

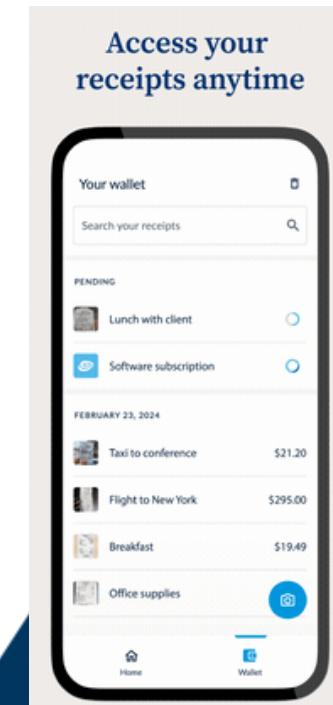
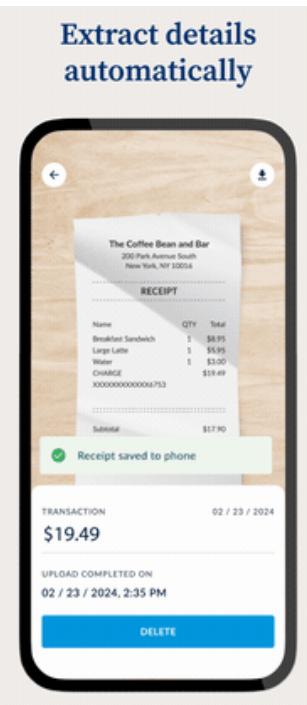
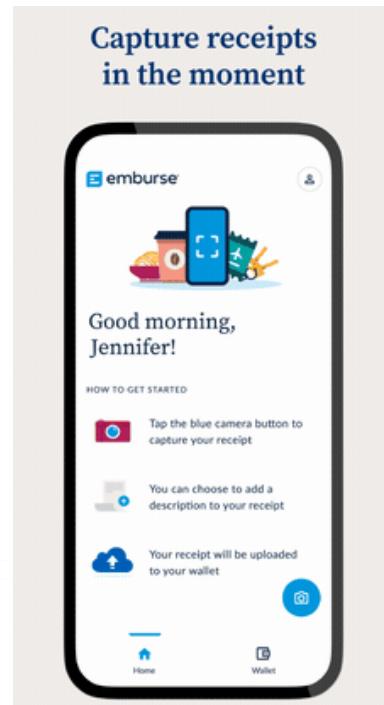


# Emburse Enterprise

## Travel System

# What is Emburse?

Emburse is an online platform that streamlines the entire travel expense management process.



LC

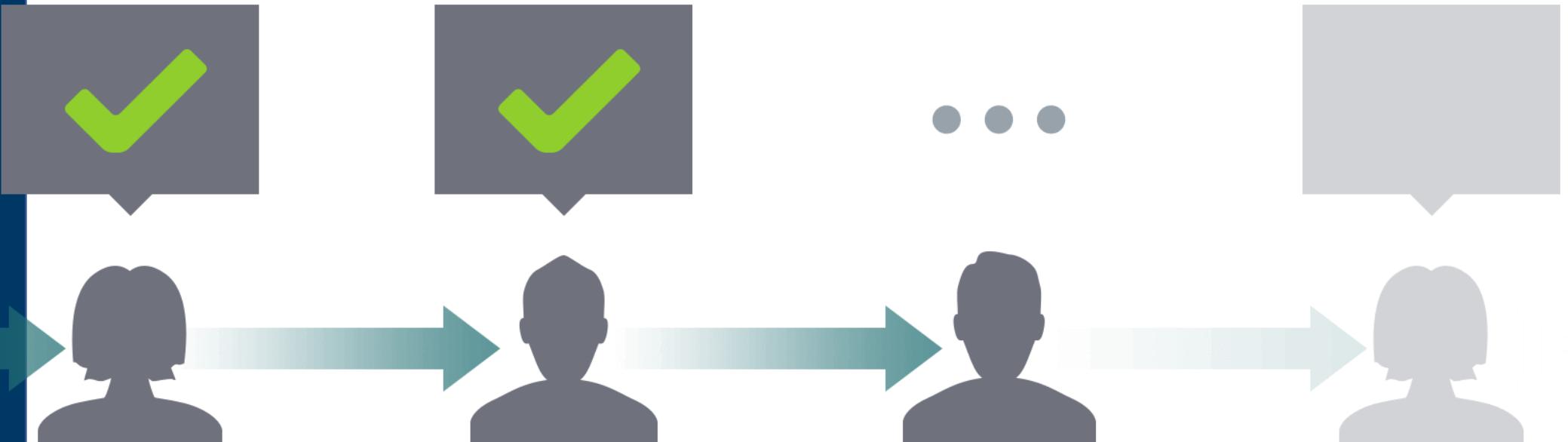
# Why Emburse?

- Travel-related tasks centralized in one location
- Streamlined approval processes with automated routing
- Ability to snap and upload receipts directly from a phone
- Easy digital tracking of pre-approvals and expense reports
- Uses google maps for mileage which can attach directly to your report
- Automatic rate calculation (per diem, mileage)
- Can assign Delegates and Approval Delegate
- Ability to send out reminders or messages
- Easy approval from your phone (web approval available also)
- Easily run reports for Pre-Approvals & Expense Reports
- Ability to add comments to Pre-Approval or Expense Reports
- Easy log into website (SSO)



## What's changing?

- No more hunting down PDF travel forms
- No need to know the approval chain
- Travel Authorizations are now called Pre-Approvals
- Travel Claims are now called Expense Reports



# Logging Into Emburse- TEST

Login with your user-name and the password you established when receiving your access. The company ID will always be lcsc.edu.

<https://qa-app.ca1.chromeriver.com/login>

**emburse enterprise**

**Login**

dsstellyes

.....

Company ID **lcsc.edu**

**Login**  Remember me

[Forgot your user ID, password or company ID?](#)



© Copyright 2025 Emburse, Inc. All rights reserved. [Privacy Policy](#)

Calahan McAlister  Lewis-Clark State College 

**QA TESTING SYSTEM**

Hello Calahan, Welcome to your travel pre-authorization and expense system.

