

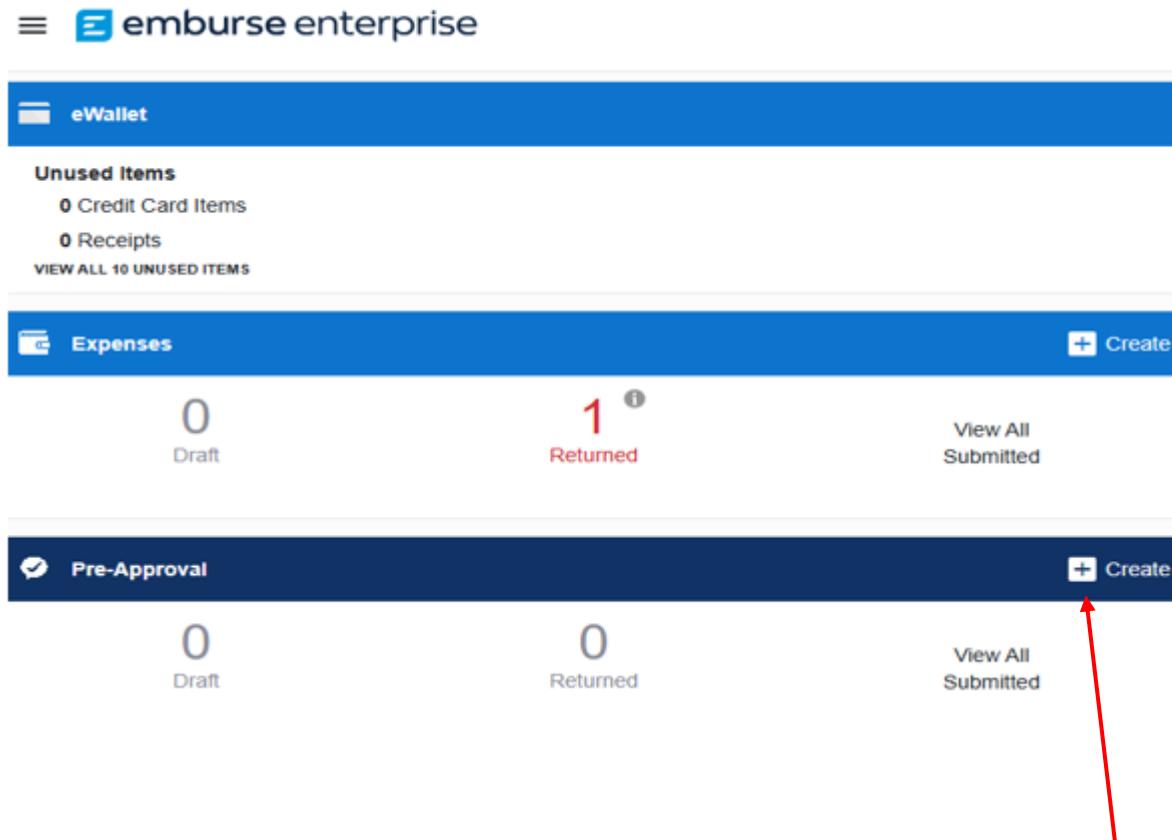


Emburse Enterprise Pre-Approval Process

Travel System

Creating Pre-Approval

Use Create button to start a Pre-Approval



emburse enterprise

eWallet

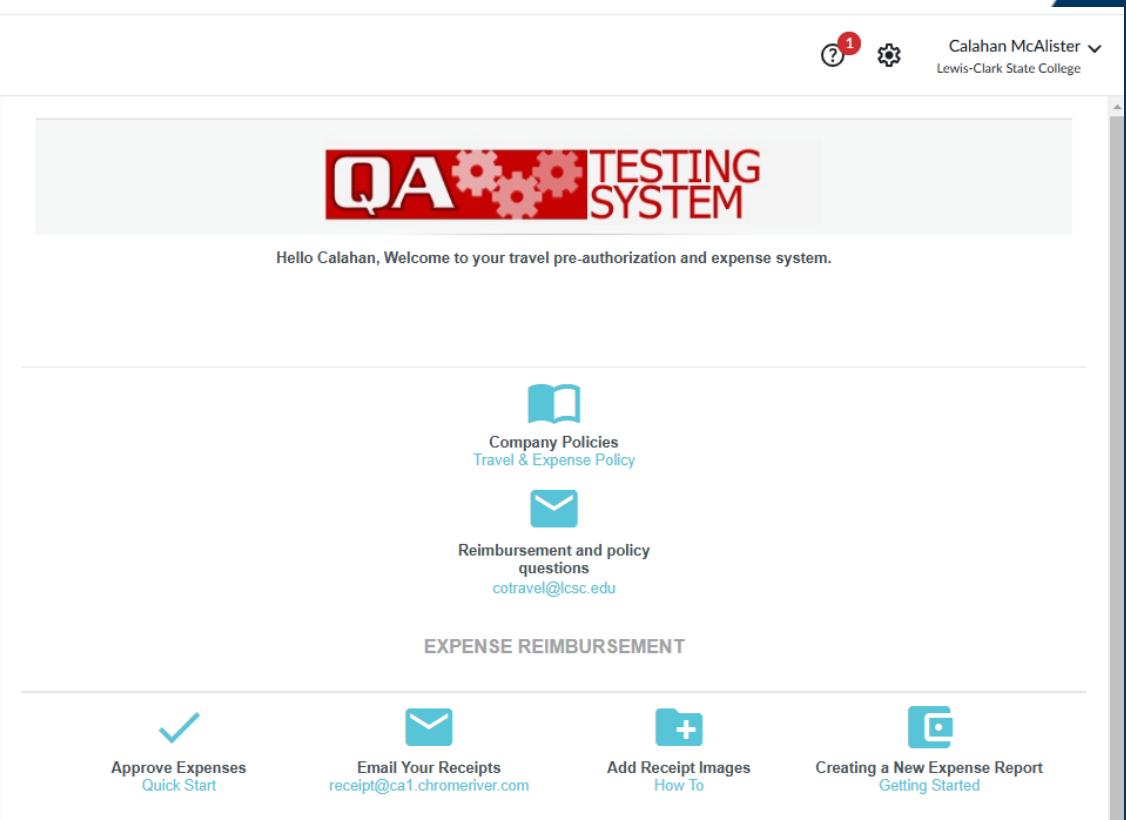
Unused Items
0 Credit Card Items
0 Receipts
VIEW ALL 10 UNUSED ITEMS

