



UNC
GREENSBORO

Emburse User Guide

Published by: Office of the Controller

Revised: July 01, 2026

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Introduction

Emburse is an online expense management solution that manages all Travel, Non-Travel and Purchasing Card Transactions.

Emburse provides a fully electronic solution for reimbursement and PCard reconciliation. Receipts can be emailed, uploaded, or sent from your phone. Offering integrated per diem rates and a mileage calculator, the system allows travelers to quickly enter these expenses without needing to reference other websites or print out documentation.

Reports are submitted electronically and automatically route to the appropriate approvers (by email) and then to A/P or the PCard Office for final review; users can track where their report is in the process at any time. The system simplifies the work of approvers by flagging many potential compliance issues and delivering reports, along with attached receipts, business purposes, and any explanations provided by the submitter, right to their email.

General Information

Contacts

Accounts Payable Travel Support (336) 334-5798 acctpay@uncg.edu	PCard Support (336) 334-4461 pcard@uncg.edu
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Definitions

- **Pre-Approval:** A request to travel that includes an estimate on the cost of the travel event. This request can be completed by the traveler or by a delegate.
- **Expense Report:** A report of transactions/expenses that includes receipts and business purposes. There are multiple types of Expense Reports: Non-Travel Reimbursement, PCard Reconciliation, Employee Travel, Employee Travel – Student Group (Non Athletic) Related, Student Employee Travel, Athletic Travel – Team, and Athletic Travel – Recruiting. These reports can be completed by the cardholder/traveler or a delegate.
- **Approver:** An individual designated to approve a Pre-Approval or Expense Report. There are two types of approvers utilized, one will feed from the HR record which is considered a supervisory approval. The other is the Fund manager defined Banner.
- **Expense Owner:** The individual who owns the transaction. For travel expenses, this is the traveler. For regular PCard transactions, this is the cardholder.
- **Delegate:** Create Expense Reports and Pre-Approvals for another person and access their Settings menu, Home screen and Inquiry Reports. You will receive copies of any email notifications regarding rejection or adjustment of reports. However, you will not be able to approve reports that are routed to that person (**Ex: Administrative Assistant entering travel on behalf of another employee or reconciling another employee's PCard expenses**).
- **Approval Delegate:** Temporarily approve Expenses Reports, and/or Pre-Approvals for another person—for example, when he or she is on vacation—via email.
- **Warning:** A compliance warning indicates that additional information is required before the report can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire report.
- **Violation:** A compliance violation indicates that the report cannot be submitted for approval

based on the policies defined in the system. A compliance violation may be encountered when saving a line item or submitting an entire report.

- **eWallet:** The eWallet is where you will find all your PCard transactions, uploaded receipts, and issued Cash Advances.

Important Notes

There are some important notes to highlight.

- All employees have access to Emburse and can submit expense reports, both for themselves, and if given permission, as a delegate for others. Student employees/student workers will be granted access to Emburse and can enter their own requests.
- Approval routings are automatically assigned in the system based on university policies and procedures. If a report is routed to the wrong individual for approval, please contact acctpay@uncg.edu
- Students do not have Emburse accounts/profiles, so all student reimbursement requests must be entered by the department where an identified employee will act as a delegate on their behalf to submit requests. The department must email acctpay@uncg.edu to request a student profile to be added to Emburse for payment processing.
- Purchasing card transactions are fed into Emburse automatically by Bank of America. There is typically a 2 - 5-day delay from the day the transaction is made to the day it feeds into Emburse. This delay may be longer based on when a vendor submits their transactions to their bank for processing.
- PCard transactions will not post to Banner until the cardholder has submitted their expense report and the report has been approved by all necessary approvers, including the PCard Office. It is **very** important that expense reports are submitted and that approvers review and approve expense reports in a timely manner.
- PCard expense reports are done on a billing cycle, not a calendar month.
- Travel expenses made on a PCard should be included on a PCard Reconciliation Expense Report. When completing the Employee Travel reimbursement request, enter those expenses but mark them as University Paid and indicate that the Payment Method is PCard. The actual BoA PCard transactions should NOT be included on the travel expense report.