 [Company Policies](#)  
Travel & Expense Policy

 [Reimbursement and policy questions](#)  
cotravel@lcsc.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

LC

# Logging Into Emburse- Production

Login will utilize single sign on verification

<https://app.ca1.chromeriver.com/login/sso/saml?idp=lcsc.edu>

## Single-Sign-On (SSO)



Calahan McAlister  Lewis-Clark State College

LEWIS CLARK  
STATE COLLEGE

Hello Calahan, Welcome to your travel pre-authorization and expense system.

 Company Policies  
Travel & Expense Policy  
[cotravel@lcsc.edu](mailto:cotravel@lcsc.edu)

 Reimbursement and policy questions  
[cotravel@lcsc.edu](mailto:cotravel@lcsc.edu)

**EXPENSE REIMBURSEMENT**

 Approve Expenses  
Quick Start

 Email Your Receipts  
[receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)

 Add Receipt Images  
How To

 Creating a New Expense Report  
Getting Started



# Quick and easy access all in one spot



Calahan McAlister  
Lewis-Clark State College

## At-a-glance view of status

≡ emburse enterprise

eWallet

### Unused Items

0 Credit Card Items

0 Receipts

[VIEW ALL 10 UNUSED ITEMS](#)

Expenses

0 Draft

1 Returned

[+ Create](#)

[View All Submitted](#)

Pre-Approval

0 Draft

0 Returned

[+ Create](#)

[View All Submitted](#)

How To Video

Approve Expenses  
Quick Start

Email Your Receipts  
[receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)

Add Receipt Images  
[How To](#)

Creating a New Expense Report  
[Getting Started](#)

Load Receipts

How To Video



Hello Calahan, Welcome to your travel pre-authorization and expense system.



Company Policies  
Travel & Expense Policy



Reimbursement and policy  
questions  
[cotravel@lcsc.edu](mailto:cotravel@lcsc.edu)

## EXPENSE REIMBURSEMENT

Travel Help

Travel Policy & Help Videos

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# Quick and easy access all in one spot - continued

## Create Pre-Approval or Expense Reports

≡ emburse enterprise

eWallet

### Unused Items

0 Credit Card Items

0 Receipts

[VIEW ALL 10 UNUSED ITEMS](#)

Expenses

0 Draft

1 Returned

+ Create

View All Submitted

Pre-Approval

0 Draft

0 Returned

+ Create

View All Submitted



Calahan McAlister  
Lewis-Clark State College



Hello Calahan, Welcome to your travel pre-authorization and expense system.



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 Receipt Images  
How To



Creating a New Expense Report  
Getting Started



# Approval Process by E-Mail – quickest way

The approval process is as simple as approving an email.

The email provides the following information:

- ▶ Type of approval (pre-approval or expense report)
- ▶ Who the traveler is
- ▶ Dates of travel
- ▶ Total estimated expenses
- ▶ Reason for the travel

Pre-Approval ID: QA00-0159-2706

ACTION REQUIRED		Chrome River		
Pre-Approval Request For	Glory Deniston [gadeniston2945-56116@chromewallet.com]			
Travel Location	Test To Show Approval			
Pre-Approval ID	QA00-0159-2706			
Submit Date	01/15/2025			
Expense Dates	01/15/2025 - 01/15/2025			
Total Expenses Approved	150.00 USD			
Prior Approver	Calahan McAlister			
Start Date	Jan 15, 2025			
Business Purpose	This is to test to show Approval for Pre-Authorization			
End Date	Jan 15, 2025			
Report Type	Travel			
<b>Business Purpose</b>				
This is to test to show Approval for Pre-Authorization				
<b>Reason for Assignment</b>				
Reports To				
<b>Account Summary</b>				
904601	100.00%	Controllers Office - Local Lewis-Clark State College	Amount (USD)	150.00
<b>Expense Details</b>			150.00 USD	
Hotel	Description		This is test for Approval process	
<b>APPROVE</b>		<b>RETURN</b>		

Pre-Approval ID: QA00-0159-2706

To take action on these expenses, take either of the following steps:

- Click on the **APPROVE** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to [approve@qa-preapproval.ca1.chromeriver.com](mailto:approve@qa-preapproval.ca1.chromeriver.com) or [return@qa-preapproval.ca1.chromeriver.com](mailto:return@qa-preapproval.ca1.chromeriver.com) with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#).



