

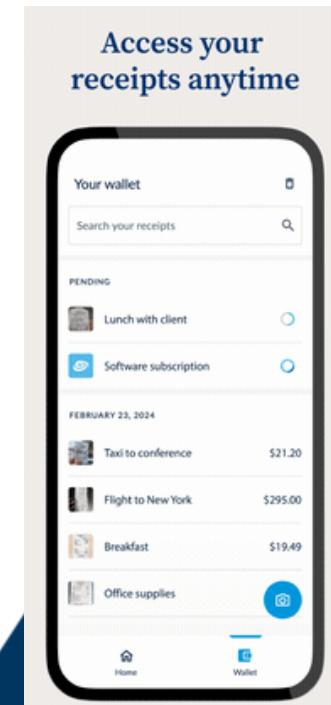
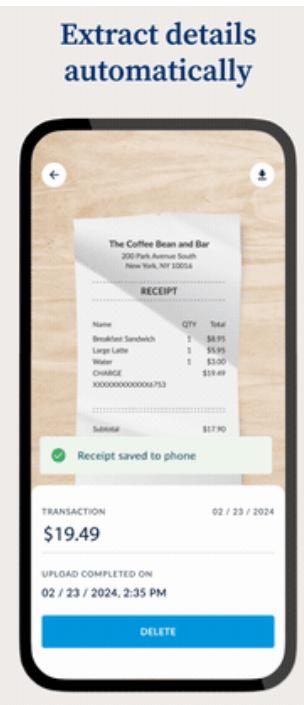
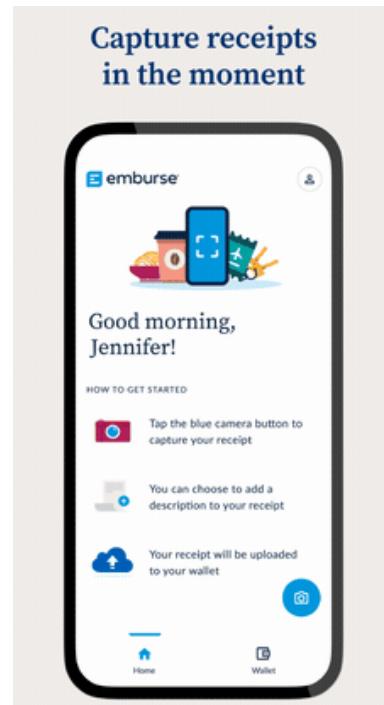


Emburse Enterprise Overview

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 email or website
- 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



...



lc

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>



Login

dsstellyes

.....

Company ID **lcsc.edu**

Login

Remember me

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



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The screenshot shows the QA Testing System login page. At the top right, there are user profile and system status icons. The main header features the text "QA TESTING SYSTEM" with three gear icons. Below the header, a welcome message reads "Hello Calahan, Welcome to your travel pre-authorization and expense system." The page is divided into several sections: "Company Policies" (Travel & Expense Policy), "Reimbursement and policy questions" (cotravel@lcsc.edu), and "EXPENSE REIMBURSEMENT" with links for "Approve Expenses Quick Start", "Email Your Receipts" (receipt@ca1.chromeriver.com), "Add Receipt Images How To", and "Creating a New Expense Report Getting Started".



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](#)

 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

The screenshot shows the emburse enterprise dashboard with the following sections:

- eWallet**: Shows 0 Credit Card Items and 0 Receipts. A link to "VIEW ALL 10 UNUSED ITEMS" is present.
- Expenses**: Shows 0 Drafts and 1 Returned item. A "Create" button is available. Buttons for "View All" and "Submitted" are also present.
- Pre-Approval**: Shows 0 Drafts and 0 Returned items. A "Create" button is available. Buttons for "View All" and "Submitted" are also present.

The screenshot shows the QA Testing System interface with the following sections:

- QA TESTING SYSTEM**: Greeted with "Hello Calahan, Welcome to your travel pre-authorization and expense system."
- Travel Help**: Points to "Company Policies" (Travel & Expense Policy) and "Reimbursement and policy questions" (cotravel@lcsc.edu).
- EXPENSE REIMBURSEMENT**: Points to "Approve Expenses Quick Start", "Email Your Receipts" (receipt@ca1.chromeriver.com), "Add Receipt Images How To", and "Creating a New Expense Report Getting Started".
- Load Receipts**: Points to the "Email Your Receipts" and "Add Receipt Images How To" sections.

LC

Quick and easy access all in one spot - continued

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

QA TESTING SYSTEM

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

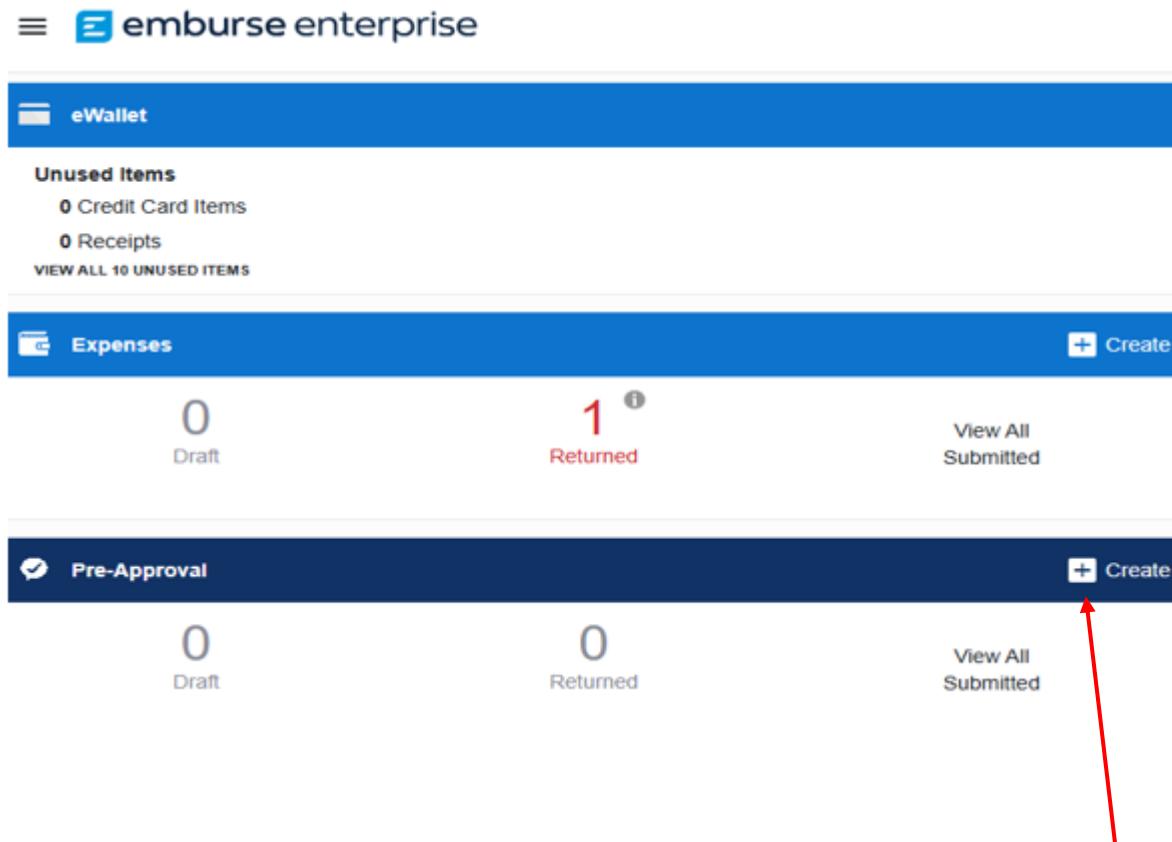
 Creating a New Expense Report Getting Started