Logging in to Emburse

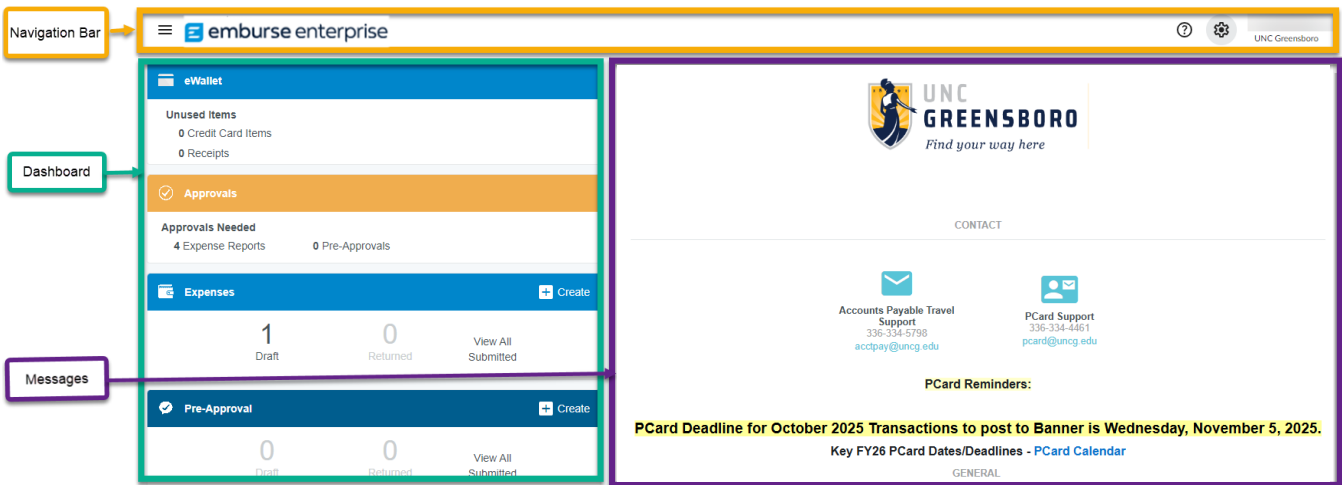
To access Emburse, click the link on either the [Accounts Payable](#) page, or the [Procurement Services](#) webpages

The system uses single sign-on. You **CANNOT** login to the system using the Emburse login page.

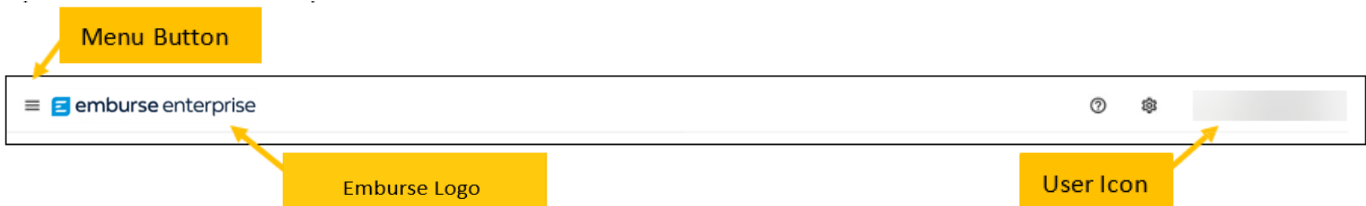
If you have any difficulty accessing the site, please contact the Accounts Payable team at acctpay@uncg.edu

Emburse Home Screen Navigation

Once logged in, you will arrive at the Emburse home screen. At the top of the screen, you will find the **Navigation Bar**. The left side of the screen contains your **Dashboard**, and the right side of the screen contains **Company Information**.



Navigation Bar



The **Navigation Bar** remains at the top of your screen while logged in to Emburse and provides quick access to several helpful functions.