# Approval Process by E-Mail – quickest way

From

Send

To

Cc

Subject

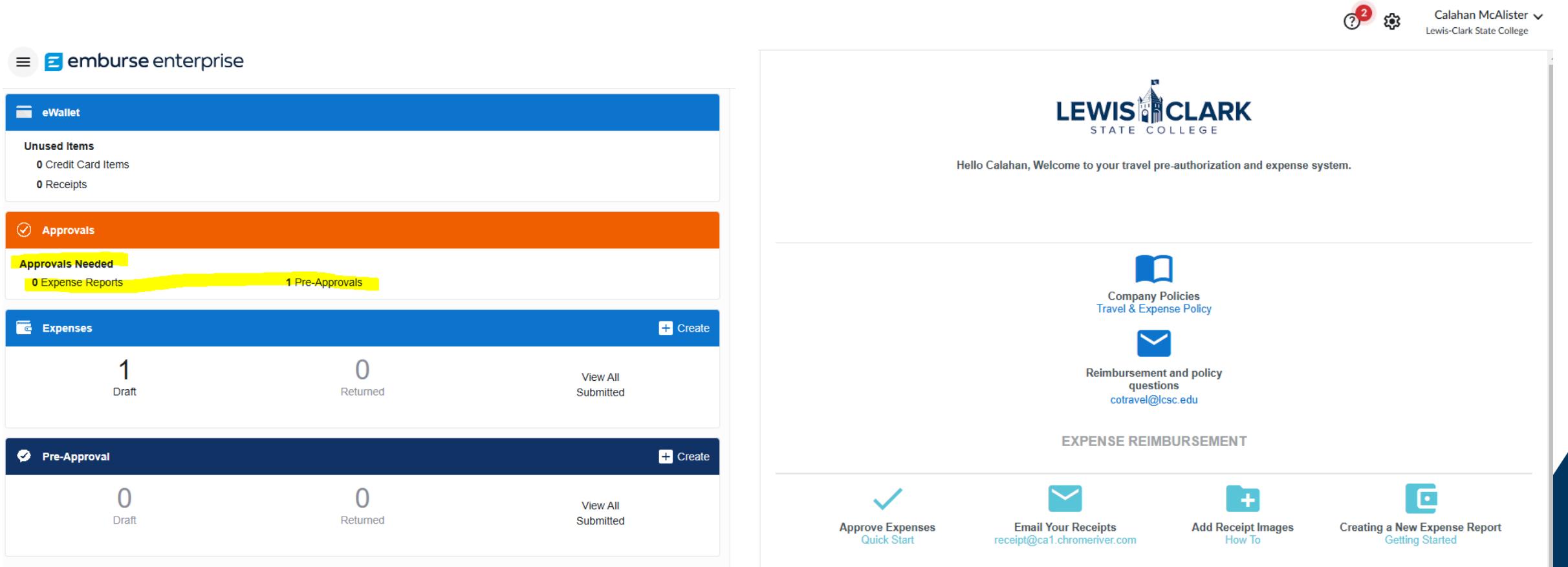
---

Enter any optional NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.

---

Pre-Approval ID:QA00-0193-0508

# Approval Process by Website



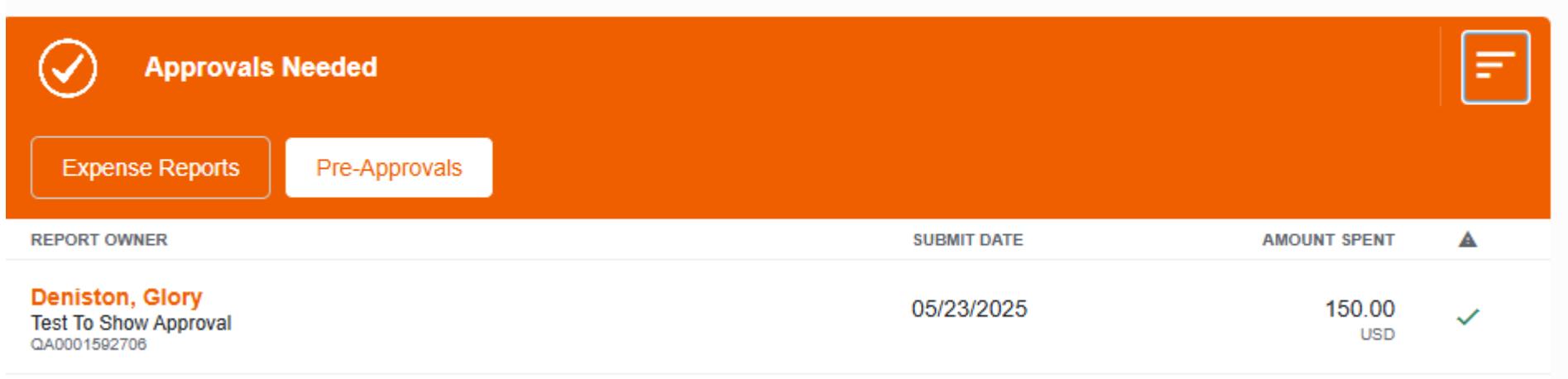
The image shows a composite view of two web applications. On the left, the **emburse enterprise** software interface is displayed, featuring a navigation bar with 'eWallet', 'Unused Items' (0 Credit Card Items, 0 Receipts), 'Approvals' (checked), 'Approvals Needed' (0 Expense Reports, 1 Pre-Approvals), 'Expenses' (1 Draft, 0 Returned), and 'Pre-Approval' (0 Draft, 0 Returned). On the right, the **LEWIS CLARK STATE COLLEGE** travel pre-authorization and expense system homepage is shown, welcoming 'Hello Calahan, Welcome to your travel pre-authorization and expense system.' It includes links for 'Company Policies Travel & Expense Policy' (with a book icon), 'Reimbursement and policy questions' (with an envelope icon, contact: [cotravel@lcsc.edu](mailto:cotravel@lcsc.edu)), and sections for 'EXPENSE REIMBURSEMENT' with links for 'Approve Expenses Quick Start' (with a checkmark icon), 'Email Your Receipts' (with an envelope icon, contact: [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)), 'Add Receipt Images How To' (with a plus icon), and 'Creating a New Expense Report Getting Started' (with a document icon).

Once clicked on Pre-approvals or Expense Reports, you will see a list of items requiring approval.



# Easy list of Approvals Needed

≡  emburse enterprise



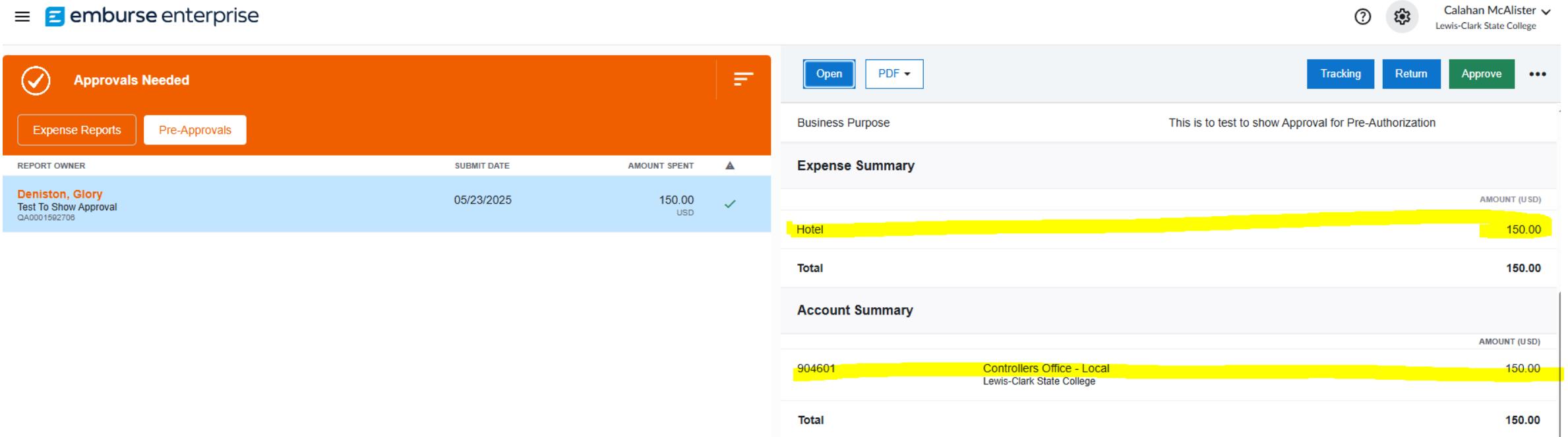
The screenshot shows a list of approvals needed. The top bar is orange with the text "Approvals Needed" and a checkmark icon. Below the bar are two buttons: "Expense Reports" and "Pre-Approvals". The main table has columns for "REPORT OWNER", "SUBMIT DATE", and "AMOUNT SPENT". A single row is shown for "Deniston, Glory" with a "Test To Show Approval" note, a "SUBMIT DATE" of "05/23/2025", an "AMOUNT SPENT" of "150.00 USD", and a green checkmark icon.

