

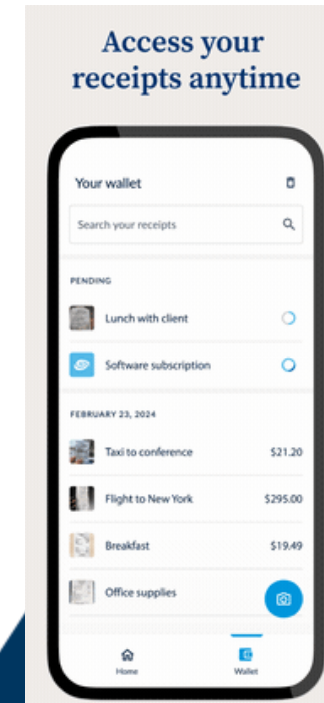
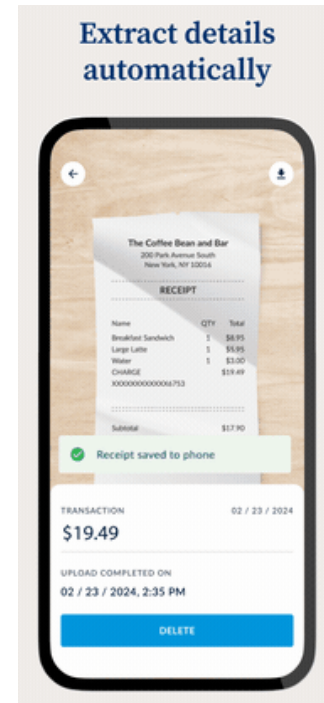
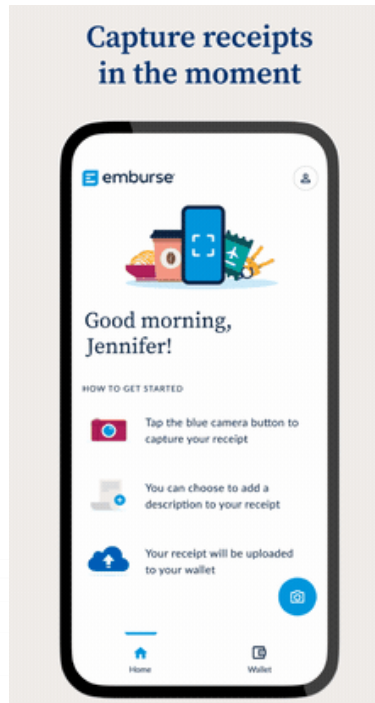


Emburse Enterprise

Travel System

What is Emburse?

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



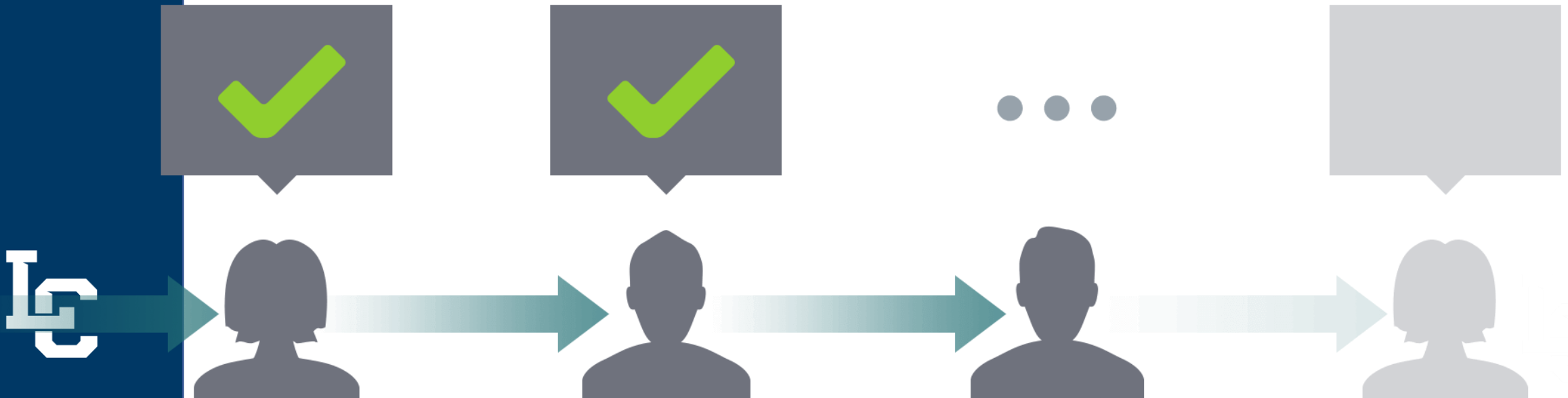
Why Emburse?