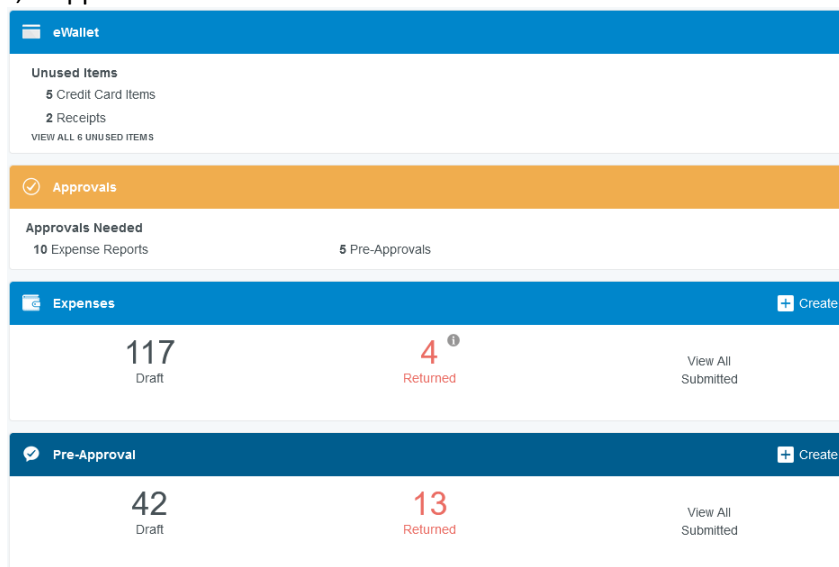
Menu Button – Clicking on the Menu Button will expand a menu offering access to submitted receipts, PCard charges, Expense and Pre-Approval reports, Approvals (if applicable), inquiry functionality, and admin settings.

Emburse Logo – Users can click this logo at any point to return to the Home Screen.

User Icon – Clicking this will expand a menu providing access to administrative settings, help resources, and logging out. Additionally, if another user has provided you delegate access to their account, you can log in to their account through this menu.

Dashboard

The dashboard on the left side of the home screen provides quick access to a user's reports and any reports awaiting approval, if applicable.



eWallet – Users can access items in their eWallet. The Credit Card Items link will display the number of Bank of America transactions are in their eWallet. The Receipts link displays the number of receipts that have been pre-loaded into their eWallet.

Approvals – This will appear for any users with a report awaiting their approval. Users who are not approvers will not see this box, and once an approver has approved all reports in their queue, this box will disappear.

Expenses – Users can access any draft expense reports by clicking on Draft, any expense reports returned from an approver for updates/corrections by clicking on Returned, and any previously submitted expense reports by clicking on View All Submitted. Users can create a new Expense Report by clicking on the Create button.

Pre-Approval – Users can access any draft Pre-Approval reports by clicking on Draft, any Pre-Approval reports returned from an approver for updates/corrections by clicking on Returned, and any previously submitted Pre-Approval reports by clicking on View All Submitted. Users can create a new Pre-Approval by clicking on the Create button.

Company Messages

This section includes helpful information for users including important notes and links to training materials. It will be updated as needed to provide relevant information to users.

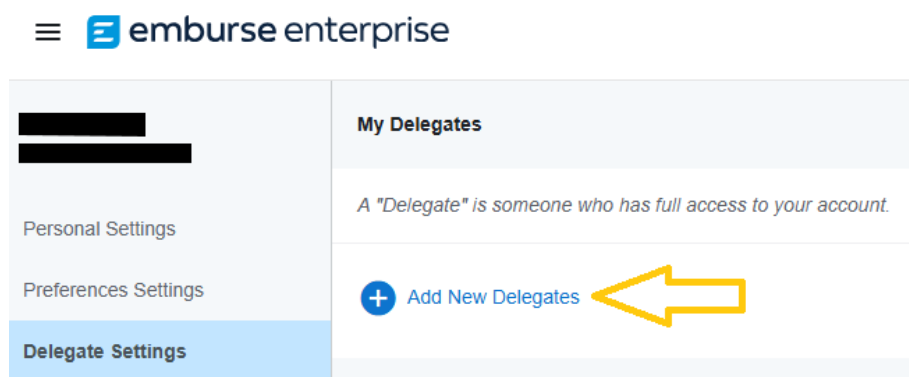
System Setup

While Emburse has been configured to offer an easy, intuitive experience for users, there are some actions new users may want to take to further improve their experience.

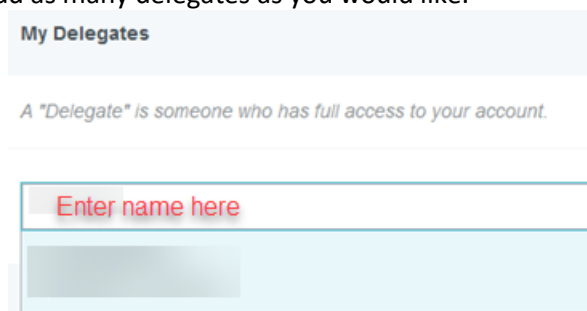
Add a Delegate

If you would like to provide another user access to your account so they can create and update reports on your behalf, such as an administrative assistant, you will need to add them as a delegate. Giving another user delegate access will allow them to access your Home Screen, Settings, and Inquiry reports, and enter and submit Pre-Approvals and Expense Reports on your behalf.