Expenses

0 Draft 1 Returned View All Submitted + Create

Pre-Approval

0 Draft 0 Returned View All Submitted + Create



QA TESTING SYSTEM

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

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 Receipt Images How To

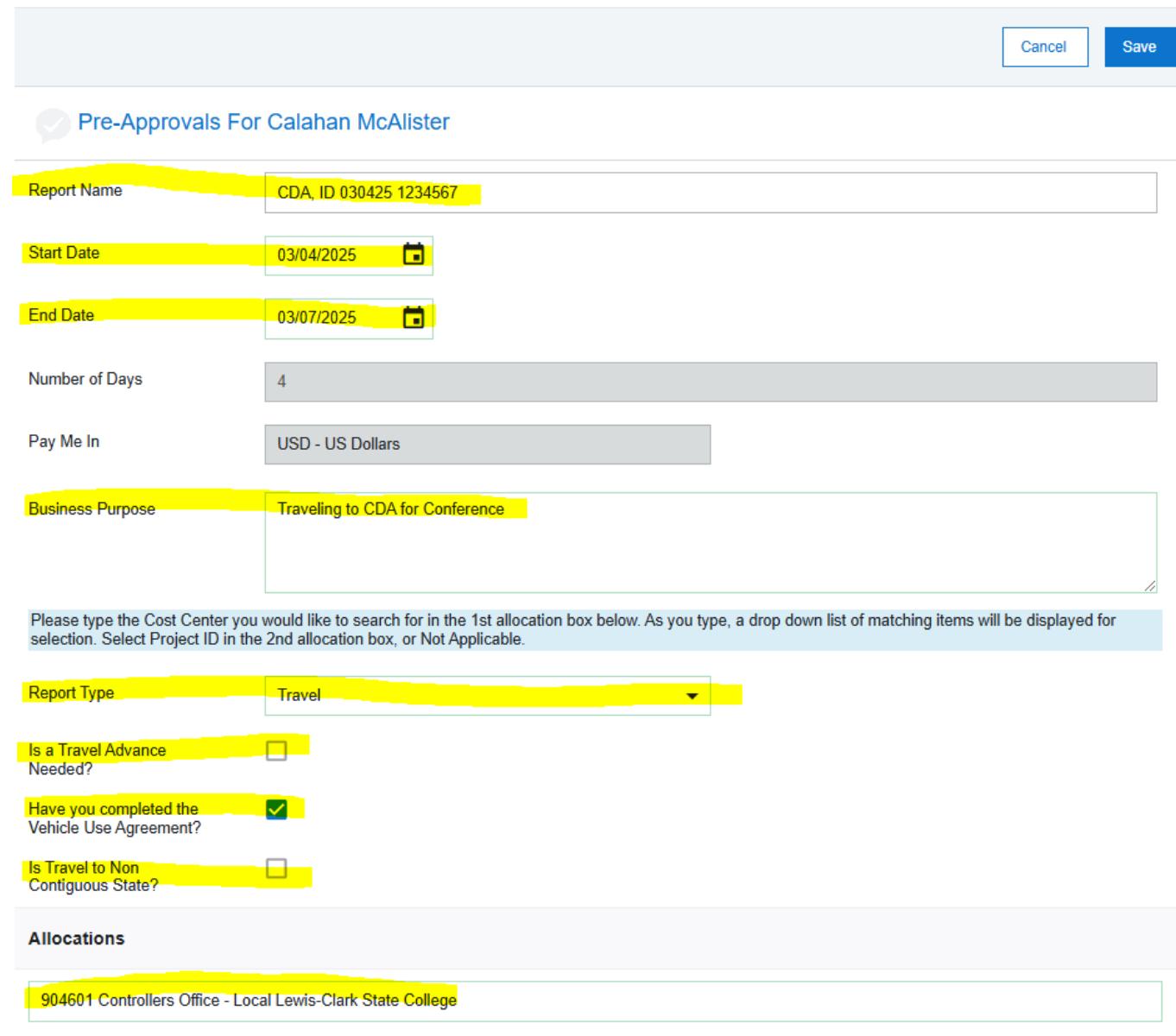
Creating a New Expense Report Getting Started