- 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?

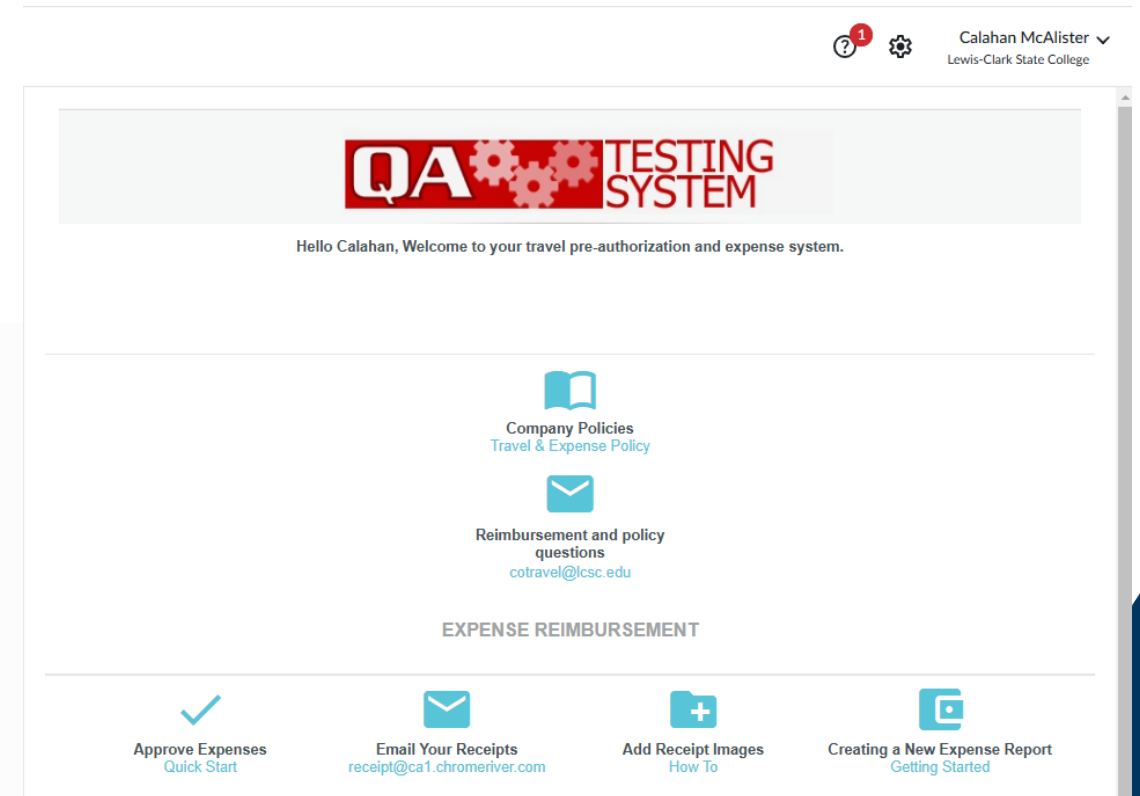
- No more hunting down PDF travel forms
- No need to know the approval chain
- Travel Authorizations are now called Pre-Approvals
- Travel Claims are now called Expense Reports



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>



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



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



Quick and easy access all in one spot

At-a-glance view of status

eWallet

Unused Items

0

Credit Card Items

0

Receipts

VIEW ALL 10 UNUSED ITEMS

Expenses

0

Draft

1

Returned

View All Submitted

Pre-Approval

0

Draft

0

Returned

View All Submitted

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

Travel Policy & Help Videos

Travel Help

How To Video

Load


Receipts


How To Video



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

[View All Submitted](#)