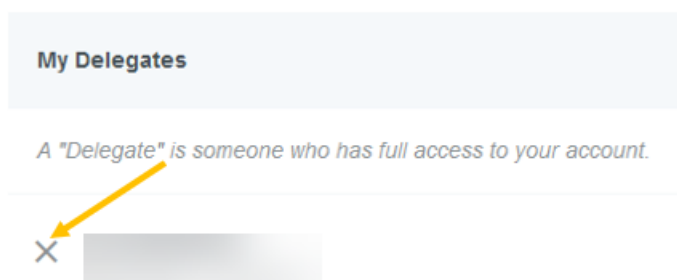
To add a delegate, click on the **User Icon** with your name on the right side of the Navigation Bar and click **Account Settings**. Under **Delegate Settings**, click **+ Add New Delegates**.



Begin typing the user's name and it will appear in the dropdown menu. Click on his or her name to add them as a delegate. You may add as many delegates as you would like.



You may remove delegate access at any point by simply clicking the **X** next to the delegate's name.



Add an Approval Delegate

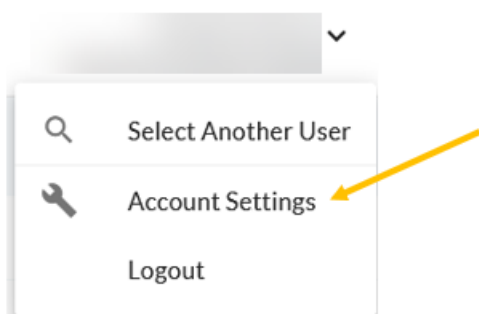
If you are an approver and would like to delegate your approval role for a specified time (i.e. vacation, leave, etc.) you can do this in the same Delegate Settings section by selecting a user and entering a start and end date.

Request Delegate Access

If a user is not able to grant delegate access, you may request delegate access by contacting the PCard Specialist or Travel Specialist. The request must come directly from the user and can be submitted via email to either acctpay@uncg.edu for Travel related support or pcard@uncg.edu for PCard related support.

Add an Alternate Email

All users have been set up in the system using their uncg.edu email address. Any receipts forwarded into the Emburse system from a user's uncg.edu address will automatically appear in that user's eWallet. However, some users may want to submit emailed receipts from a non-UNCG email address. Accordingly, you can link a non-UNCG email address to your account. To do so, click the **User Icon** displaying your name in the right corner of the Navigation Bar, and click **Account Settings**.



Under **Personal Settings**, click **Add Alternative Emails**.

Personal Settings Preferences Settings Delegate Settings Notification Settings	Account Information Email Addresses Primary Email + Add Alternative Emails
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Enter your non-UNCG email address and click **Add**. You will receive a message indicating that a verification email has been sent to your UNCG.edu email address. Follow the link in the email to verify the additional email address.

You can add as many alternative emails as needed. To remove an alternative email, simply click the **X** next to the listed email address and confirm by clicking **Delete**.

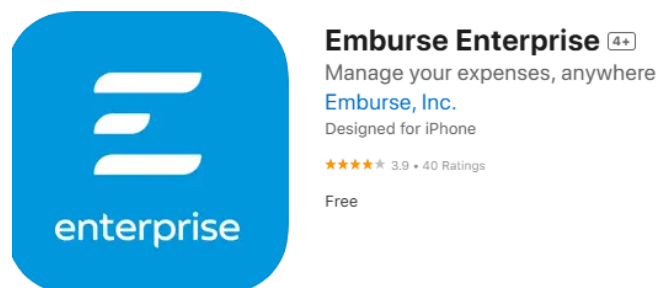
Email Addresses	
Primary Email	
Alternative Email 1	X

Mobile Apps

Emburse Enterprise is a mobile friendly web application and can be accessed by simply navigating to the link on your mobile device.