Creating Pre-Approval

To create pre-approval click + Create tab under Pre-Approval to start process

Fill in the following information:

- ▶ Report Name (Location, First date of travel, Warrior ID number)
- ▶ Start and end date
- ▶ Business Purpose
- ▶ Report Type
- ▶ Click any boxes that apply
- ▶ Allocations (Cost Center)
- ▶ Click Save when done



The screenshot shows a web-based form for creating a pre-approval. At the top right are 'Cancel' and 'Save' buttons. The main title is 'Pre-Approvals For Calahan McAlister'. The form fields include:

- Report Name: CDA, ID 030425 1234567
- Start Date: 03/04/2025
- End Date: 03/07/2025
- Number of Days: 4
- Pay Me In: USD - US Dollars
- Business Purpose: Traveling to CDA for Conference
- Report Type: Travel
- Is a Travel Advance Needed?:
- Have you completed the Vehicle Use Agreement?:
- Is Travel to Non Contiguous State?:
- Allocations: 904601 Controllers Office - Local Lewis-Clark State College

A note below the business purpose field states: 'Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.'

Add Pre-Approval Estimates

Use tiles provided to add estimated totals to Pre-Approval

- ▶ Air Travel
- ▶ Ground Transportation
- ▶ Hotel
- ▶ Meals/Entertainment
- ▶ Dues/Fees
- ▶ Professional Development
- ▶ Miscellaneous