[+ Create](#)


 **Pre-Approval**

0 Draft

0 Returned


[View All Submitted](#)

[+ Create](#)




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@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](#)

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	
Business Purpose		
This is to test to show Approval for Pre-Authorization		
Reason for Assignment		
Reports To		
Account Summary		
		Amount (USD)
904601	100.00%	150.00
100.00% Controllers Office - Local Lewis-Clark State College		
Expense Details		
Hotel		150.00 USD
Description This is test for Approval process		
<div>APPROVE</div> <div>RETURN</div>		


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 or 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


 Send	From ▾	cmmcalister@lscs.edu
	To	approve@qa-preapproval.ca1.chromeriver.com
	Cc	
Subject		Emburse Enterprise Pre-Approval Request [Debbie Stellyes]


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

 **emburse enterprise**

 **eWallet**



Unused Items

- 0 Credit Card Items
- 0 Receipts

 **Approvals**

Approvals Needed



- 0 Expense Reports
- 1 Pre-Approvals

 **Expenses**  Create

1
Draft

0
Returned

View All
Submitted

 **Pre-Approval**  Create

0
Draft

0
Returned


View All
Submitted

The screenshot shows the landing page of the Lewis & Clark State College travel pre-authorization and expense system. At the top is the college's logo, which includes a stylized building and the text "LEWIS & CLARK STATE COLLEGE". Below the logo, a greeting reads: "Hello Calahan, Welcome to your travel pre-authorization and expense system." A horizontal line separates this header from the main content area. In the center, there are two blue icons: an open book and an envelope. Below the book icon, the text "Company Policies" is displayed in bold, with "Travel & Expense Policy" as a link below it. Below the envelope icon, the text "Reimbursement and policy questions" is displayed in bold, with the email address "cotravel@lsc.edu" as a link below it. Another horizontal line is below this section. At the bottom, there are four teal icons in a row: a checkmark, an envelope, a folder with a plus sign, and a document with a plus sign. Below each icon is a link: "Approve Expenses Quick Start", "Email Your Receipts receipt@ca1.chromeriver.com", "Add Receipt Images How To", and "Creating a New Expense Report Getting Started".


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



Easy list of Approvals Needed




Approvals Needed



Expense Reports

Pre-Approvals

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

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



Easy list of Approvals Needed

☰

emburse enterprise

?

⚙

Calahan McAlister
Lewis-Clark State College

✓ Approvals Needed

☰

Expense Reports

Pre-Approvals

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

Open

PDF

Tracking

Return

Approve

⋮

Business Purpose

This is to test to show Approval for Pre-Authorization

Expense Summary

	AMOUNT (USD)
Hotel	150.00
Total	150.00

Account Summary

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

←

Pre-Approvals For
Glory Deniston


Test To Show Approval

1 Comments

0 Attachments

EXPENSE

ESTIMATED

 Hotel	150.00 USD
---	---------------

Return

Total Estimated Amount
150.00 USD

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.



Approve or Return from either screen

Summary Screen

OpenPDF

TrackingReturnApprove

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

Total

150.00

Full Screen

PDFImages

Pre-Approvals For Glory Deniston

Test To Show Approval

EXPENSE

ESTIMATED

Hotel150.00 USD

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
Lewis-Clark State College

150.00

ReturnApprove

Total Estimated Amount150.00 USD



Verification Approval and Returns

► Ensures the correct item being approved

Approval Confirmation

I hereby approve this report.

Cancel

Approve

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

Cancel

Return

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 displays the 'emburse enterprise' interface. On the left is a sidebar menu with the following items: 'Debbie Stellyes', 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in blue), 'Notification Settings', 'Privacy Policy', and 'About Emburse Enterprise'. The main content area is divided into two sections. The top section, titled 'My Delegates', includes a sub-header 'My Delegates' and a descriptive text: 'A "Delegate" is someone who has full access to your account.' Below this is a button with a plus icon and the text 'Add New Delegates'. The bottom section, titled 'My Approval Delegate', includes a sub-header 'My Approval Delegate' and a descriptive text: 'An "Approval Delegate" helps you with approvals during a specified time.' Below this is a button with a plus icon and the text 'Add Approval Delegate'. In the top right corner of the interface, there are icons for help (question mark) and settings (gear), followed by the user's name 'Debbie Stellyes' and a dropdown arrow, with 'Lewis-Clark State College' listed below.