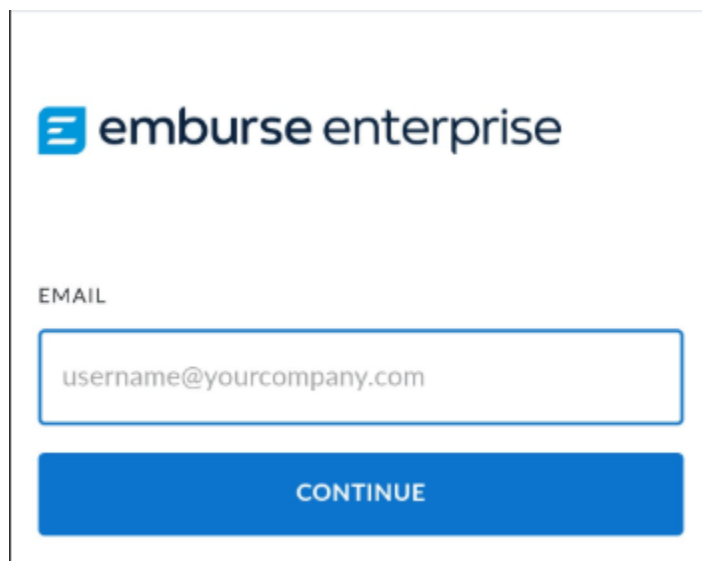
The Emburse Enterprise app offers users the same experience as the desktop site, allowing you to create, submit, or approve expense reports and capture and upload receipts right when an expense occurs.

You may download the app from the App Store or Google Play by searching “Emburse”.



Emburse Enterprise App

Once you have installed the app, open it, and you will be asked to enter the primary email address used on your Emburse account, which is your uncg.edu address. Enter and click **Get Started**.



You will now be redirected to a sign-in screen where you will enter your UNCG network login and password. Click **Login** and you will be signed into the app.

Note that you must provide the app access to your camera in order to use the receipt capture functionality. For additional instructions on how to use the app to submit receipts, see [Uploading Receipts Using App](#).

Adding Receipts to Emburse

There are multiple ways to enter Receipts into your eWallet in Emburse. Users should keep copies of all receipts until their expense reports are fully approved. Users may want to keep copies of receipts for their own records.

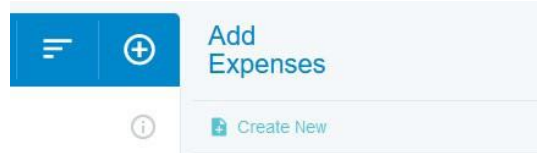
Upload Options

1. Upload and attach to a transaction using the Emburse website
2. Upload to eWallet using the Emburse website
3. Take a picture using the Emburse Emburse App (available in the app store)
4. Take a picture using Emburse Mobile
5. Forward via email to receipt@ca1.chromeriver.com

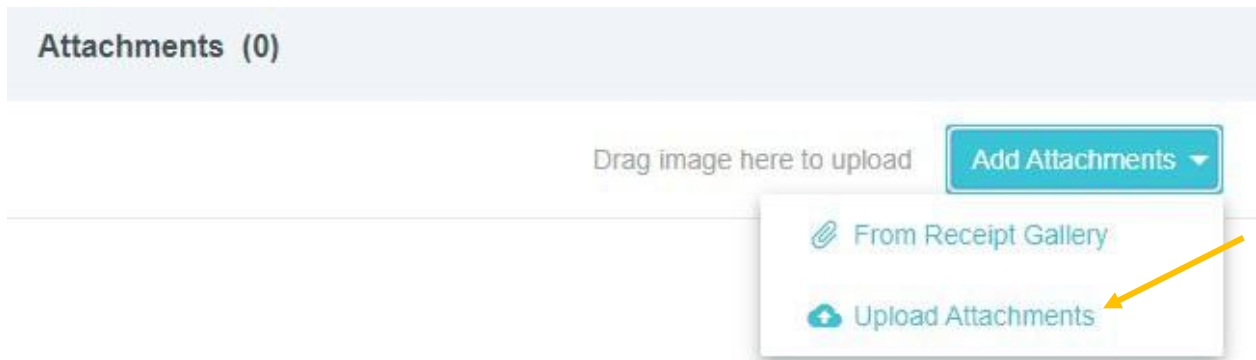
Upload Option Steps

1. Upload and attach to a transaction using the Emburse website
2. This process takes place when creating an Expense Report.
 - a. Scan or save receipts to your computer in an accepted file format (pdf, png, jpeg)

- b. While in a draft expense report, add the expense to the report by click on Create New.