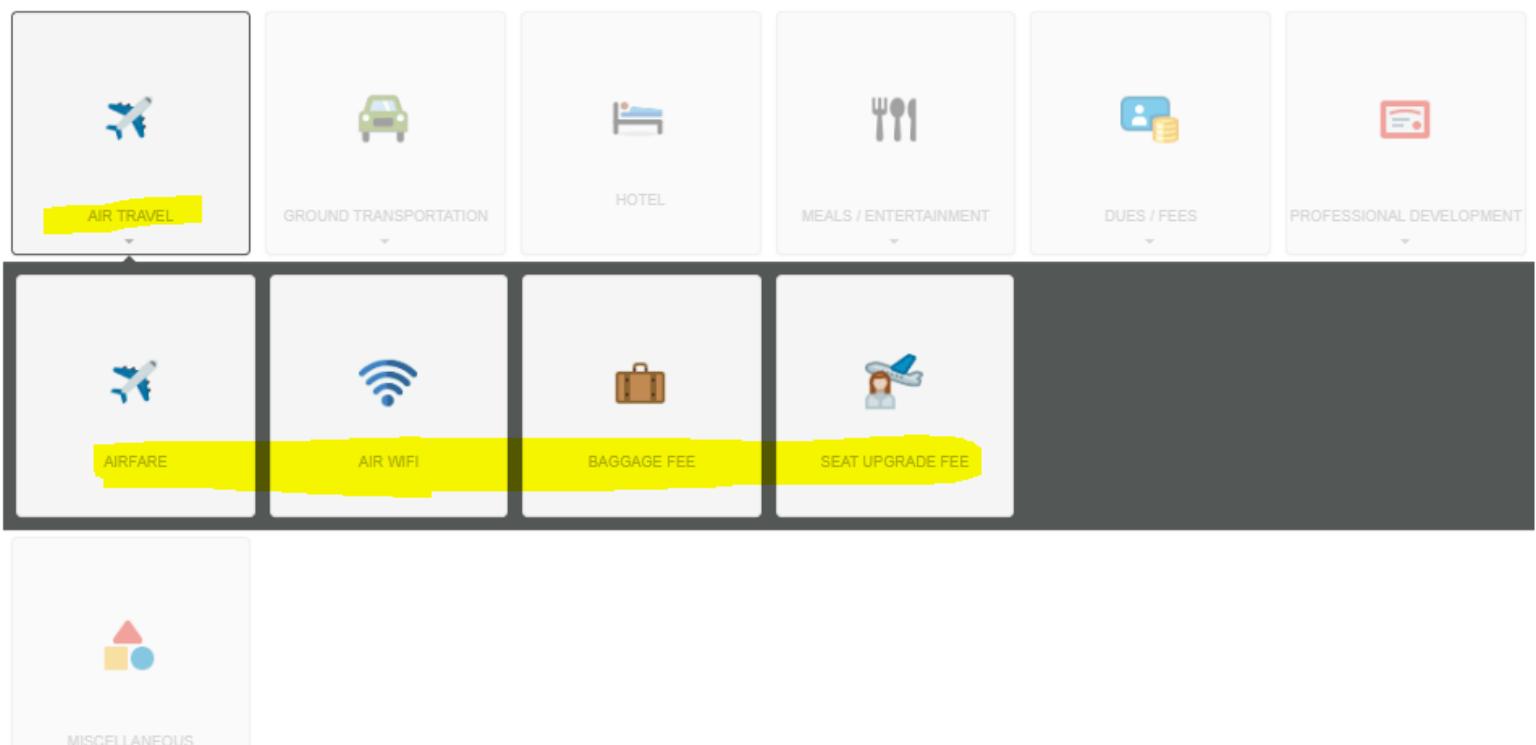
Add Pre-Approval Types

 AIR TRAVEL	 GROUND TRANSPORTATION	 HOTEL	 MEALS / ENTERTAINMENT	 DUES / FEES	 PROFESSIONAL DEVELOPMENT
 MISCELLANEOUS					

Add Pre-Approval Estimates

- ▶ Air Travel
 - ▶ Airfare
 - ▶ Air WIFI
 - ▶ Baggage Fee
 - ▶ Seat Upgrade Fee

Add Pre-Approval Types



Add Pre-Approval Estimates

- ▶ Ground Transportation
 - ▶ Car Rental
 - ▶ Car Rental Fuel
 - ▶ Mileage
 - ▶ Parking
 - ▶ Public Transit
 - ▶ Taxi/ Car Service
 - ▶ Tolls
 - ▶ Train / Rail

Add Pre-Approval Types

AIR TRAVEL	GROUND TRANSPORTATION	HOTEL	MEALS / ENTERTAINMENT	DUES / FEES	PROFESSIONAL DEVELOPMENT
CAR RENTAL	CAR RENTAL FUEL	MILEAGE	PARKING	PUBLIC TRANSIT	TAXI / CAR SERVICE
TOLLS	TRAIN / RAIL				

Add Pre-Approval Estimates

- ▶ Ground Transportation
 - ▶ Mileage
 - ▶ Click on Calculate Mileage

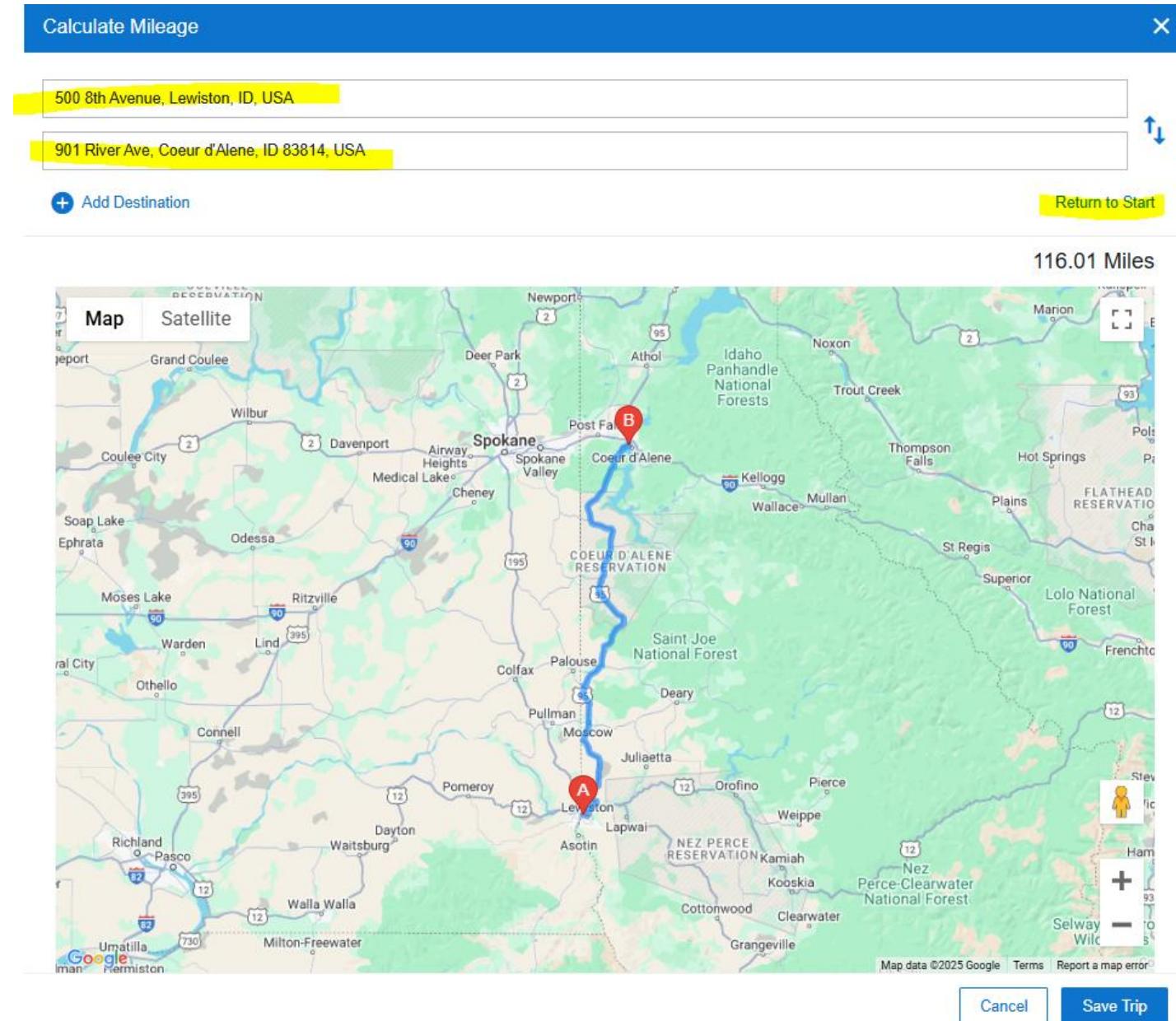
Cancel Save

Mileage

Date	02/27/2025 Calendar
Estimated Amount	0.00 USD
Description	<input type="text"/>
Optional	
Rate	0.7
Miles	0.00 Calculate Mileage Info
Deduction	<input type="text"/> None

