ca1.chromeriver.com

SMARTPHONE APPLICATION

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

Expenses		
Submitted		
CDA ID 031325 123456789 V2 QA0043133502	03/17/2025	183.58 USD [PENDING]
Tucson Cash Advance Test QA0043133507	03/13/2025	10.80 USD [EXPORTED]
Test Pre Approval QA0043133503	03/13/2025	0.00 USD [EXPORTED]
per diem test - tucson QA0043133504	03/13/2025	196.10 USD [EXPORTED]
Per diem test - Reno QA0043194308	03/11/2025	218.30 USD [EXPORTED]
Per diem test - single day QA0043194301	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 123456789 Cash Advance QA0042912123	02/26/2025	205.04 USD [EXPORTED]
Moscow ID 0203251234567890 QA0042396482	01/29/2025	44.45 USD [EXPORTED]
Cal Travel Pullman Moscow Airport er PR0041605486	12/13/2024	0.00 USD [EXPORTED]
Paper check test PR0041609004	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.

<div> <div>Open</div> <div>PDF</div> <div>Tracking</div> </div>	
Per diem test - Reno	
Report Owner	Debbie Steillyes
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.

Browser tabs: Chrome River Pre-App, Jaggaer Resources, Scribe for windows, Find Pre-Approval re, Find Pre-Approval re

Address bar: 53061692387f95e954cb25ee6b81b7229a8f073eef580c4d7ca44b6259479e5804014852ffe

Navigation: fraud hotline, GLTB_CMMCALIS_5..., Western Association..., Annual Comprehen..., Fixed Assets - Contr..., Forms - Purchasing..., Per diem rates | GSA, Power BI

User: Debbie Stellyes

Per diem test - Reno

Date	Amount (USD)	Status
03/17/2025	183.58	PENDING
03/13/2025	10.00	EXPORTED
03/13/2025	0.00	EXPORTED
03/13/2025	196.10	EXPORTED
03/11/2025	218.30	EXPORTED
03/11/2025	183.58	EXPORTED
03/10/2025	218.30	PENDING
02/26/2025	205.04	EXPORTED

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	Amount (USD)
Exported	218.30 USD