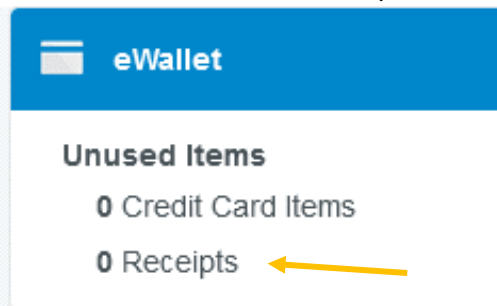
- c. Select your expense category, enter your business purpose, description, any additional required fields and allocate to the appropriate Fund.
- d. Scroll to the very bottom of the page and click on the add attachments button, select upload attachments and select the receipt file you have saved on your computer. You can also drag and drop the file from your computer to the “Drag image here to upload” area. Note that you cannot drag and drop a file directly from an email. The file must be saved to your computer first.



3. Upload to eWallet using the Emburse website.

When receipts are uploaded to Emburse using this process, the system will read the receipt. If the receipt matches a Bank of America transaction, it will merge the receipt with that transaction. (See merging transactions).

- a. In Emburse click the Receipts link in the eWallet section.



- b. Click the Upload button in the upper right corner.

5. Upload using Emburse Mobile (either app or website)

This process will load the receipts into your eWallet. See Merging Transactions. You can also use this to upload receipts for individuals for whom you are a delegate.

- a. In the app (or the website) on the mobile device, touch the camera button next to Expenses.



- b. Select whether you want to use the Camera or upload from your files.

- c. If using the camera, take a picture. Verify that the picture is well lit and legible. If it is, click OK, otherwise, click cancel or retry.

- d. If selecting a file, find the file on your device and touch it to upload.

6. Upload via Email

This process will load the receipts into your eWallet.

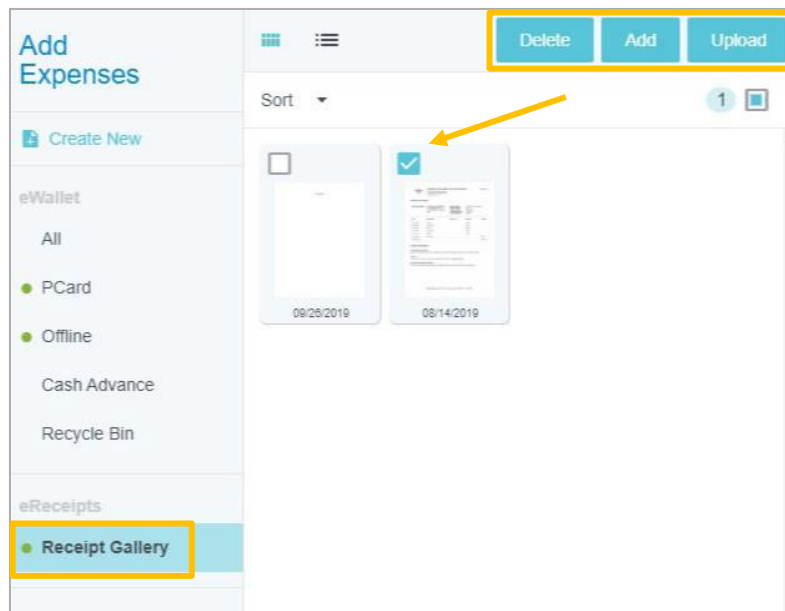
- a. If you are the expense owner, simply send the receipt via email to receipt@ca1.chromeriver.com. The email must be sent from your UNCG email or from an email you have registered in Emburse.
- b. If you are a delegate, send the receipt via email to receipt@ca1.chromeriver.com and in the subject line type the UNCG email address of the expense owner.

 Send	To	receipt@ca1.chromeriver.com
	Cc	
	Bcc	
	Subject	[Enter the expense owners UNCG email address]

Receipt Gallery

The Receipt Gallery contains all receipt images uploaded to Emburse. Uploading receipts into your eWallet is optional. See Upload and attach to a transaction using the Emburse website above for instructions on uploading receipts directly to transactions and bypassing the eWallet.

To delete a receipt from the Receipt Gallery, click the checkbox for that item and click **Delete**. To upload additional receipts to the Receipt Gallery from your computer, click the **Upload** button, navigate to the file location where the receipt is stored, select the file and click **Open**.