How To Video

LC

Quick and easy access all in one spot - continued

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

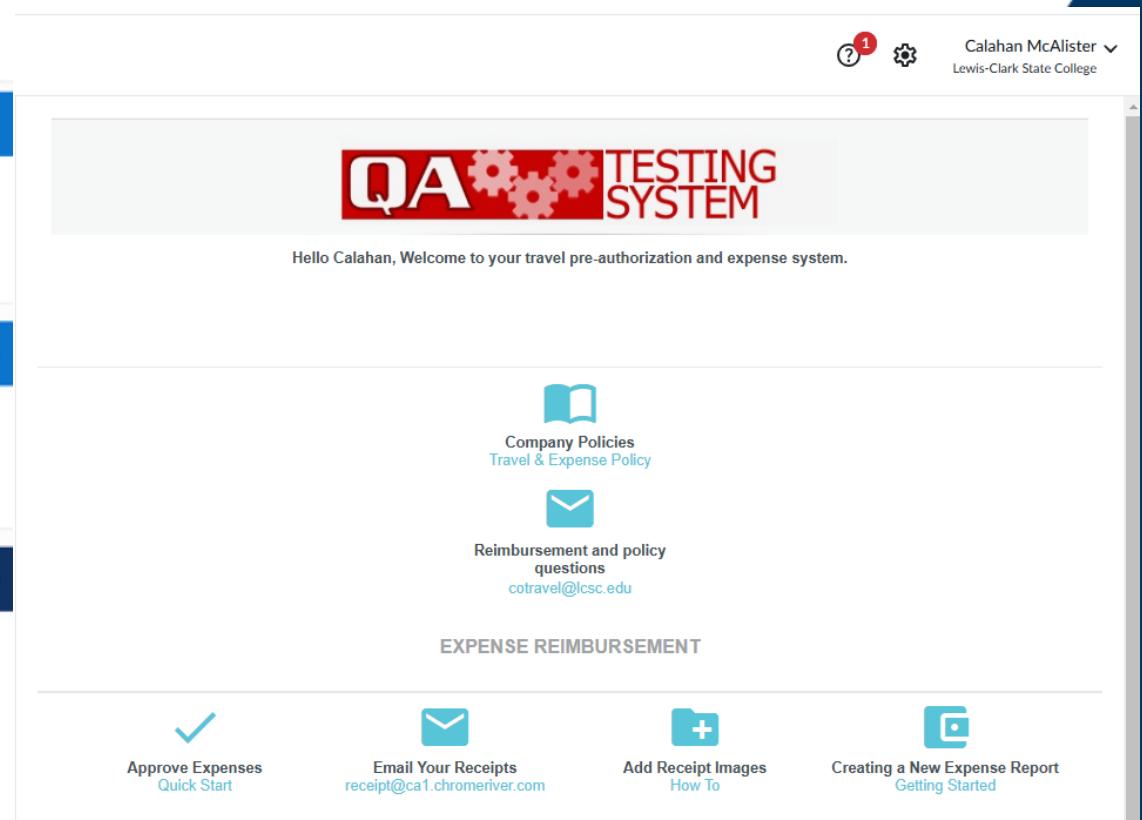
0 Draft 1 Returned

[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

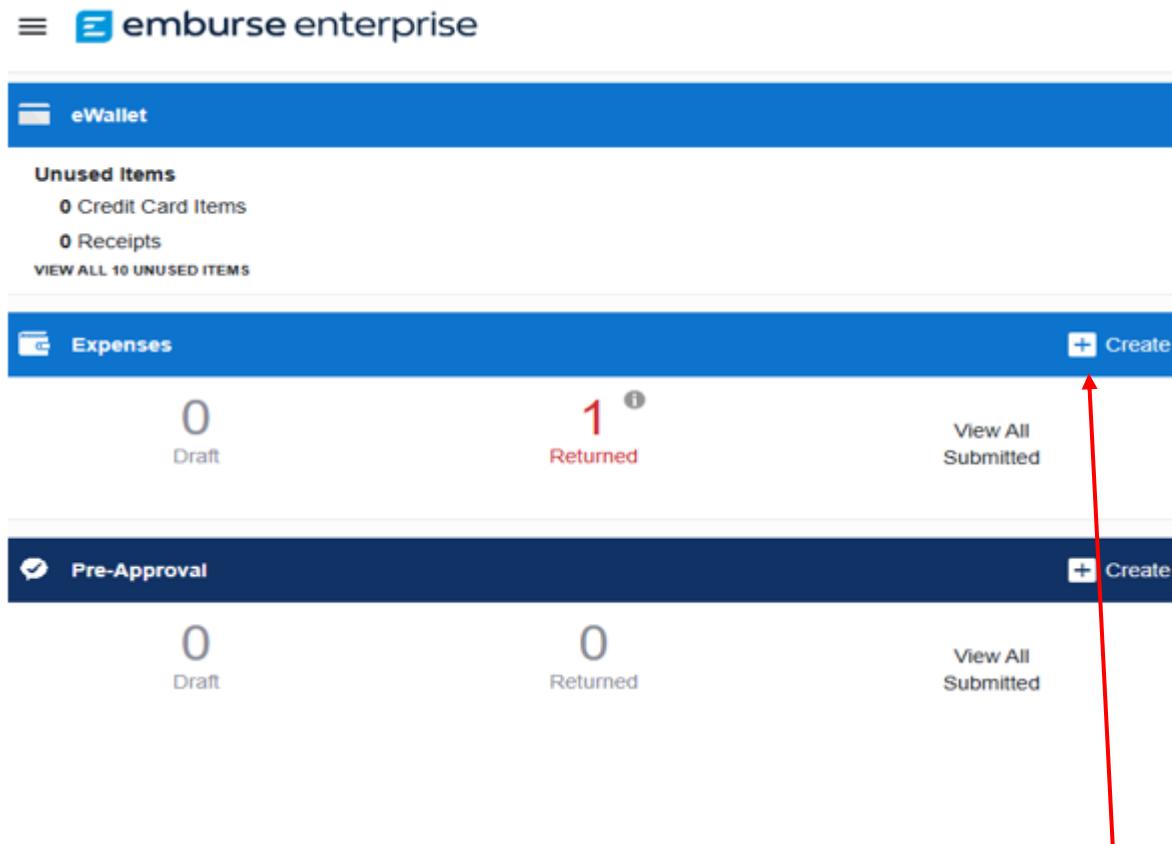
Reimbursement and policy questions
cotravel@lcsc.edu