Add Pre-Approval Estimates

- ▶ Ground Transportation
- ▶ Mileage
 - ▶ This uses google maps to calculate mileage
 - ▶ Type start address
 - ▶ Type end address
 - ▶ Click on Return to Start to auto calculate a return



Add Pre-Approval Estimates

- ▶ Ground Transportation
- ▶ Mileage
- ▶ Click Save Trip

Calculate Mileage X

500 8th Avenue, Lewiston, ID, USA

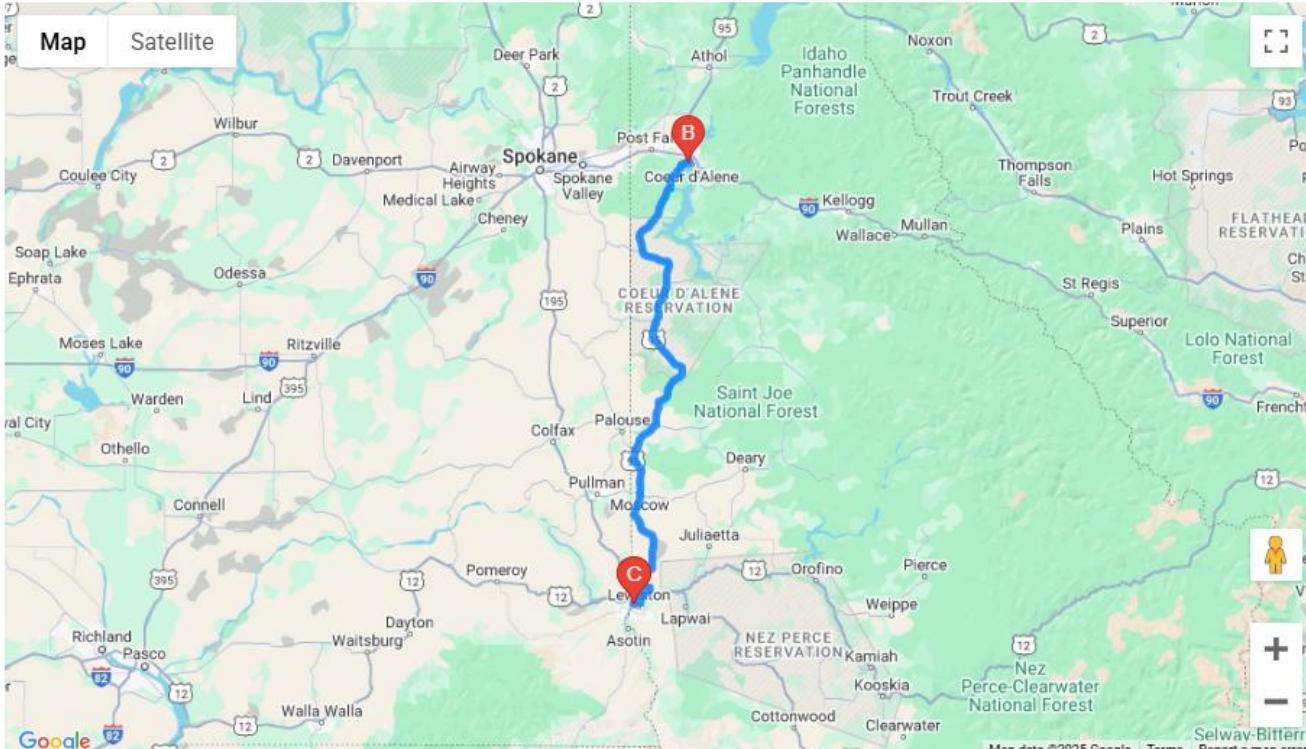
901 River Ave, Coeur d'Alene, ID 83814, USA

500 8th Avenue, Lewiston, ID, USA

[+ Add Destination](#) [Return to Start](#)

232.77 Miles

[Map](#) [Satellite](#)