Receipt Capture Tips

For a better experience with submitting receipts, consider the following tips:

- Make sure there is good lighting
- Place receipt on a white background
- When photographing multiple receipts, orient them all in the same direction
- Leave a gap of at least 1.5 inches between receipts
- Make sure no other objects are visible in the photo
- Do not use flash
- If given an option to select the image size, select the size closest to 500 KB

Purchasing Card

Creating a Purchasing Card Expense Report

A Purchasing Card Expense Report must be submitted and fully approved by the 5th of each month for all transactions that occurred during the previous statement cycle, which includes transaction posting dates from the 26th – 25th of each month.

To create a Purchasing Card Expense Report in Emburse, complete the following steps.

- 1) From the Emburse Home Screen, click on the “+ Create” button in the upper right corner of the Expenses box.

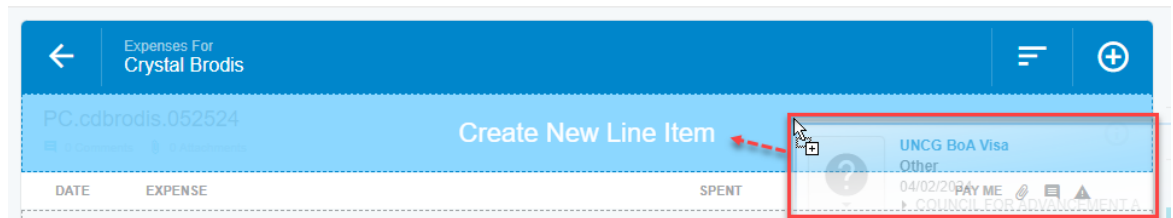
- 2) **REPORT NAME:** Enter a name for this report using the following naming convention: PC.UserName.CycleEndDate, example: PC.cdbrodis.052524
- 3) **PAY ME IN:** Will default to US Dollars
- 4) **REPORT TYPE:** Select “PCard Reconciliation” from the Expense Report Type.

- 5) **BUSINESS PURPOSE:** Enter the benefit to the university, including the who, what, when, where and why if that applies to the entire expense report; this will copy down to each entry and you can edit accordingly.
- 6) **FISCAL YEAR:** if displayed, leave the default unless otherwise specified
- 7) Click **SAVE**
- 8) You will see your empty expense report on the left and your eWallet on the right.

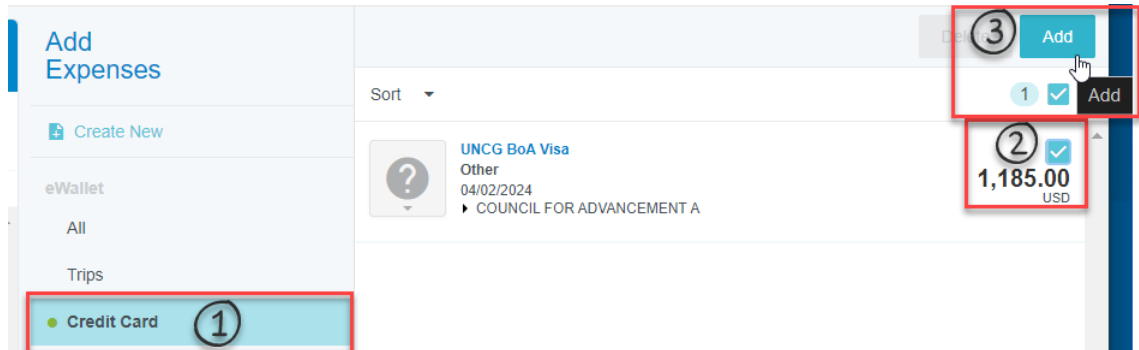
- 9) In the eWallet –
 - a. If you click on ALL you will see receipts that were added and card transactions. Here you can merge a receipt with a card transaction manually if needed.
 - b. Under Credit Card you will find the Bank of America transactions.
 - c. In the Offline section, you will see receipts that you have added via the mobile app, or sending

via email

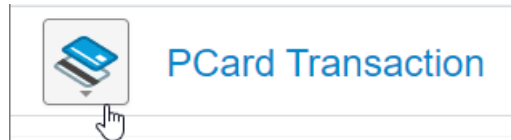
- 10) PCard Reconciliation reports should ONLY include the Bank of America transactions – any out-of-pocket transactions will be processed on a different report type.
- 11) If you have pre-uploaded receipts, the system will attempt to merge the receipt with the Bank of America transaction. It is recommended that any pre-uploaded receipts are merged with the credit card transaction before adding it to your Expense Report.
- 12) Add the transaction to your expense report by one of the following methods:
 - a. Click and drag the expense from your eWallet and drop it on the “Create New Line Item” section at the top of your Expense Report



- b. Check the box next to the transaction and click the “Add” button at the top of your eWallet.