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

Use Create button to start an Expense Report



emburse enterprise

eWallet

Unused Items

- 0 Credit Card Items
- 0 Receipts

[VIEW ALL 10 UNUSED ITEMS](#)

Expenses

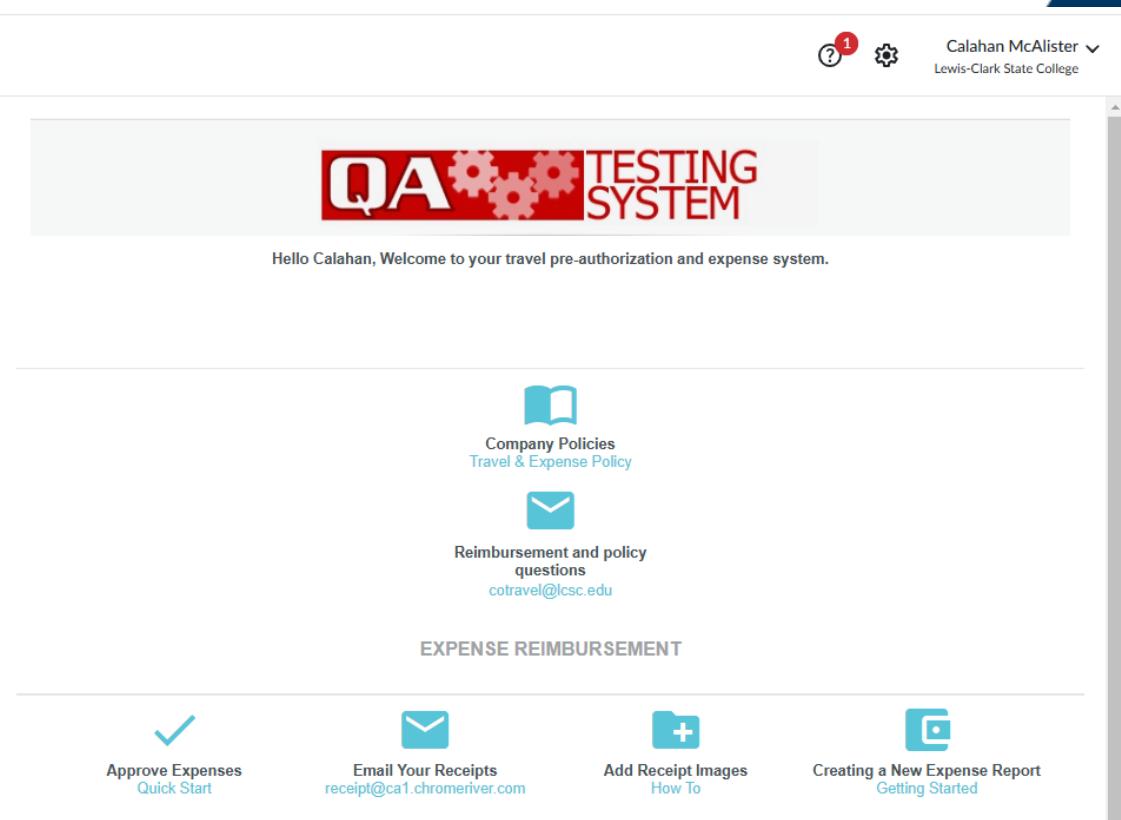
0 Draft 1 Returned

[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

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

Chrome River

ACTION REQUIRED	
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%	Controllers Office - Local Lewis-Clark State College 150.00