REPORT OWNER	SUBMIT DATE	AMOUNT SPENT	
Deniston, Glory Test To Show Approval QA0001592706	05/23/2025	150.00 USD	✓

This will show report traveler's name, description, ID#, date submitted and amount

LC

# Easy list of Approvals Needed



The screenshot shows the emburse enterprise interface for managing approvals. The top navigation bar includes the emburse enterprise logo, a search bar, and user information for Calahan McAlister from Lewis-Clark State College. The main content area is titled "Approvals Needed" and displays a list of expense reports. One report is highlighted, showing details for a submission by Deniston, Glory, dated 05/23/2025, with an amount of 150.00 USD. The report is marked as "Pre-Approval" and has a green checkmark icon. To the right, the "Expense Summary" and "Account Summary" sections are visible, both showing a single entry for Hotel and Total amounts of 150.00 USD. Action buttons for "Open", "PDF", "Tracking", "Return", "Approve", and "..." are located at the top right of the main content area.

Expense Summary	
	AMOUNT (USD)
Hotel	150.00
Total	150.00

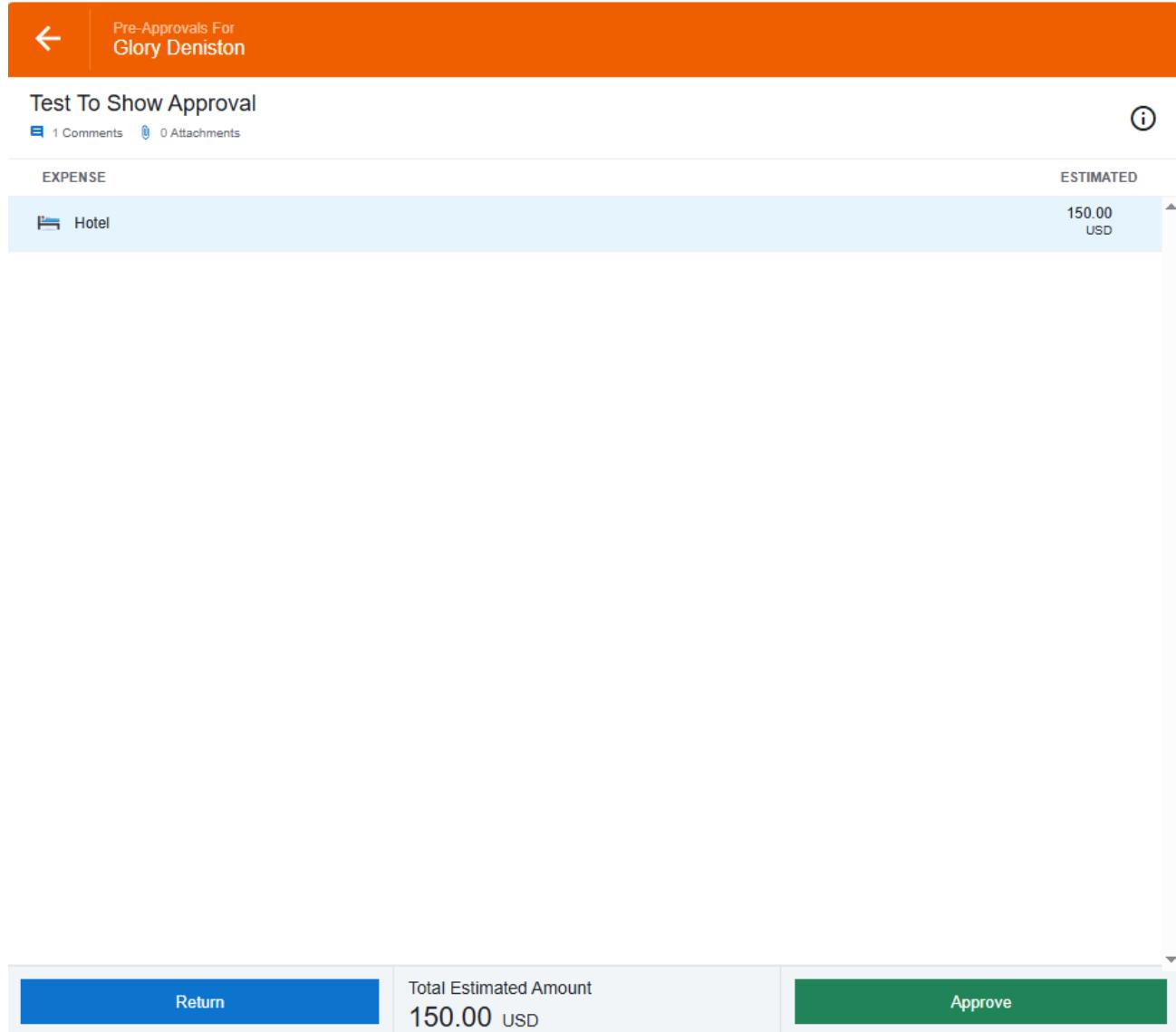
Account Summary	
	AMOUNT (USD)
904601	150.00
Controllers Office - Local	150.00
Lewis-Clark State College	
Total	150.00

When you click on name and scroll down you will see details for expenses and cost center assigned.



