

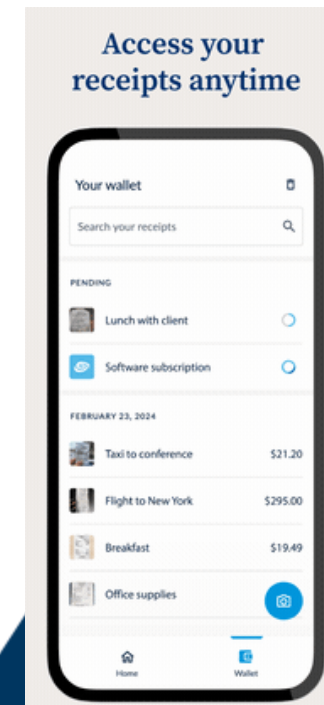
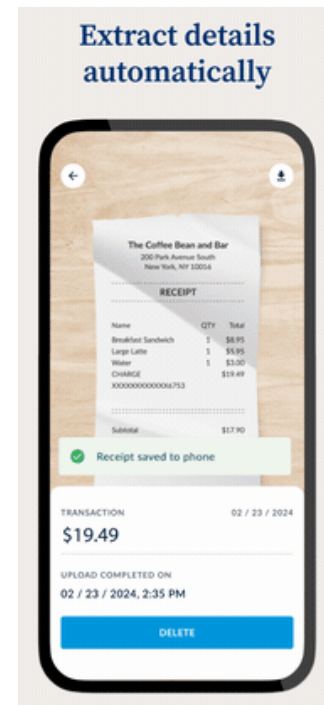
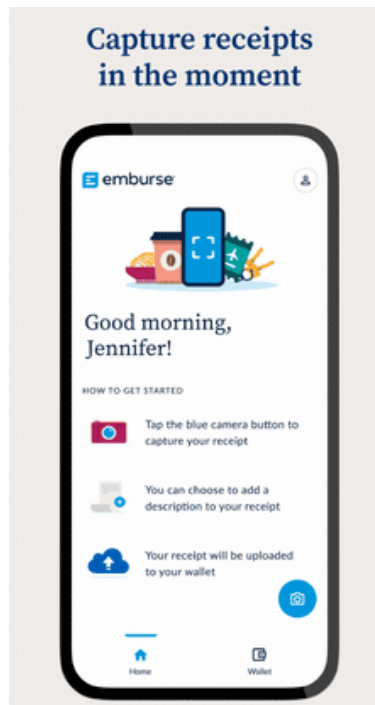


Emburse Enterprise Overview

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 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?