Expense Details
Hotel 150.00 USD
Description This is test for Approval process

APPROVE **RETURN**

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

From

Send

To

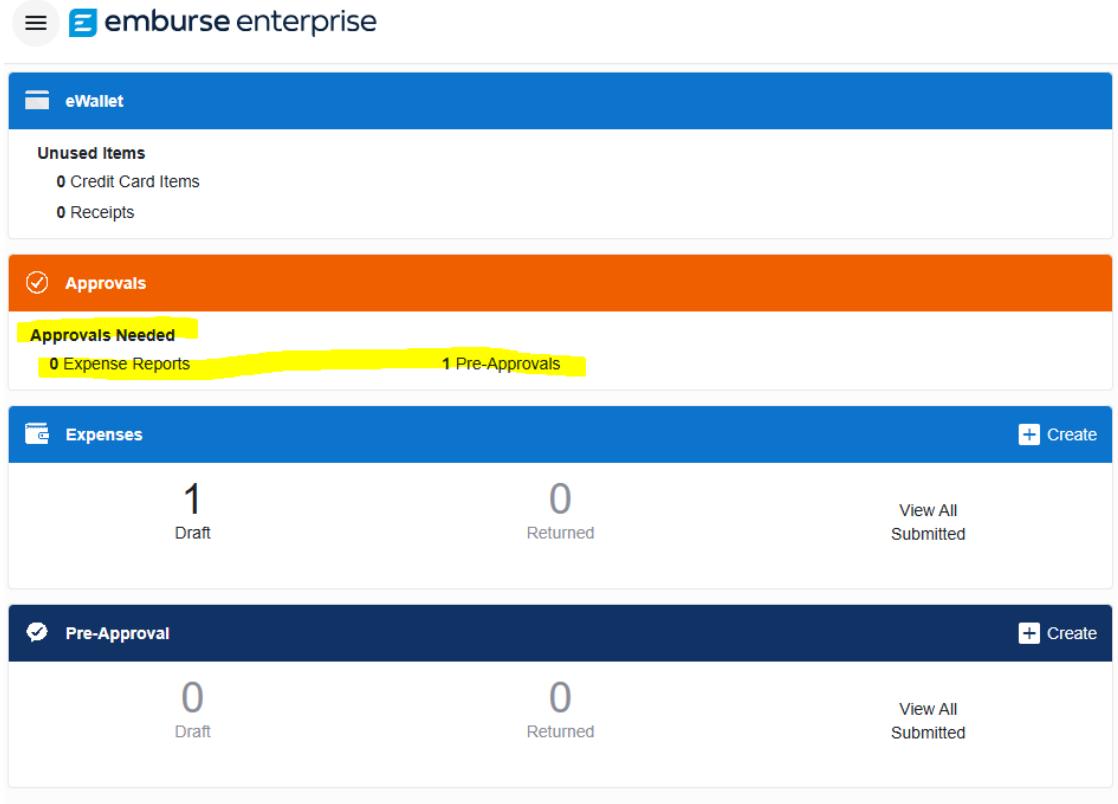
Cc

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.

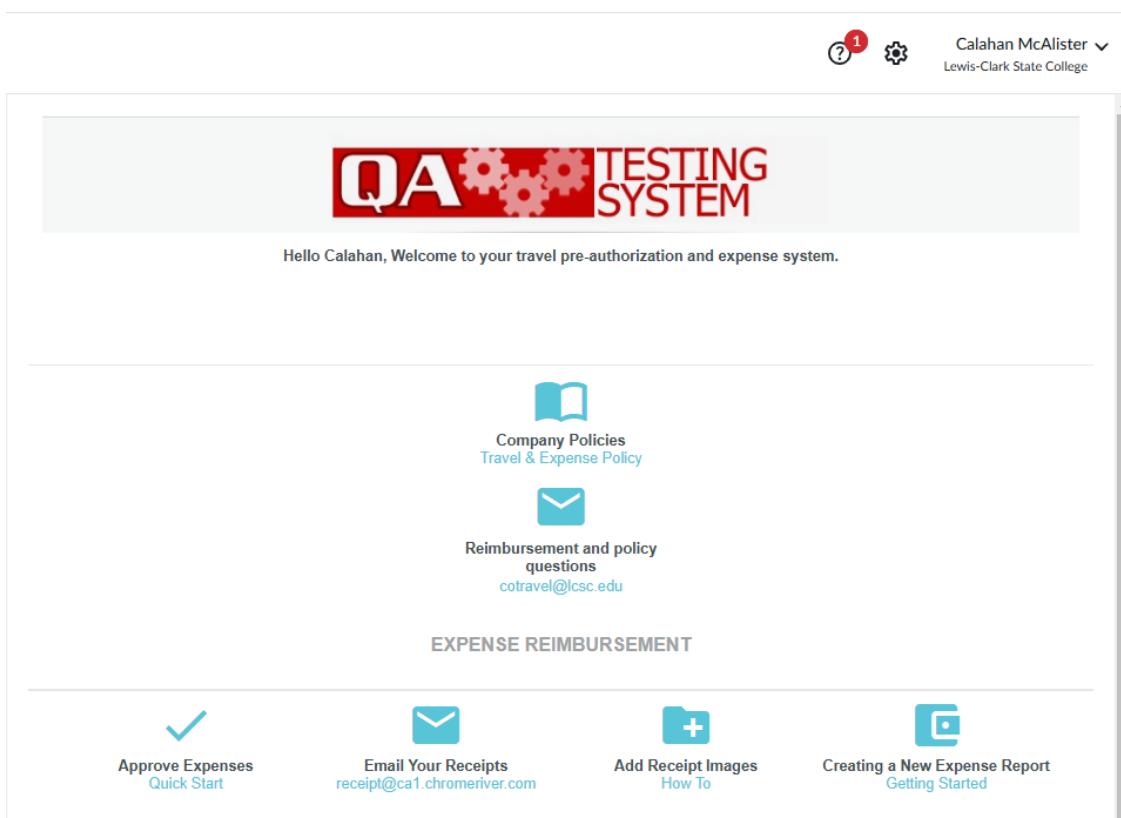
Pre-Approval ID:QA00-0193-0508

Approval Process by Website



The screenshot shows the emburse enterprise homepage with the following sections:

- eWallet**: Shows 0 Credit Card Items and 0 Receipts.
- Approvals**: Shows 0 Expense Reports and 1 Pre-Approvals.
- Expenses**: Shows 1 Draft and 0 Returned. Includes a **+ Create** button and links to View All and Submitted.
- Pre-Approval**: Shows 0 Draft and 0 Returned. Includes a **+ Create** button and links to View All and Submitted.



The screenshot shows the QA TESTING SYSTEM travel pre-authorization and expense system interface:

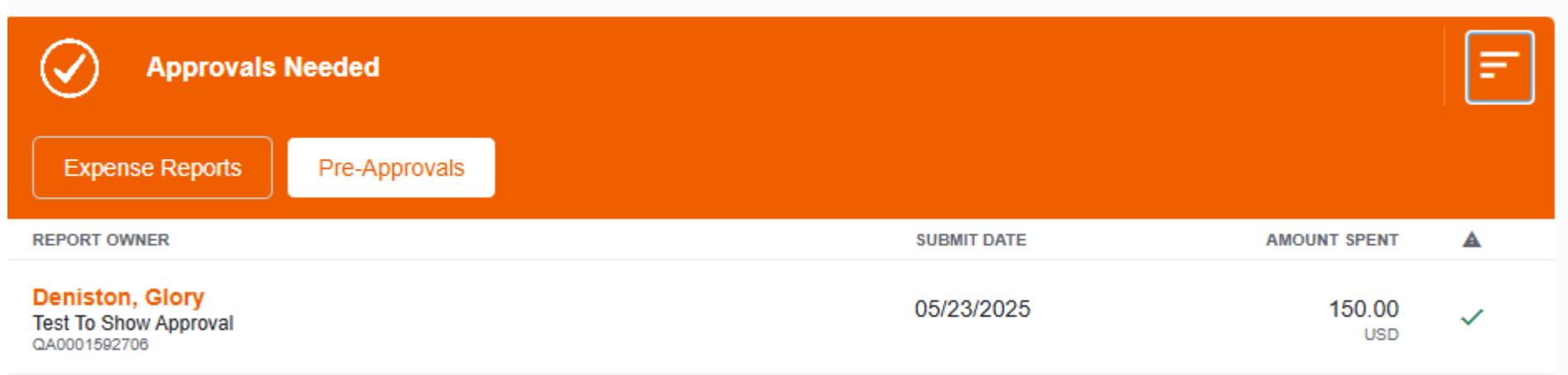
- Header**: Calahan McAlister, Lewis-Clark State College, with a gear icon and a red notification badge (1).
- Welcome Message**: Hello Calahan, Welcome to your travel pre-authorization and expense system.
- Links**: Company Policies (Travel & Expense Policy), Reimbursement and policy questions (cotravel@lcsc.edu).
- EXPENSE REIMBURSEMENT** section:
 - Approve Expenses Quick Start (with a checkmark icon)
 - Email Your Receipts (receipt@ca1.chromeriver.com)
 - Add Receipt Images How To
 - 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