# Easy list of Approvals Needed

≡  emburse enterprise



The screenshot shows a software interface for managing approvals. At the top, there is a navigation bar with a back arrow and the text "Pre-Approvals For Glory Deniston". Below this, the main content area displays a list item titled "Test To Show Approval". The list includes the following details:

- Comments: 1 Comment
- Attachments: 0 Attachments
- Type: EXPENSE
- Category: Hotel
- Amount: 150.00 USD (ESTIMATED)

At the bottom of the list, there are buttons for "Return" and "Approve".

If you double-click on the name will allow you to see list of expenses and grand total on the bottom a different way. The Cost Center information, travel details, and comments will be on the right-hand side of the screen.

LC

# Approve or Return from either screen

## Summary Screen

Test To Show Approval

Report Owner: Glory Deniston

Created By: Calahan McAlister

Submit Date: 01/15/2025

Pay Me Amount: 150.00 USD

PA Report ID: QA0001592706

From Date: 01/15/2025

To Date: 01/15/2025

Business Purpose: This is to test to show Approval for Pre-Authorization

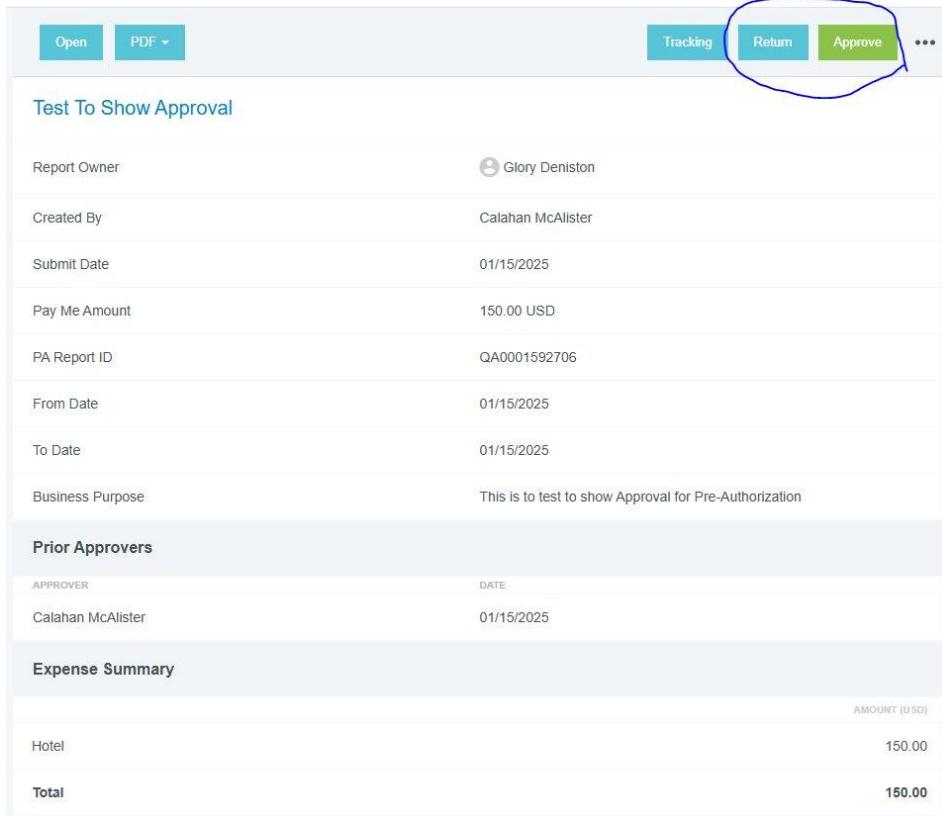
**Prior Approvers**

APPROVER	DATE
Calahan McAlister	01/15/2025

**Expense Summary**

	AMOUNT (USD)
Hotel	150.00
<b>Total</b>	<b>150.00</b>

Buttons: Open, PDF, Tracking, Return, Approve, ...



## Full Screen

Pre-Approve For Glory Deniston

Test To Show Approval

Report Name: Test To Show Approval

Start Date: 01/15/2025

End Date: 01/15/2025

Number of Days: 1

Pay Me In: USD - US Dollars

Business Purpose: This is to test to show Approval for Pre-Authorization

Report Type: Travel

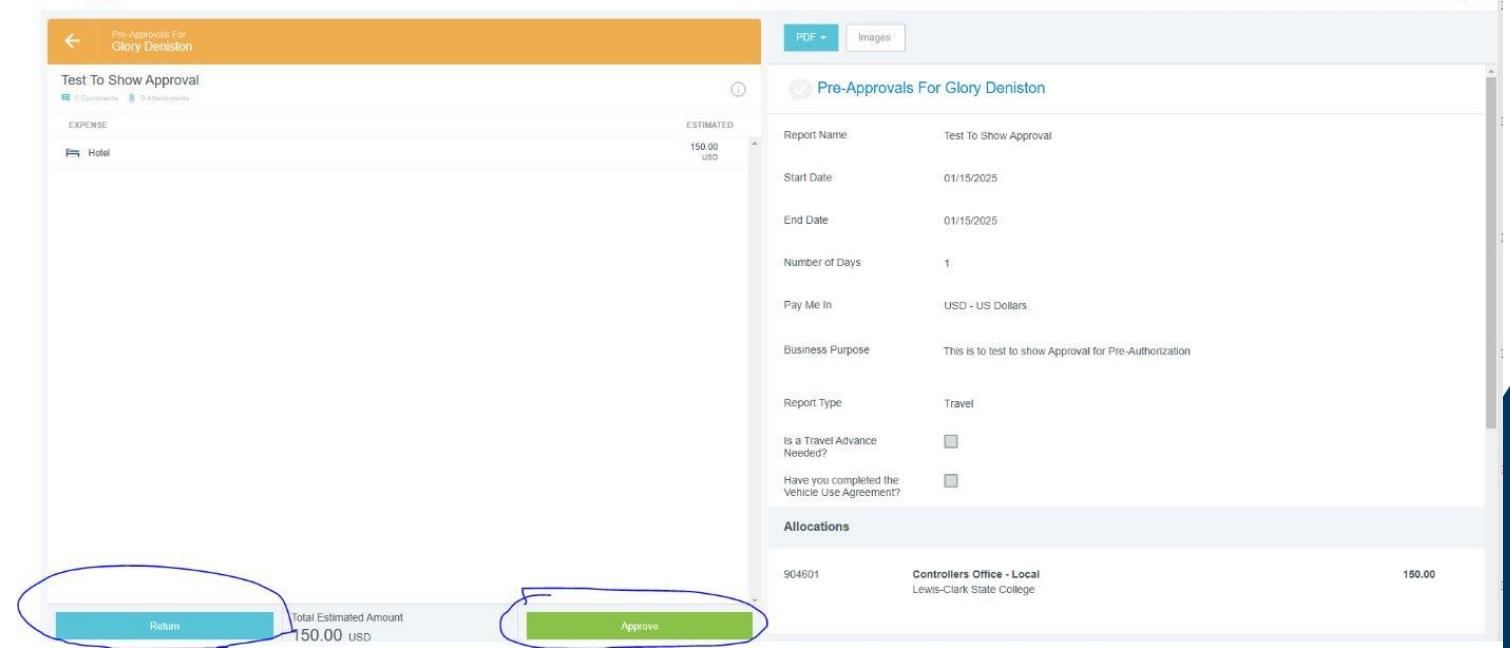
Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