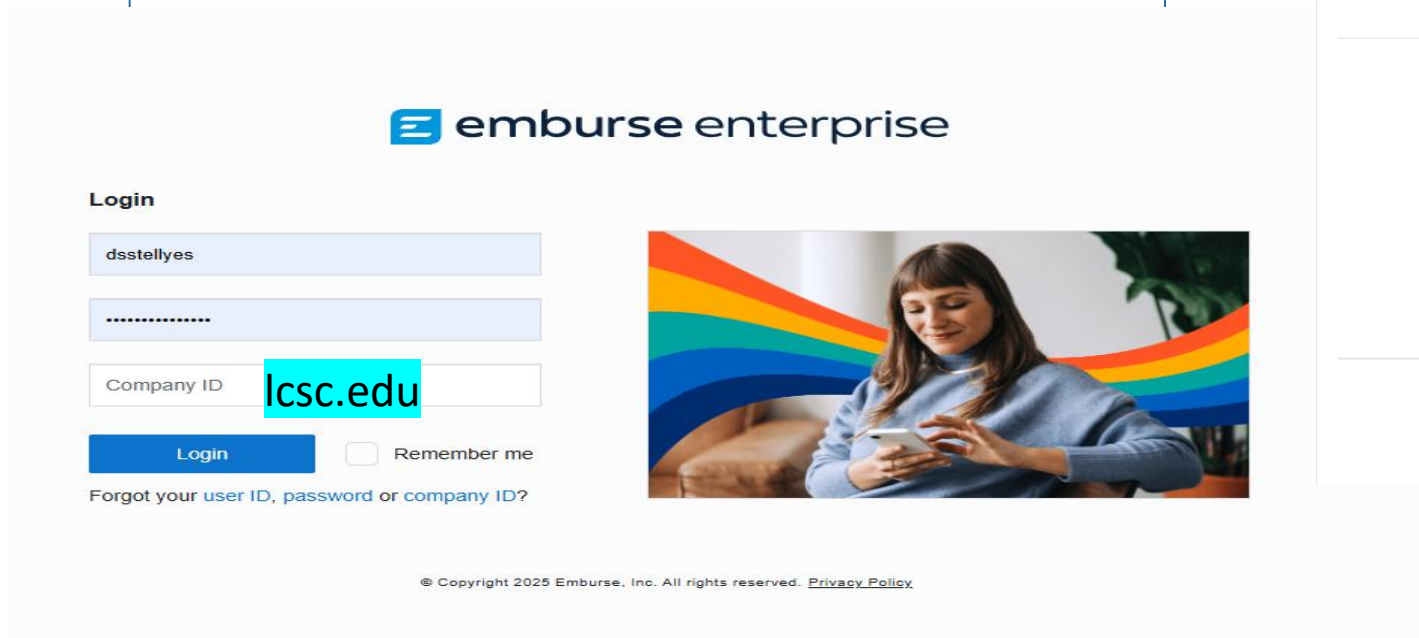
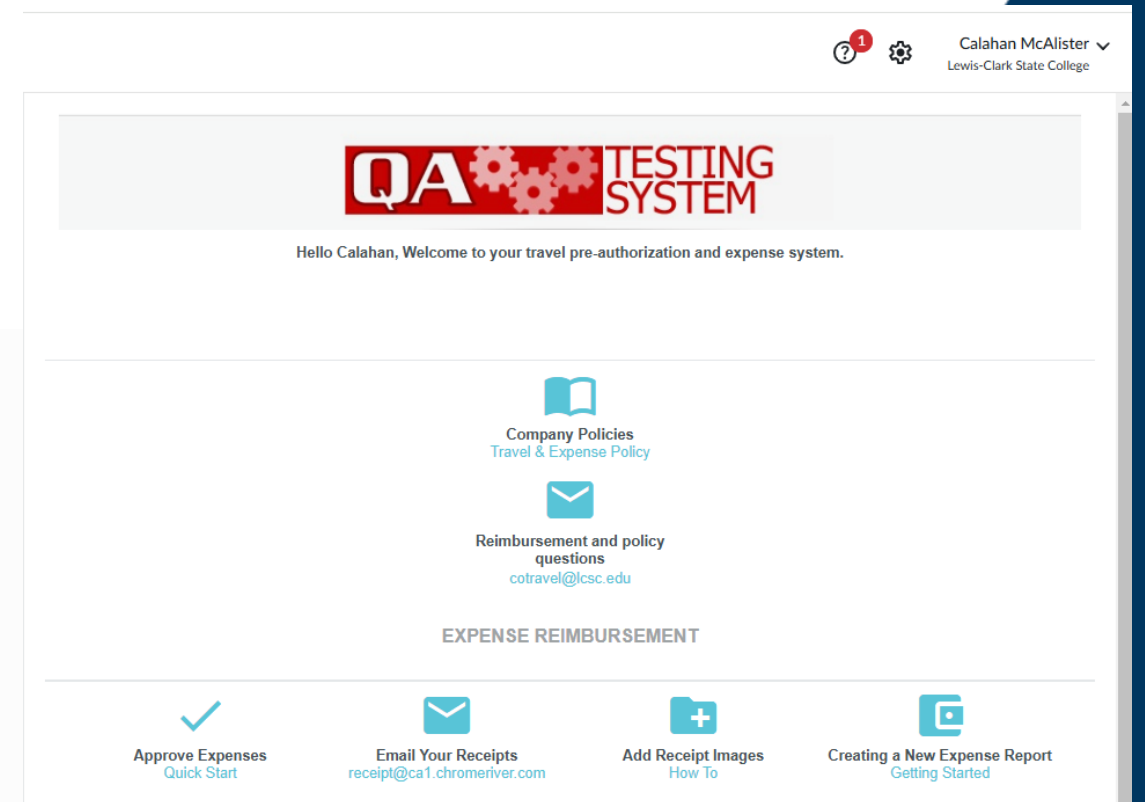
- No more hunting down PDF travel forms
- No need to know the approval chain
- Travel Authorizations are now called Pre-Approvals
- Travel Claims are now called Expense Reports