≡  emburse enterprise

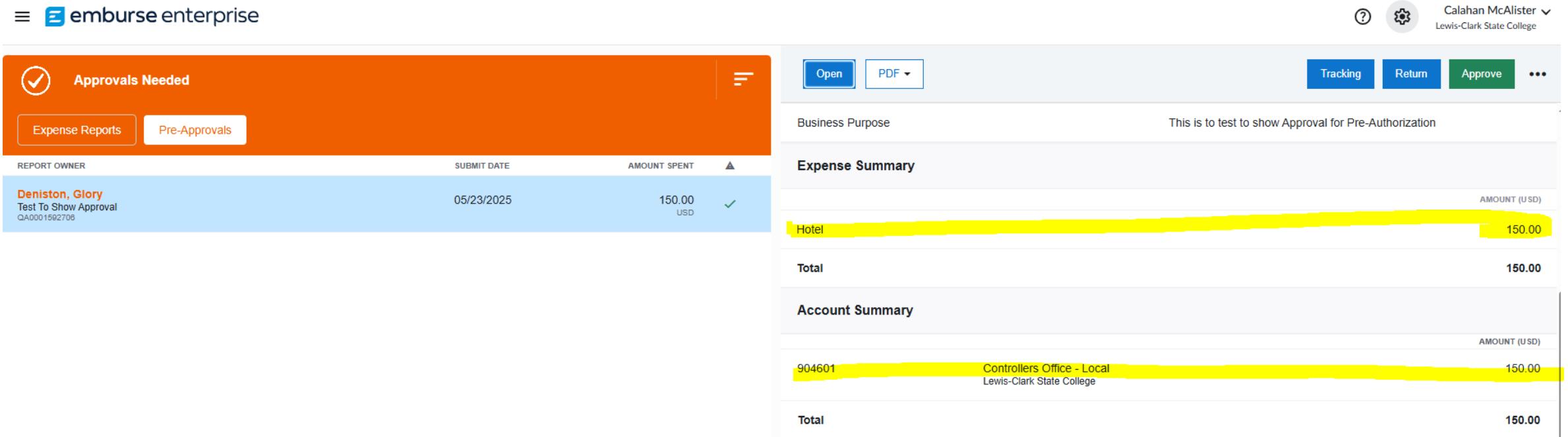


The screenshot shows a user interface for managing approvals. At the top left is a circular icon with a checkmark and the text "Approvals Needed". Below this are two buttons: "Expense Reports" and "Pre-Approvals". On the right side of the top bar is a search icon. The main area is titled "REPORT OWNER" and displays the information: "Deniston, Glory", "Test To Show Approval", and "QA0001592706". To the right of this, under "SUBMIT DATE", is "05/23/2025". Under "AMOUNT SPENT", it shows "150.00" and "USD". A green checkmark icon is positioned to the right of the amount. The table has a header row with columns for Report Owner, Submit Date, and Amount Spent, each with a sorting arrow 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

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, there are sections for "Business Purpose" (a test note for pre-authorization) and "Expense Summary" (listing a Hotel expense of 150.00 USD). Below that is an "Account Summary" section showing a transaction from the Controllers Office - Local at Lewis-Clark State College for 150.00 USD. Action buttons for "Open", "PDF", "Tracking", "Return", "Approve", and "..." are located at the top right of the report details.

REPORT OWNER	SUBMIT DATE	AMOUNT SPENT
Deniston, Glory Test To Show Approval QA0001592708	05/23/2025	150.00 USD