**Allocations**

904601	Controllers Office - Local	150.00
Lewis-Clark State College		

Buttons: Return, Total Estimated Amount 150.00 USD, Approve



LC

# Verification Approval and Returns

► Ensures the correct item being approved

**Approval Confirmation**

I hereby approve this report.

**Test To Show Approval**

Report Owner	Glory Deniston
Created By	Calahan McAlister
Submit Date	01/15/2025
Pay Me Amount	150.00 USD
PA Report ID	QA0001592706
From Date	01/15/2025
To Date	01/15/2025
Business Purpose	This is to test to show Approval for Pre-Authorization

**Prior Approvers**

APPROVER	DATE
Calahan McAlister	01/15/2025

**Expense Summary**

	AMOUNT (USD)
Hotel	150.00

► Reports being returned require comments to be filled in

**Return Comment**

Return comment is required

**Test To Show Approval**

Report Owner	Glory Deniston
Created By	Calahan McAlister
Submit Date	01/15/2025
Pay Me Amount	150.00 USD
PA Report ID	QA0001592706
From Date	01/15/2025

# Assigning Delegates

- Click on your name – upper right-hand corner
- Account settings
- Delegate settings (left side)

- Assign Pre-authorization or expense claim delegate (multiple)
- Assign approval delegate (only one)
  - Start and end dates required

The screenshot shows the 'My Delegates' and 'My Approval Delegate' sections of the Emburse enterprise application. The left sidebar has a 'Delegate Settings' tab selected. The 'My Delegates' section defines a delegate as someone with full access to the account and includes a 'Add New Delegates' button. The 'My Approval Delegate' section defines an approval delegate as someone who helps with approvals during a specified time and includes a 'Add Approval Delegate' button.

Debbie Stellyes

Personal Settings

Preferences Settings

**Delegate Settings**

Notification Settings

Privacy Policy

About Emburse Enterprise

My Delegates

A "Delegate" is someone who has full access to your account.

[+ Add New Delegates](#)

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

[+ Add Approval Delegate](#)

Debbie Stellyes

Lewis-Clark State College

# Tracking your items

A pre-approval & Expense Report can be tracked by clicking “View All Submitted” in proper area.

The screenshot shows the emburse enterprise dashboard with three main sections: eWallet, Expenses, and Pre-Approval.

- eWallet**: Shows 0 Credit Card Items and 0 Receipts. A link to "VIEW ALL 4 UNUSED ITEMS" is present.
- Expenses**: Shows 3 Draft items and 1 Returned item (marked with a red asterisk). A "Create" button and a yellow box highlighting the "View All Submitted" button are visible.
- Pre-Approval**: Shows 0 Draft items and 0 Returned items. A "Create" button and a yellow box highlighting the "View All Submitted" button are visible.