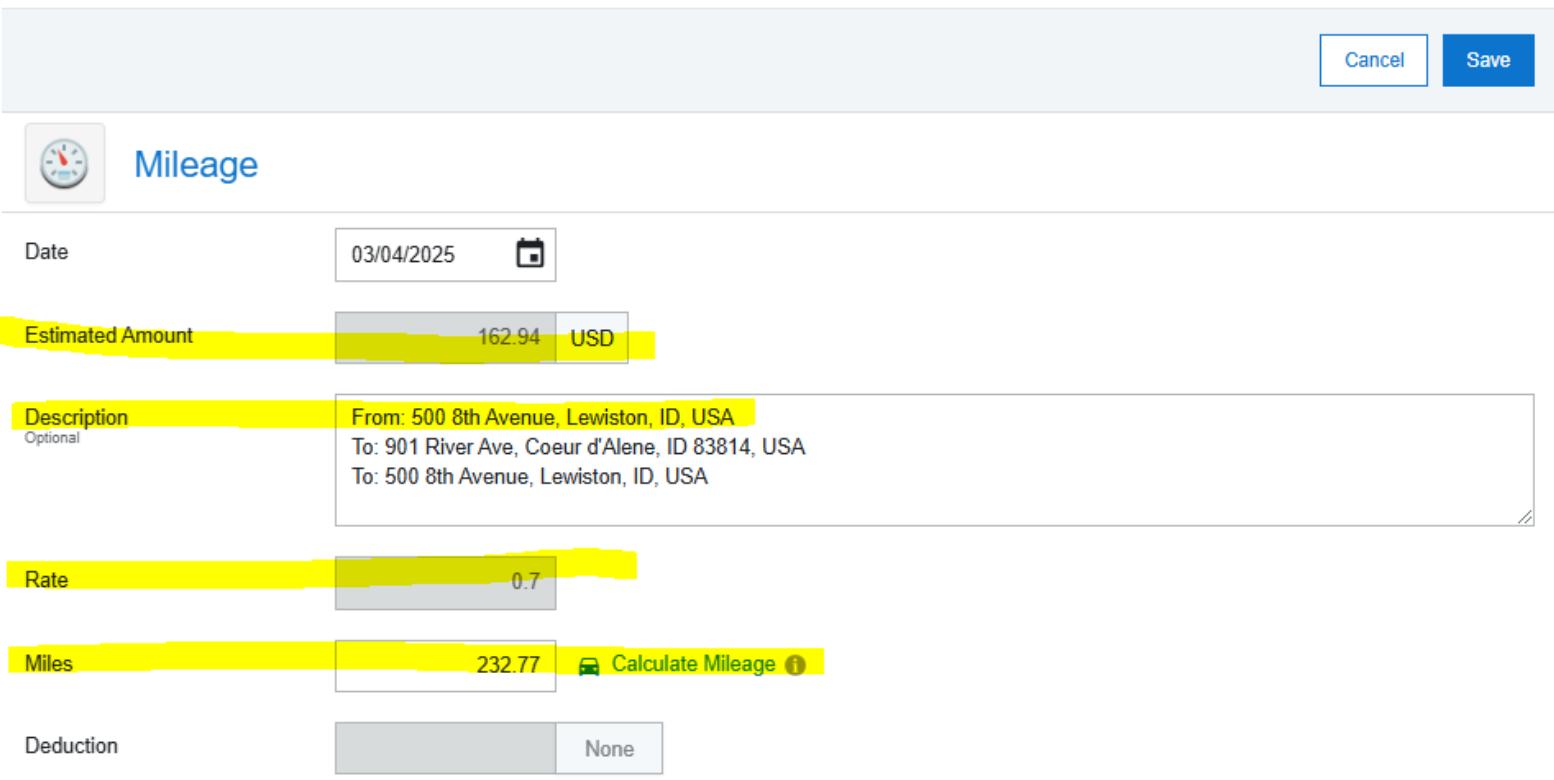
Map data ©2025 Google | Terms [Report a map error](#)

[Cancel](#) [Save Trip](#)

LC

Add Pre-Approval Estimates

- ▶ Ground Transportation
 - ▶ Mileage
 - ▶ This will auto load
 - ▶ Estimated Amount
 - ▶ Description
 - ▶ Mileage Rate
 - ▶ Miles



The screenshot shows a mileage estimation form titled "Mileage". The form includes fields for Date, Estimated Amount, Description, Rate, Miles, and Deduction. The "Date" field is set to "03/04/2025". The "Estimated Amount" field shows "162.94 USD". The "Description" field is optional and contains "From: 500 8th Avenue, Lewiston, ID, USA" and "To: 901 River Ave, Coeur d'Alene, ID 83814, USA". The "Rate" field is set to "0.7". The "Miles" field shows "232.77" and has a "Calculate Mileage" button. The "Deduction" field is set to "None". The form has "Cancel" and "Save" buttons in the top right corner.

Mileage

Date: 03/04/2025

Estimated Amount: 162.94 USD

Description (Optional): From: 500 8th Avenue, Lewiston, ID, USA
To: 901 River Ave, Coeur d'Alene, ID 83814, USA
To: 500 8th Avenue, Lewiston, ID, USA

Rate: 0.7

Miles: 232.77 [Calculate Mileage](#)