Expense Summary		AMOUNT (USD)
Hotel		150.00
Total		150.00

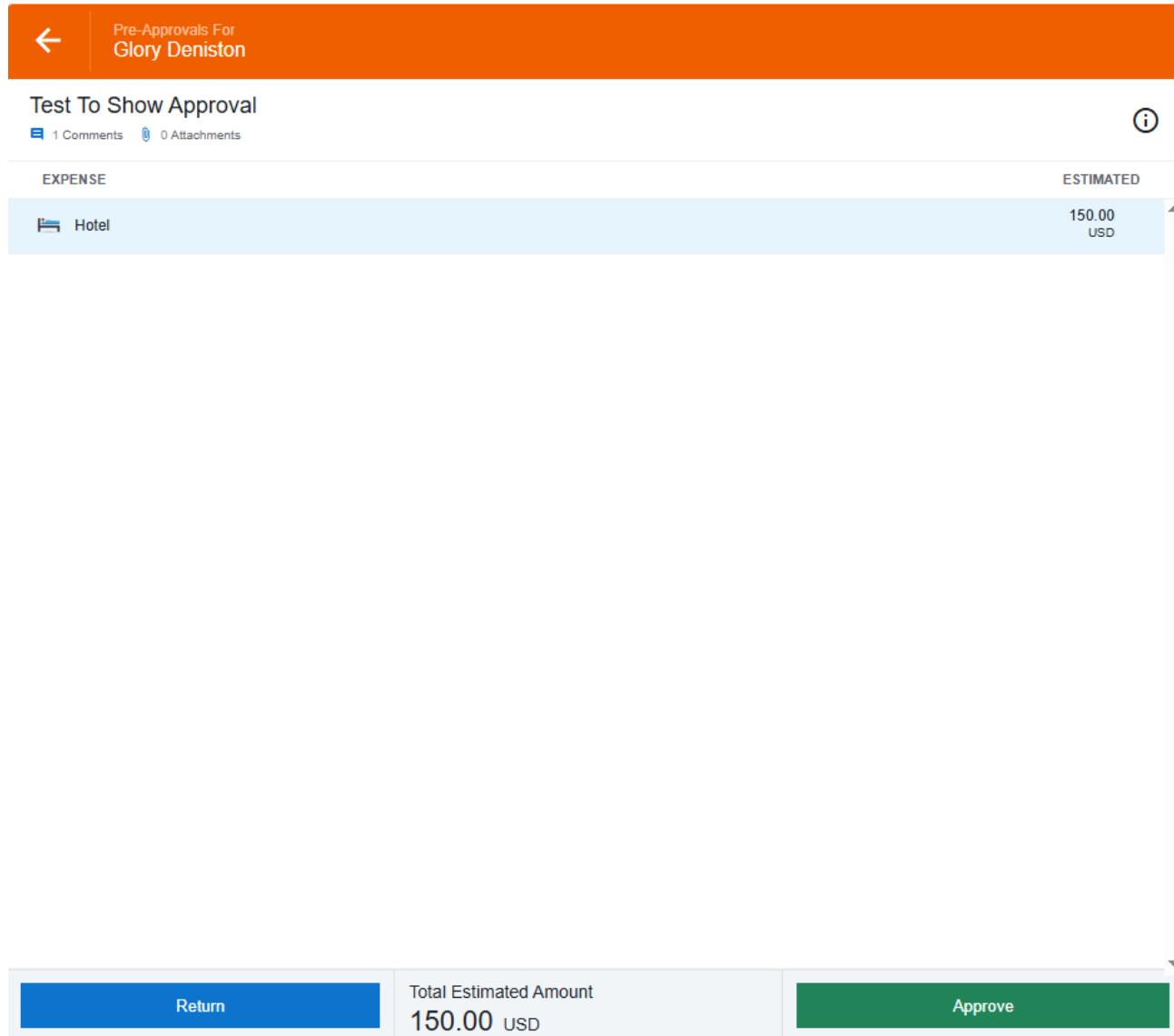
Account Summary		AMOUNT (USD)
904601	Controllers Office - Local Lewis-Clark State College	150.00
Total		150.00

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



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 has a title "Test To Show Approval" and a subtitle "1 Comments 0 Attachments". The main content is a table with a single row. The row has a "EXPENSE" label, a "ESTIMATED" label, and a "150.00 USD" value. The row is highlighted with a blue background. At the bottom of the screen, there are three buttons: "Return", "Total Estimated Amount 150.00 USD", 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