Tracking your items

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

≡  emburse enterprise


 eWallet

Unused Items

0 Credit Card Items

0 Receipts


[VIEW ALL 4 UNUSED ITEMS](#)

 Expenses + Create

3
Draft

1 ⁱ
Returned

[View All Submitted](#)

 Pre-Approval + Create

0
Draft

0
Returned

[View All Submitted](#)

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 QA0001899721	02/27/2025	762.94 USD	PENDING
CDA, ID 022025 1234567 QA0001827843	02/18/2025	213.90 USD	PENDING
CDA, ID 012725 1234567 QA0001594718	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 PR0001375898	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



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 PR0001375890	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

Open

PDF

Tracking

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 QA0001594718	01/16/2025	306.28 USD PENDING
Test Chrome River QA0001592870	01/13/2025	125.00 USD PENDING
Test PR0001379811	11/19/2024	0.00 USD USED / EXPIRED
Calahan TEST Travel PR0001375898	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

1

2

3

4

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 ⓘ

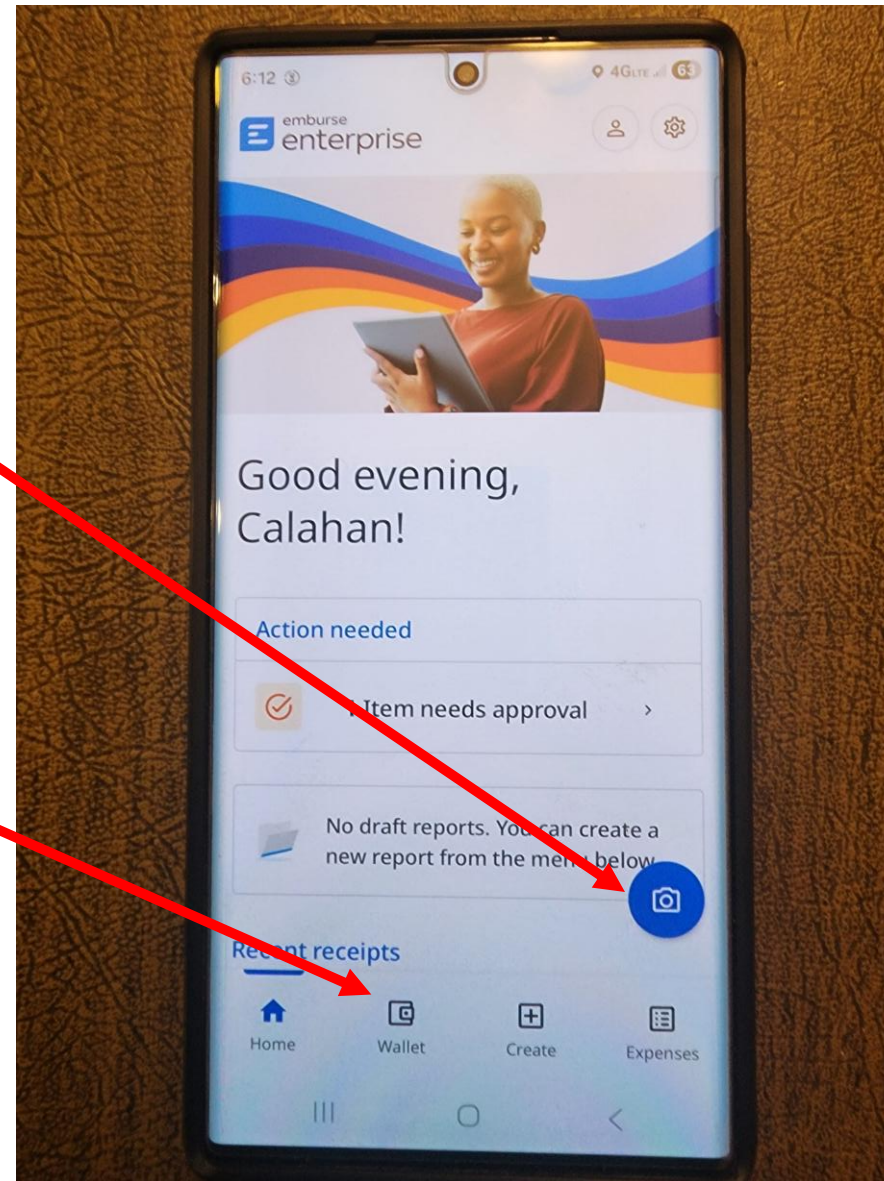
Install



App Advantage

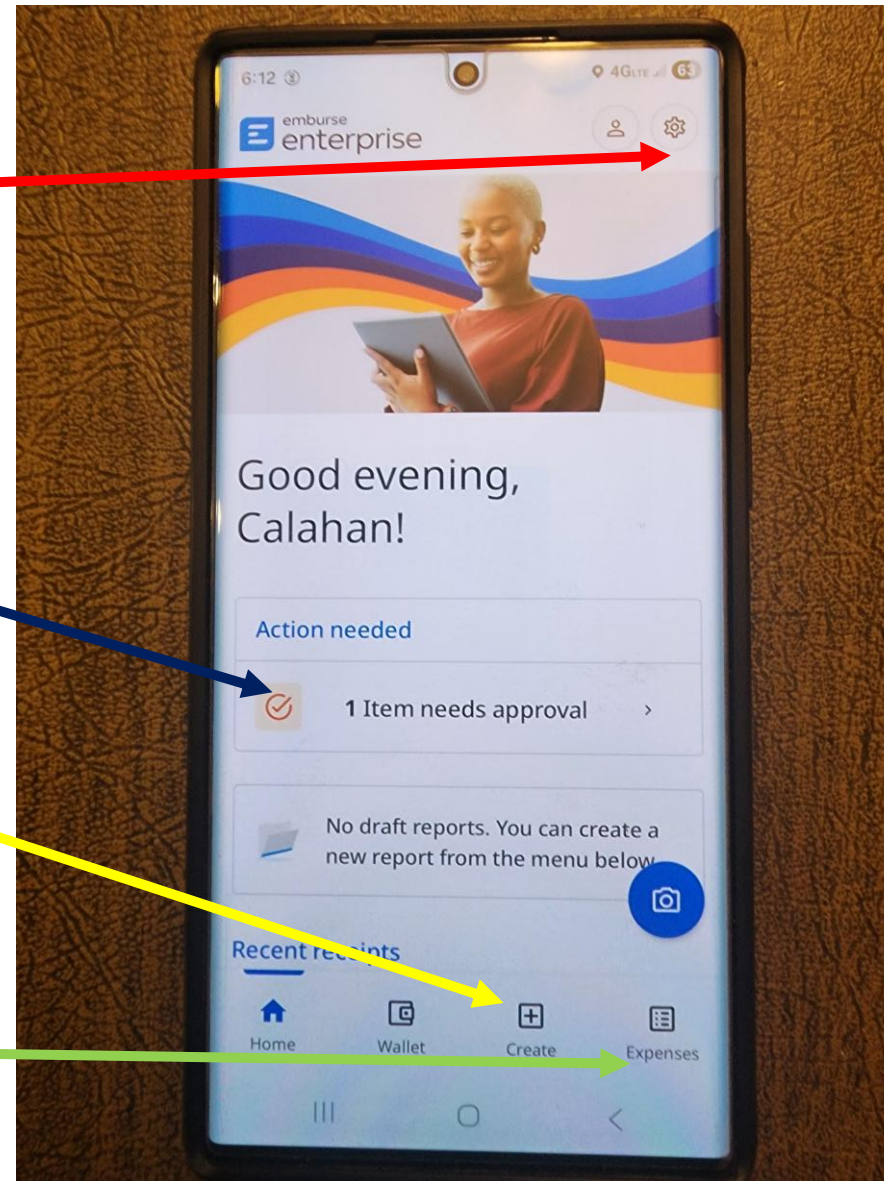
Receipts on the Go

- ▶ 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?

COTravel@lcsc.edu

208-792-2689