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>

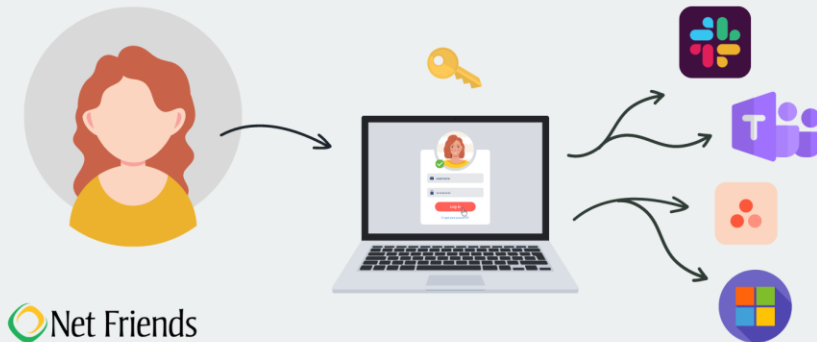


Logging Into Emburse- Production

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

QA TESTING SYSTEM

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

Travel Help

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

Load Receipts



Quick and easy access all in one spot - continued

At-a-glance view of status

eWallet

Unused Items

0

Credit Card Items

0

Receipts

VIEW ALL 10 UNUSED ITEMS

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1

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View All Submitted

Pre-Approval

0

Draft

0

Returned

View All Submitted

QA TESTING SYSTEM

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