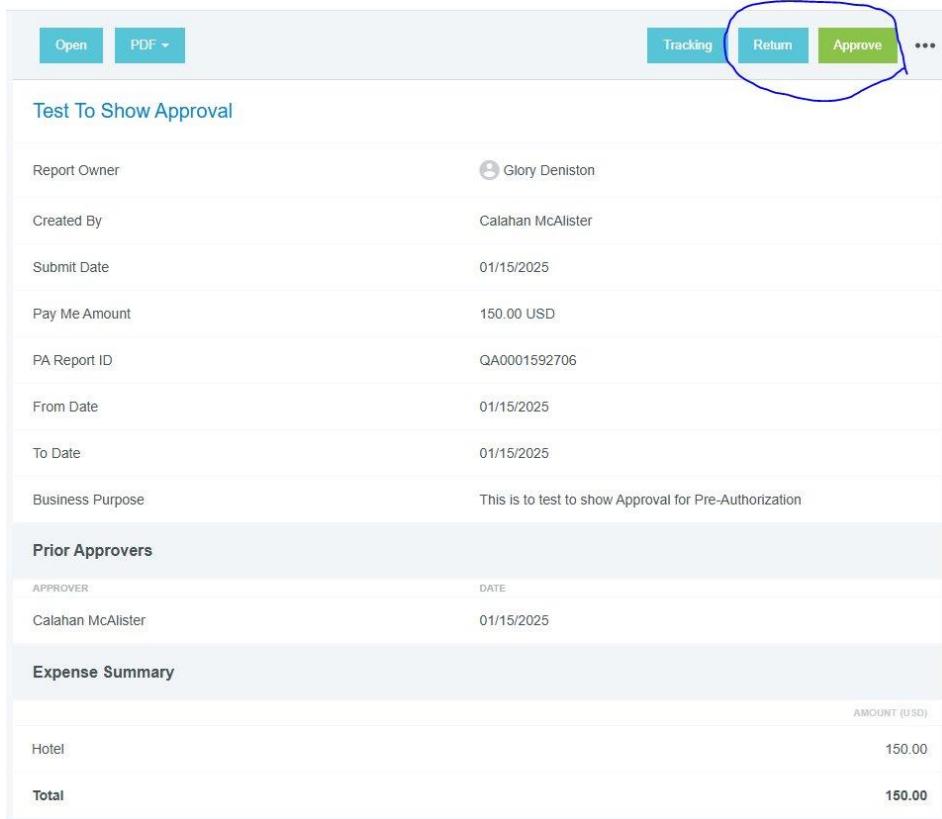
Prior Approvers

APPROVER	DATE
Calahan McAlister	01/15/2025

Expense Summary

	AMOUNT (USD)
Hotel	150.00
Total	150.00

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

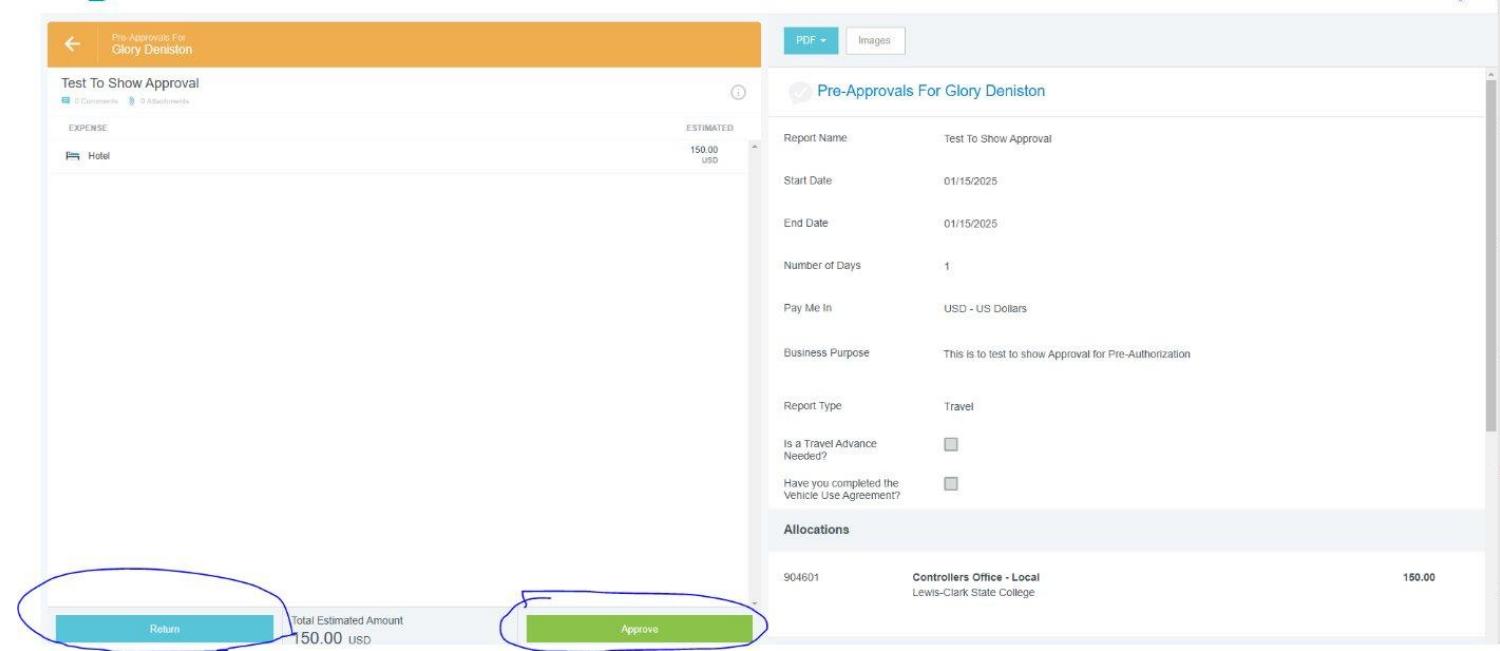
Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Allocations

904601	Controllers Office - Local	150.00
Lewis-Clark State College		

Buttons: Return, Approve



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

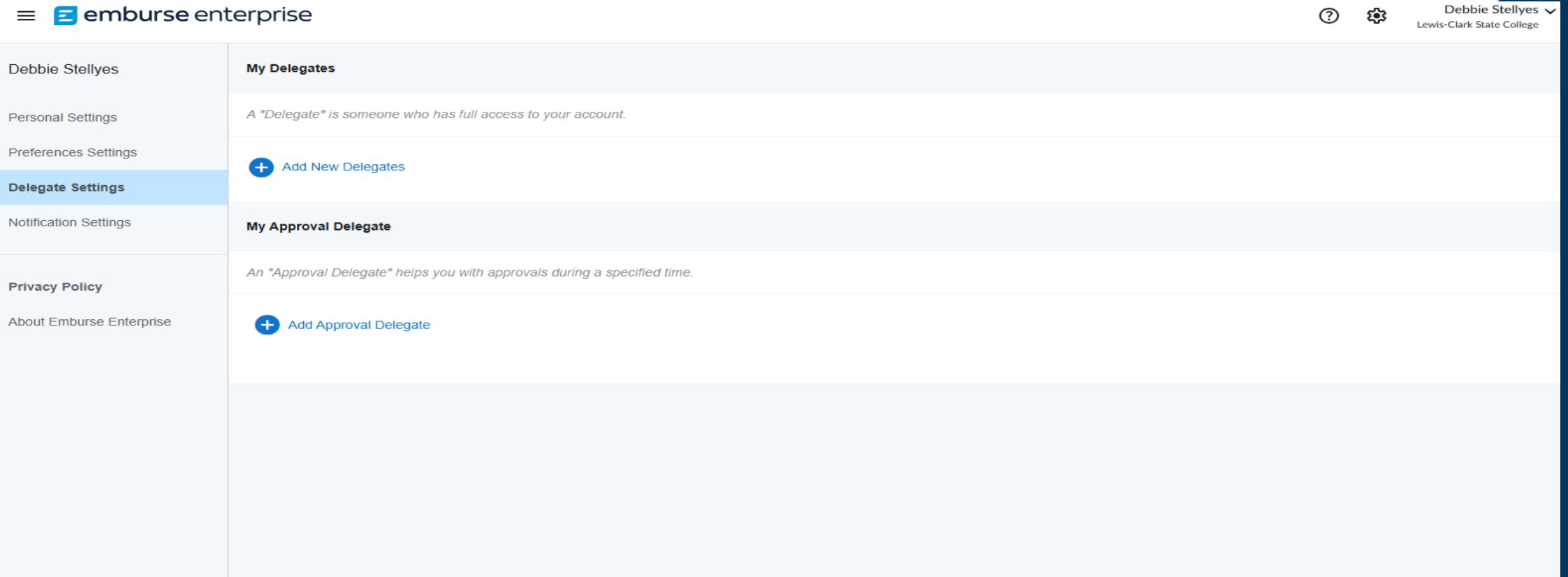
Cancel **Return**

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 shows the 'My Delegates' section of the Emburse enterprise account settings. The left sidebar is titled 'Debbie Stellyes' and includes links for Personal Settings, Preferences Settings, **Delegate Settings** (which is highlighted in blue), and Notification Settings. The main content area has a sub-header 'My Delegates' with the sub-instruction: 'A "Delegate" is someone who has full access to your account.' It features a blue '+' button labeled 'Add New Delegates'. Below this is another section titled 'My Approval Delegate' with the sub-instruction: 'An "Approval Delegate" helps you with approvals during a specified time.' It also features a blue '+' button labeled 'Add Approval Delegate'. At the top right of the interface, there are user profile icons for Debbie Stellyes (Lewis-Clark State College) and navigation icons for help and settings.