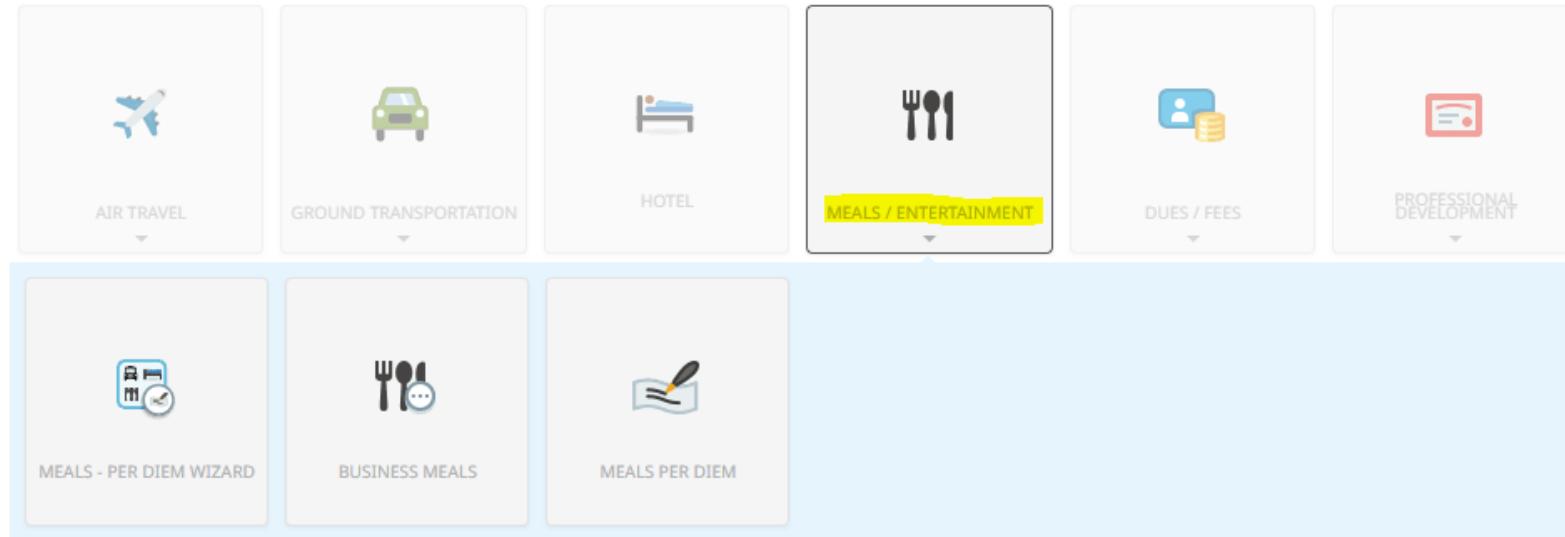
Deduction: None

[Cancel](#) [Save](#)

Add Pre-Approval Estimates

- ▶ Meals / Entertainment
 - ▶ Meals- Per Diem Wizard
 - ▶ Business Meals
 - ▶ Meals per Diem (estimate)

Add Pre-Approval Types



Add Pre-Approval Estimates

- ▶ Dues / Fees
 - ▶ Currency Exchange Fee
 - ▶ Travel Agency Fee
 - ▶ Visa / Passport Fee

Add Pre-Approval Types

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

DUES / FEES

PROFESSIONAL DEVELOPMENT

CURRENCY EXCHANGE FEE

TRAVEL AGENCY FEE

VISA / PASSPORT FEE

Add Pre-Approval Estimates

- ▶ Professional Development
 - ▶ Conference / Seminar
 - ▶ Training / Education

Add Pre-Approval Types

AIR TRAVEL	GROUND TRANSPORTATION	HOTEL	MEALS / ENTERTAINMENT	DUES / FEES	PROFESSIONAL DEVELOPMENT
CONFERENCE / SEMINAR	TRAINING / EDUCATION				

Before Clicking Submit Double check report

- ▶ You will see
 - ▶ Title of Pre-Authorization
 - ▶ Expense Break down
 - ▶ Report ID
 - ▶ Total Expenses

Pre-Approvals For
Calahan McAlister

CDA, ID 030425 1234567

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Mileage	162.94 USD
Hotel	450.00 USD
Conference / Seminar	150.00 USD

PA Report ID
QA0001699721

Total Estimated Amount
762.94 USD

Submit

Click Submit

← Pre-Approvals For Calahan McAlister +

CDA, ID 030425 1234567 i

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Mileage	162.94 USD
Hotel	450.00 USD
Conference / Seminar	150.00 USD

PA Report ID: QA0001699721 Total Estimated Amount: 762.94 USD Submit

Verification Approval

Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

[Cancel](#)[Submit](#)

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
Total	762.94	0.00

Account Summary



Tracking your items

A pre-approval can be tracked to see where it is in the process.

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

- eWallet** section:
 - Unused Items**:
 - 0 Credit Card Items
 - 0 Receipts
 - [VIEW ALL 4 UNUSED ITEMS](#)

Expenses section:
 - 3 Draft**
 - 1 Returned** (with a red notification dot)
 - [View All Submitted](#)
 - [Create](#)

Pre-Approval section:
 - 0 Draft**
 - 0 Returned**
 - [View All Submitted](#)
 - [Create](#)