Company Policies

Travel & Expense Policy

Reimbursement and policy questions

cotravel@lsc.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

How To Video



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

Pre-Approval


0


Draft


0

Returned

View All Submitted

 Create

 1




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


cottravel@lcsc.edu

EXPENSE REIMBURSEMENT




Approve Expenses

Quick Start




Email Your Receipts

receipt@ca1.chromeriver.com



Add Receipt Images

How To



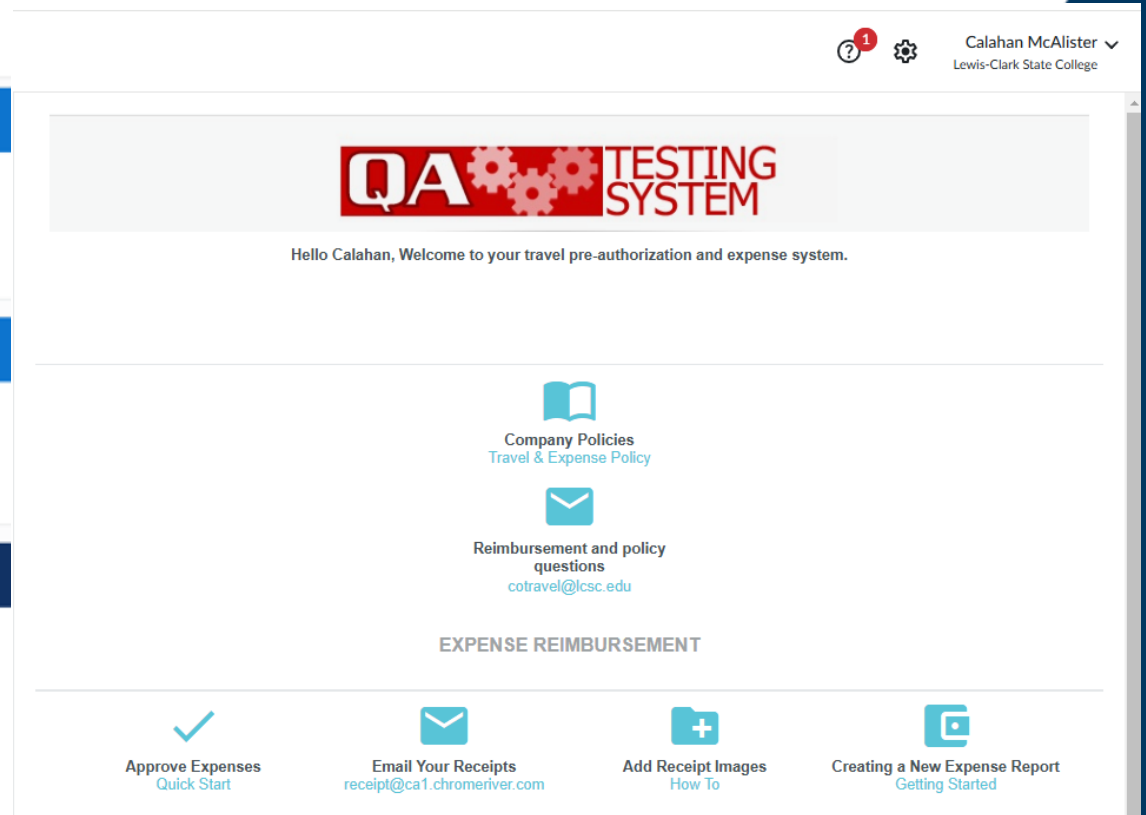
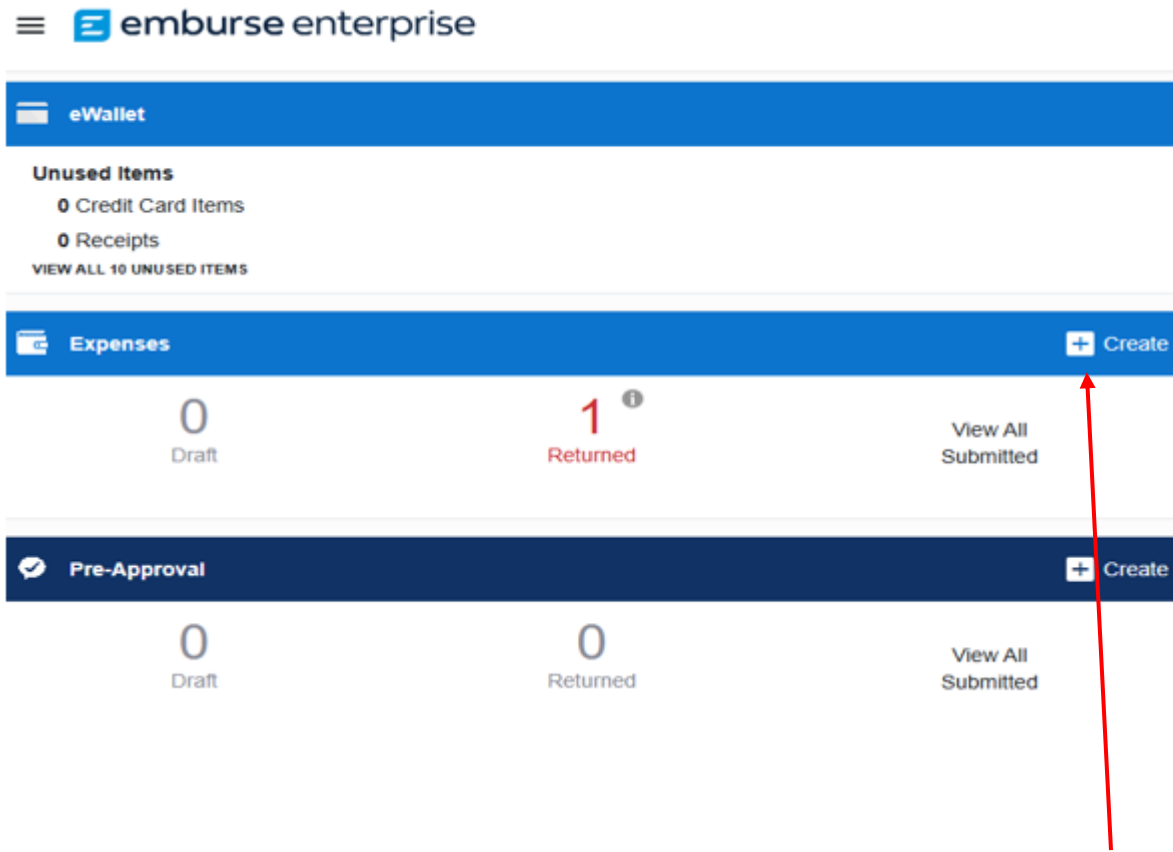
Creating a New Expense Report

Getting Started

The logo for Lewis-Clark State College, featuring a stylized 'LC' in white on a dark blue background.