# 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

≡ emburse enterprise

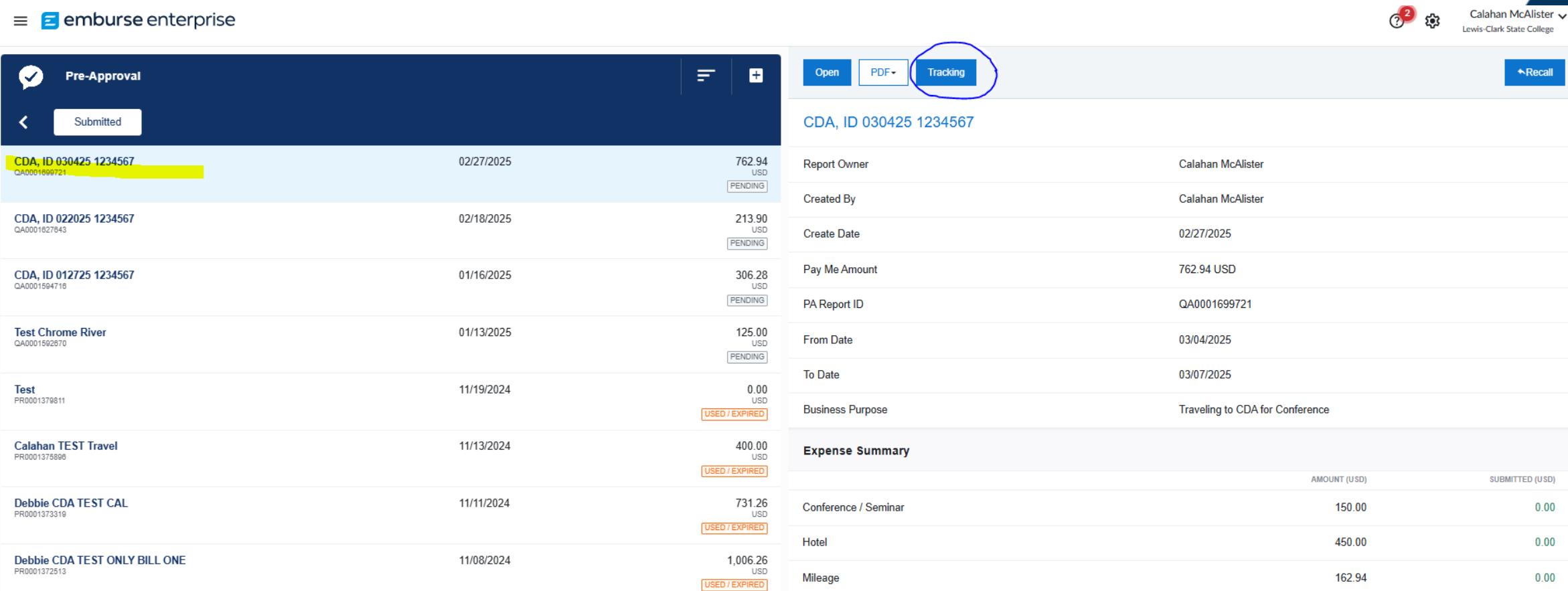
Pre-Approval

Submitted

CDA, ID 030425 1234567 QA0001699721	02/27/2025	762.94 USD PENDING
CDA, ID 022025 1234567 QA0001627643	02/18/2025	213.90 USD PENDING
CDA, ID 012725 1234567 QA0001594716	01/16/2025	306.28 USD PENDING
Test Chrome River QA0001592670	01/13/2025	125.00 USD PENDING
Test PR0001379811	11/19/2024	0.00 USD USED / EXPIRED
Calahan TEST Travel PR0001375896	11/13/2024	400.00 USD USED / EXPIRED
Debbie CDA TEST CAL PR0001373319	11/11/2024	731.26 USD USED / EXPIRED
Debbie CDA TEST ONLY BILL ONE PR0001372513	11/08/2024	1,006.26 USD USED / EXPIRED
Travel Plan 4/15/2024 PR0001198947	04/02/2024	1,416.00 USD PENDING

# Tracking your items

Select from list and click on Tracking



The screenshot shows the emburse enterprise software interface. On the left, a list of expense reports is displayed with columns for ID, Date, Amount, and Status. A specific report is selected, highlighted with a yellow background. On the right, a detailed view of this report is shown, including fields for Report Owner, Created By, Create Date, Pay Me Amount, PA Report ID, From Date, To Date, and Business Purpose. Below this is an 'Expense Summary' table with columns for Description, Amount (USD), and Submitted (USD). The 'Tracking' button in the top right of the detailed view is circled in blue.

Pre-Approval

Submitted

CDA, ID 030425 1234567  
QA0001699721

CDA, ID 022025 1234567  
QA0001627643

CDA, ID 012725 1234567  
QA0001594716

Test Chrome River  
QA0001592670

Test  
PR0001379811

Calahan TEST Travel  
PR0001375896

Debbie CDA TEST CAL  
PR0001373319

Debbie CDA TEST ONLY BILL ONE  
PR0001372513

Open PDF Tracking ? ?

Calahan McAlister  
Lewis-Clark State College

Recall

CDA, ID 030425 1234567

Report Owner: Calahan McAlister

Created By: Calahan McAlister

Create Date: 02/27/2025

Pay Me Amount: 762.94 USD

PA Report ID: QA0001699721

From Date: 03/04/2025

To Date: 03/07/2025

Business Purpose: Traveling to CDA for Conference

**Expense Summary**

	AMOUNT (USD)	SUBMITTED (USD)
Conference / Seminar	150.00	0.00
Hotel	450.00	0.00
Mileage	162.94	0.00



# Tracking your items

This will show you the status on where the report is sitting.

emburse enterprise

Pre-Approval

Submitted

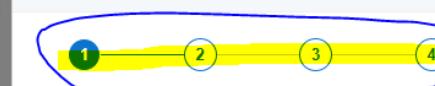
CDA, ID 030425 1234567 QA0001699721	02/27/2025	762.94 USD PENDING
CDA, ID 022025 1234567 QA0001627843	02/18/2025	213.90 USD PENDING
CDA, ID 012725 1234567 QA0001594716	01/16/2025	306.28 USD PENDING
Test Chrome River QA0001592670	01/13/2025	125.00 USD PENDING
Test PR0001379811	11/19/2024	0.00 USD USED / EXPIRED
Calahan TEST Travel PR0001375896	11/13/2024	400.00 USD USED / EXPIRED
Debbie CDA TEST CAL PR0001373319	11/11/2024	731.26 USD USED / EXPIRED

Tracking for CDA, ID 030425 1234567

Status: Pending Approval

Estimated Amount: 762.94 USD

**Routing Steps**



Step Number: 1

Assigned To: Mylynda Hoch

Assigned To: Mylynda Hoch

Assigned Date: 02/27/2025 12:30 PM

Step Status: Assigned

Routing Rule: 20 - Reports To

# Emburse Enterprise App (APP ONLY FOR PROD)

Download & Log In to Emburse Mobile App

<https://help.mobile.emburse.com/hc/en-us/articles/14257401226637-Download-and-Log-In-to-Emburse-Enterprise-Mobile>

- ▶ Use Single Sign On log in information
  - ▶ Use Full LCSC email EX CMMCALISTER@LCSC.EDU
  - ▶ Password to computer log in
  - ▶ Might require DUO Verification