LC

Tracking your items

≡ emburse enterprise



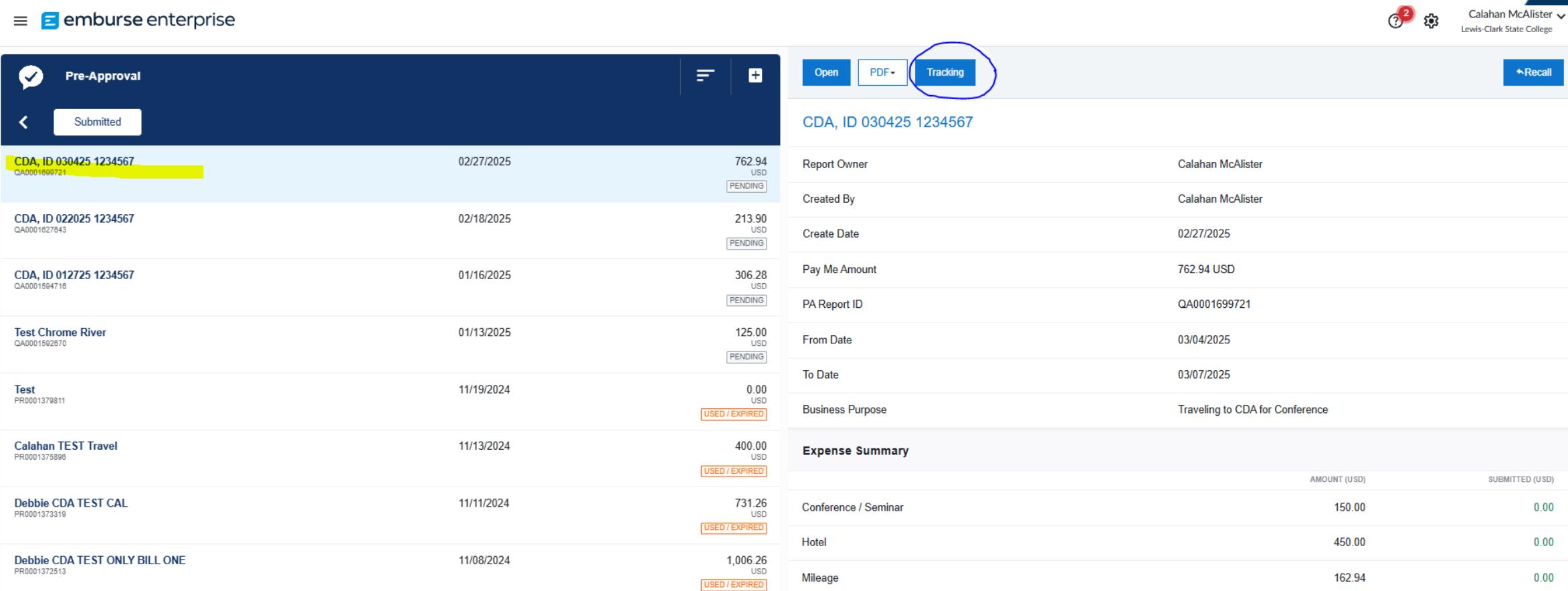
The screenshot shows a mobile application interface for 'emburse enterprise'. At the top, there is a header with a menu icon (three horizontal lines) and the text 'emburse enterprise'. Below the header, a dark blue navigation bar contains a checkmark icon, the text 'Pre-Approval', a back arrow, and a 'Submitted' button. To the right of the bar are icons for a list, a plus sign, and a refresh symbol. The main content area is a table listing eight submitted reports. Each report row includes the report name, submission date, total amount, and status. The status is indicated by a small rectangular box in the bottom right corner of each row.

Report Name	Date Submitted	Total Expenses	Status
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

- ▶ A list will appear with all reports
 - ▶ Name of each report
 - ▶ Report ID number
 - ▶ Date Submitted
 - ▶ Total of expenses
 - ▶ Status of report

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 (e.g., PENDING, USED / EXPIRED). A specific report is selected, highlighted with a yellow box. 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

Recall Pre-Approval

You can only recall a Pre-Approval that is not fully approved or used/expired. Click on report you are looking for and then click on Recall button top right-hand corner of screen.

≡ emburse enterprise

② Amy Bond ▾

Pre-Approval

[Open](#) [PDF](#) [Tracking](#)

[Recall](#)

Test Grant and President approval 10K QA0001742608	06/02/2025	11,000.00 USD PENDING	
TEST-A: NO OVERNIGHT STAY QA0001750661	05/21/2025	5.80 USD USED / EXPIRED	
No Overnight Stay Per Diem Testing QA0001749642	05/20/2025	0.00 USD USED / EXPIRED	
Test Reroute for signature on return QA0001749625	05/20/2025	0.00 USD USED / EXPIRED	
Testing VP approval over on ER from PA QA0001749615	05/20/2025	150.00 USD APPROVED	
Testing 2 Partial Day post 55353 with PA adju QA0001749597	05/20/2025	6.10 USD USED / EXPIRED	
Testing Partial Day post 55353 with PA QA0001749596	05/20/2025	0.00 USD USED / EXPIRED	
TEST-A NO OVERNIGHT	05/15/2025	42.50	

Test Grant and President approval 10K

Report Owner: Amy Bond

Created By: Calahan McAlister

Create Date: 05/06/2025

Pay Me Amount: 11,000.00 USD

PA Report ID: QA0001742608

From Date: 04/28/2025

To Date: 05/06/2025

Business Purpose: Testing grant & president routing

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Airfare	11,000.00	0.00
Total	11,000.00	0.00

Let's see this in action

ER Emburse

2025-10-31 14:11 UTC

Recorded by

Calahan M. McAlister

Organized by

Calahan M. McAlister



Thank you. Questions?

COTravel@lcsc.edu

208-792-2689