Quick and easy access

Use Create button to start an Expense Report



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><div>APPROVE</div><div>RETURN</div></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

The screenshot shows the 'emburse enterprise' dashboard. It features a sidebar with 'eWallet' and 'Expenses' sections. The 'Approvals' section is highlighted in orange and shows '0 Expense Reports' and '1 Pre-Approvals'. The 'Expenses' section shows '1 Draft' and '0 Returned' items. The 'Pre-Approval' section shows '0 Draft' and '0 Returned' items. A 'Create' button is visible in the 'Expenses' and 'Pre-Approval' sections.

emburse enterprise

eWallet

Unused Items

- 0 Credit Card Items
- 0 Receipts

Approvals

Approvals Needed

- 0 Expense Reports
- 1 Pre-Approvals

Expenses

1 Draft

0 Returned

View All Submitted

Pre-Approval

0 Draft

0 Returned

View All Submitted

The screenshot shows the 'QA TESTING SYSTEM' dashboard. It features a header with the user's name 'Calahan McAlister' and the institution 'Lewis-Clark State College'. The main content area includes a welcome message, a 'Company Policies' link, a 'Reimbursement and policy questions' link, and a section for 'EXPENSE REIMBURSEMENT' with four sub-links: 'Approve Expenses Quick Start', 'Email Your Receipts', 'Add Receipt Images How To', and 'Creating a New Expense Report Getting Started'.

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

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

Approvals Needed

Expense ReportsPre-Approvals

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

OpenPDF

TrackingReturnApprove

Business PurposeThis 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

Hotel

150.00 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 Amount
150.00 USD



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 'emburse enterprise' interface. On the left is a sidebar with navigation links: 'Debbie Stellyes', 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in blue), 'Notification Settings', 'Privacy Policy', and 'About Emburse Enterprise'. The main content area is titled 'My Delegates' and includes a sub-header 'My Delegates' with a description: 'A "Delegate" is someone who has full access to your account.' Below this is a button '+ Add New Delegates'. The next section is 'My Approval Delegate' with a description: 'An "Approval Delegate" helps you with approvals during a specified time.' Below this is a button '+ Add Approval Delegate'. The top right of the interface shows a user profile for 'Debbie Stellyes' from 'Lewis-Clark State College' with a dropdown arrow, a settings gear icon, and a help question mark icon.