Emburse Enterprise App (Only works with Production)

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

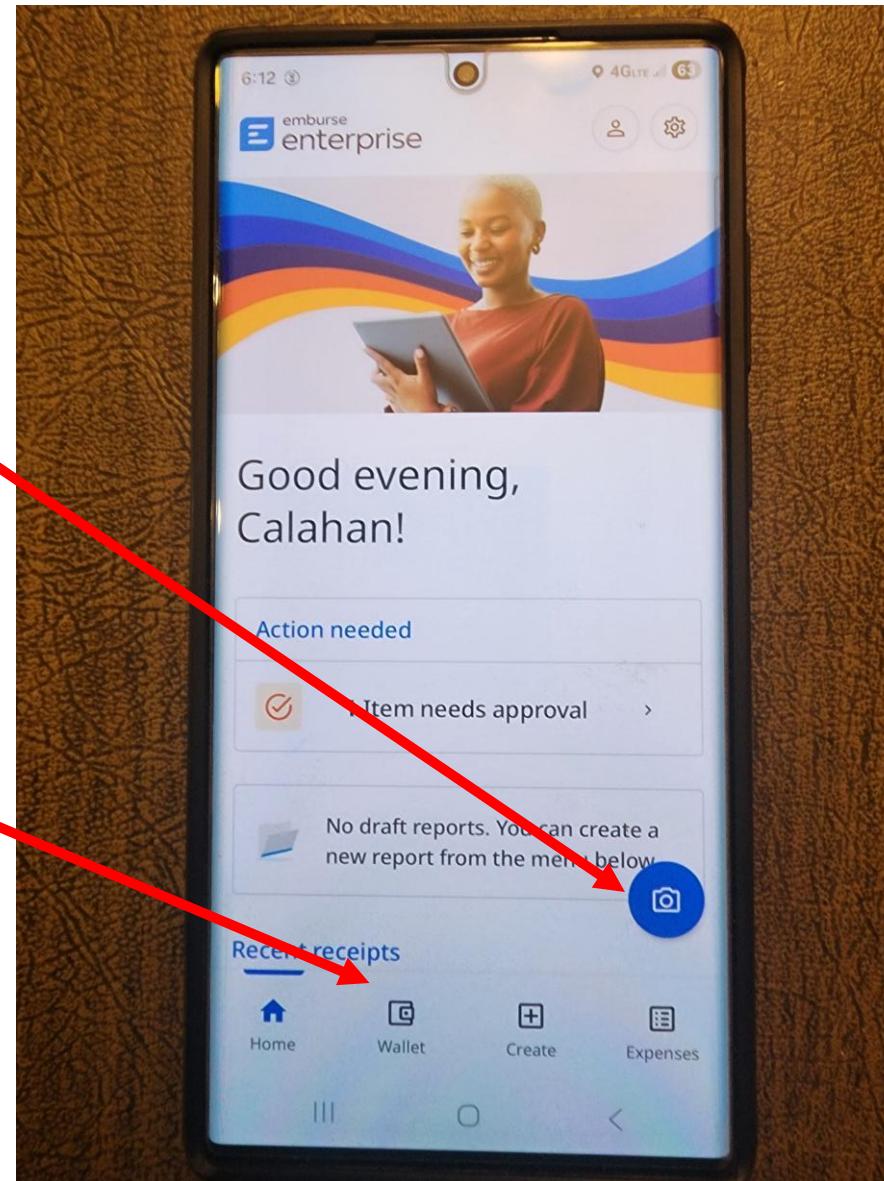
E
Everyone ⓘ

Install

LC

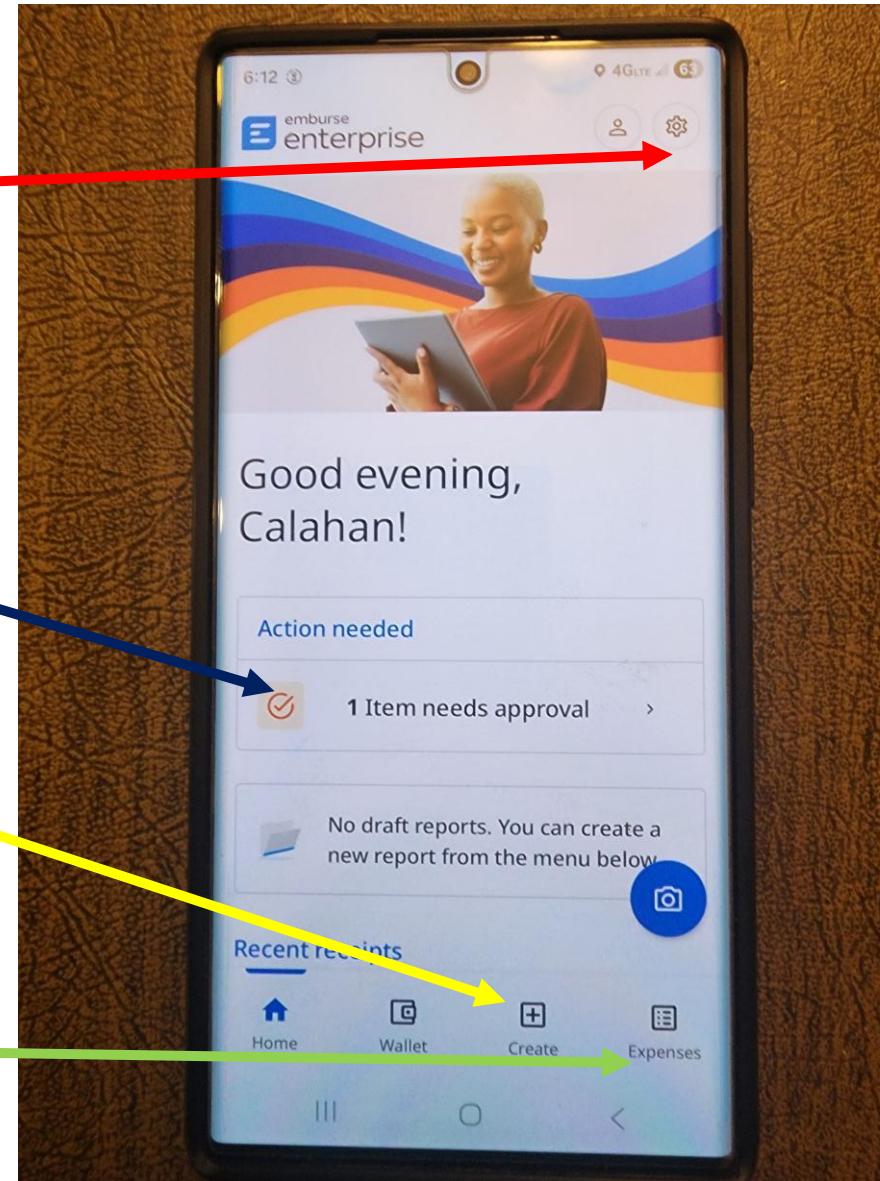
App Advantage

- 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?

COTravel@lcsc.edu

208-792-2689