iPhone



Android



**Emburse Enterprise**  
Emburse, Inc.

5K+  
Downloads

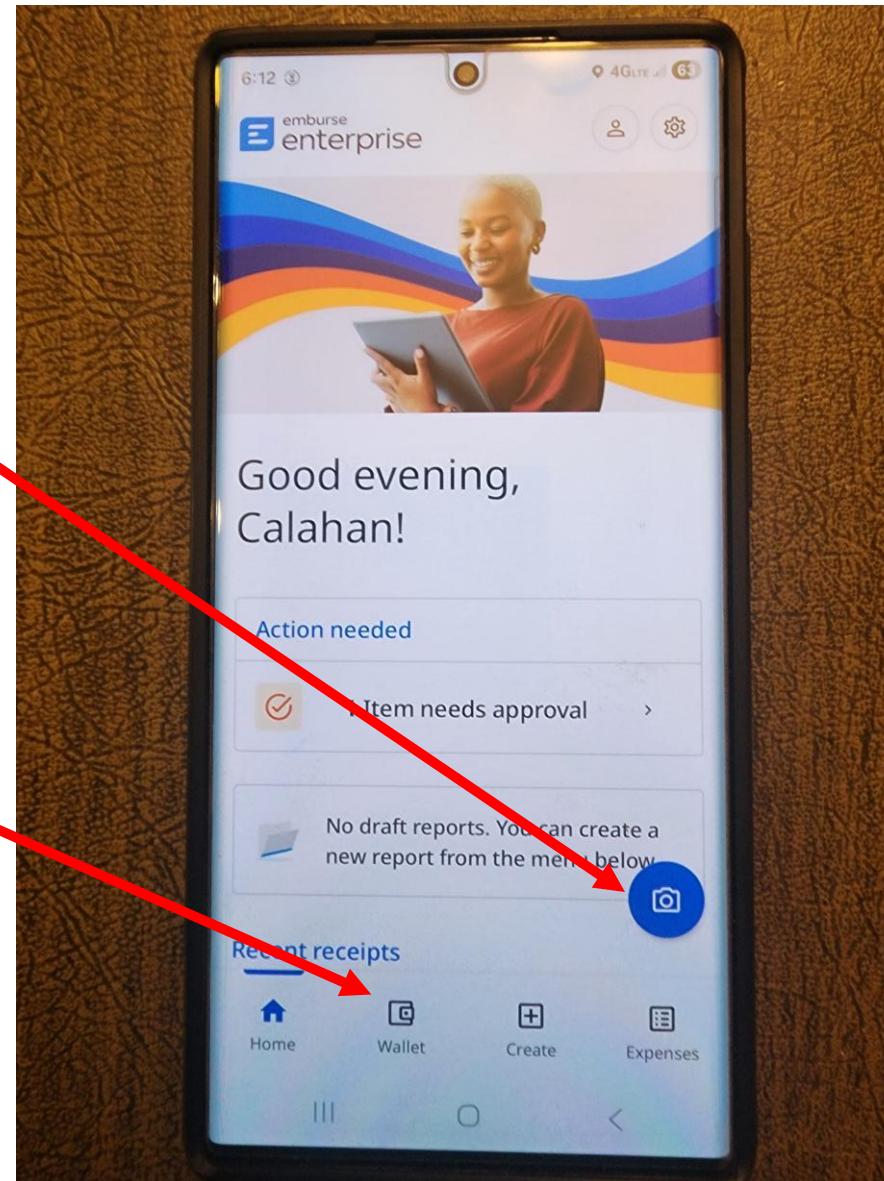
E  
Everyone ⓘ

Install

LC

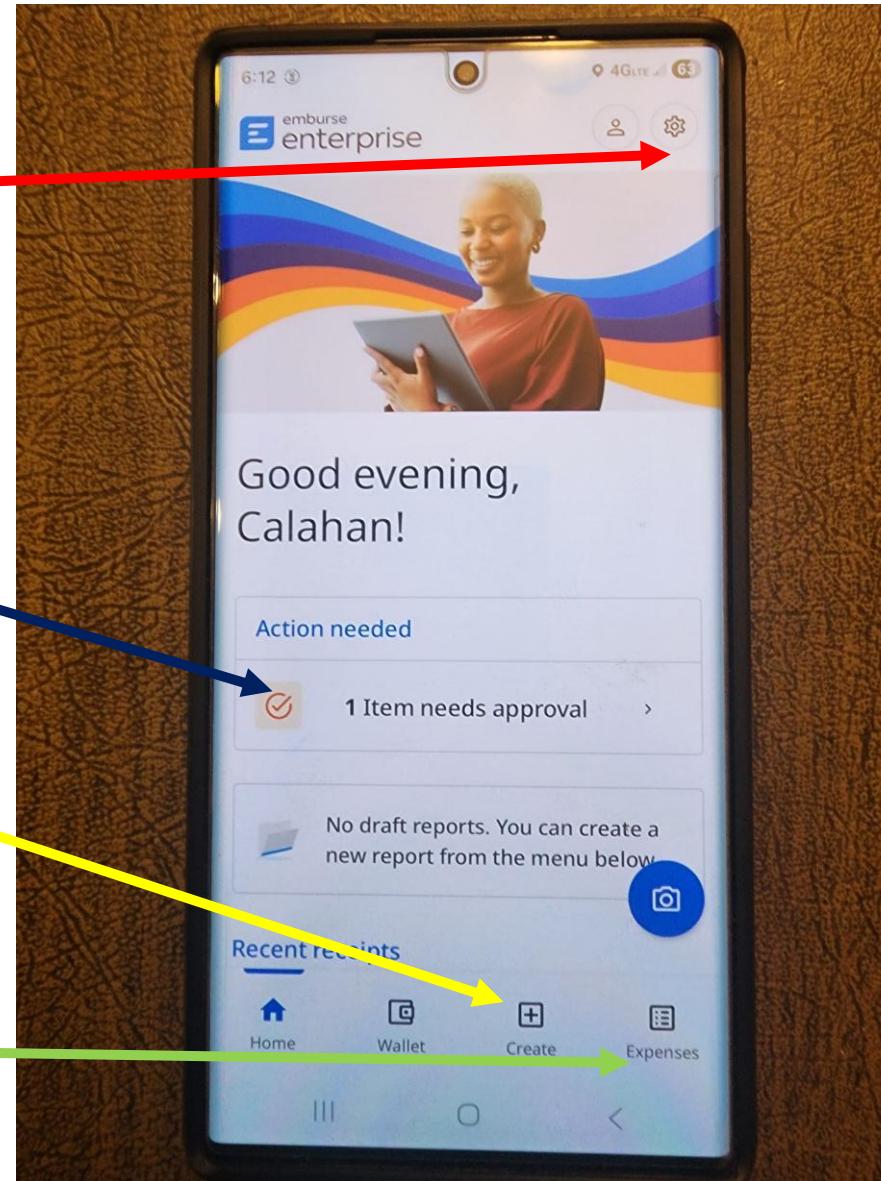
# App Advantage

- Receipts on the Go
- ▶ Load receipt(s) immediately
- ▶ Helps keep receipts organized while traveling
- ▶ Can be labeled for easy tracking and identification
- ▶ Available in your wallet within Emburse
- ▶ Receipt is removed from your wallet once it is attached to an expense claim



# App Advantage

- ▶ Account setting to assign Delegates on the Go
- ▶ Approval on the Go
- ▶ Create Pre-Approval or Expense Reports on the Go
- ▶ Tracking and return to Draft on the Go





Thank you. Questions?

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[COTravel@lcsc.edu](mailto:COTravel@lcsc.edu)

**208-792-2689**