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 ⓘ

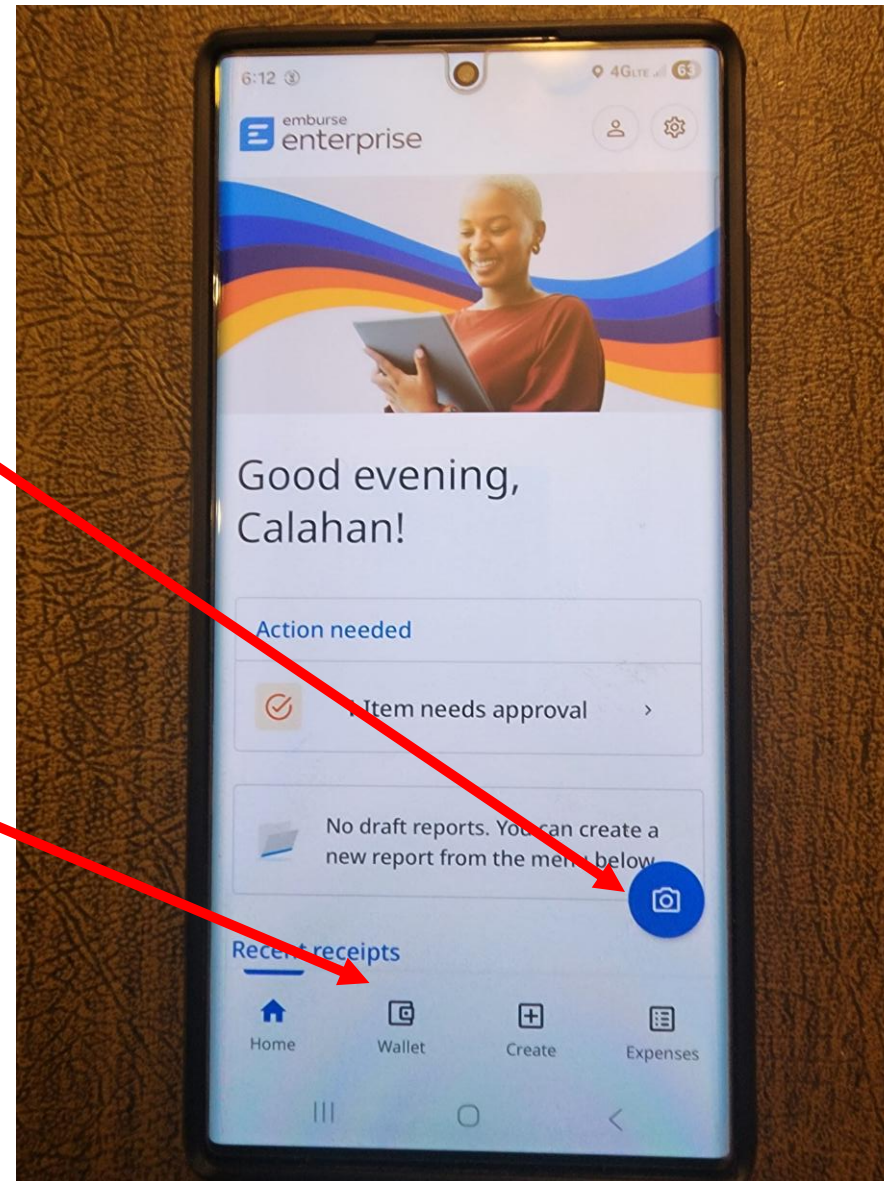
Install



App Advantage

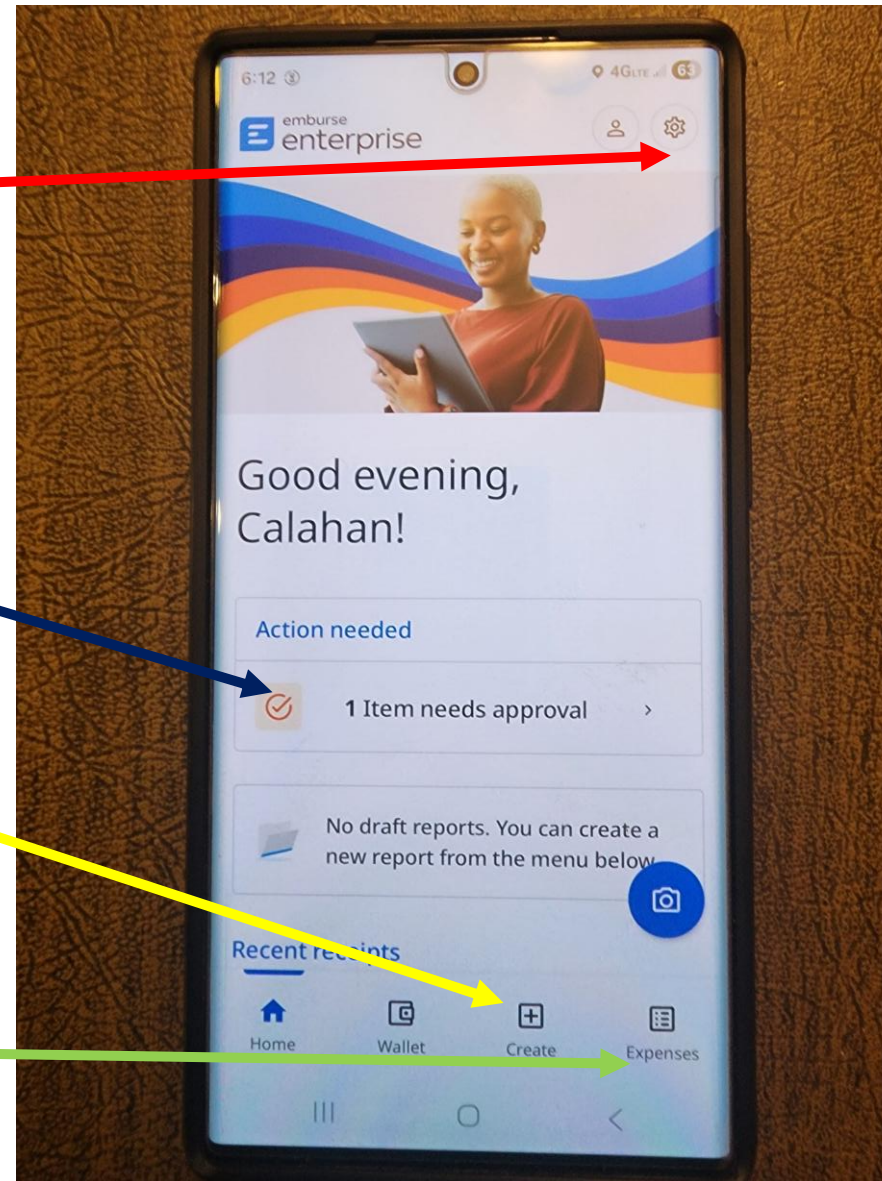
Receipts on the Go

- ▶ 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