- 13) For each transaction, do the following:
 - a. Select the PCard Transaction Expense Type tile.



- i. If the icon next to the expense in your eWallet is a question mark, the system will automatically open the transaction and ask you to select the appropriate expense type.



- ii. The system will display a copy of the attached receipt (if the receipt was pre-merged) on the left. You can also look at the Downloaded Details of information sent over from

Bank of America.

Downloaded Details

transaction.feed.creditcardvisa.label.creditcardvisaboa

Date 04/02/2024

Amount Spent 1,185.00 USD

Amount Original 1,185.00 USD

Transaction Name COUNCIL FOR ADVANCEMENT A

Merchant COUNCIL FOR ADVANCEMENT A

Details Merchant: COUNCIL FOR ADVANCEMENT A, MCC: 8398, DC
Location: 202-4785637, DC , 20005-0000 , Transaction Number:
Posting Date: 04/03/2024 Statement Date: 04/25/2024,

- b. BUSINESS PURPOSE: Enter a valid Business Purpose for this transaction; notice that what you enter at the header copies down to each entry.

Business Purpose

Description
Optional

- c. DESCRIPTION: Add a Description of the items purchased.
- d. Answer the question “Is this for entertainment, food, drink or social activities?” This is a required field.
- e. Select the applicable Fund and Account to complete the ALLOCATION. Emburse will show your most recently used 5 items first in the list, otherwise you can search by name or number.
- f. Select the appropriate Account

Select fund and account numbers below.

Allocation

117042-57602-170 Purchasing 57602-Procurement Services

201152-Other Supplies

- g. If the purchase should be split between multiple Funds and/or Account Numbers, select ADD ALLOCATION and enter the appropriate split (either % or amount)

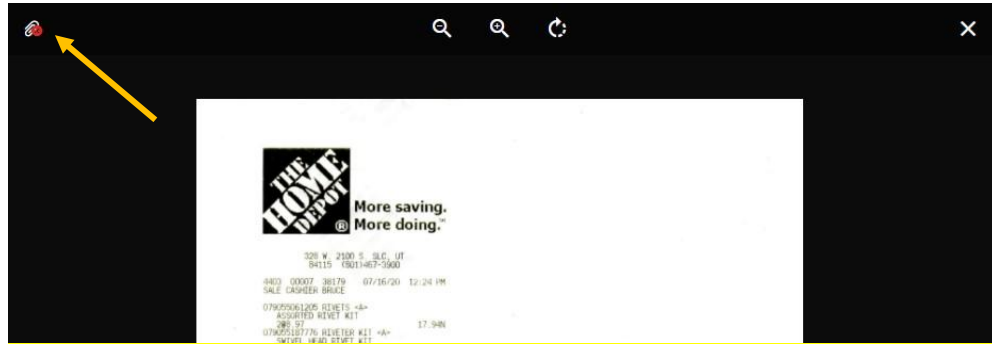
Allocation		
117042-57602-170 Purchasing 57602-Procurement Services	100.0 %	1,185.00
201152-Other Supplies		
Search for Allocation	0.00 %	0.00
	100 %	1,185.00

- h. **ACTIVITY:** not required but can be selected
- i. **GUESTS:** by default, the PCard holder is listed. Do not remove this! If the charge was for entertainment, food, drink or social activities, the additional guests must be added. This can be done by searching and adding Internal UNCG employees, or by toggling to External and adding guests. There is also a CSV upload for larger groups and the Attachment feature can be leveraged as well.

- j. **ADD ATTACHMENTS:** Provide the receipt attachment if it hasn't already been added. If you pre-uploaded your receipt and merged your transactions, you will see the receipts here. You can also add any additional Attachments.

- k. Click "Save" in the upper right-hand corner.

- 14) You can edit any expense once it has been added to your Expense Report by clicking on the expense and then clicking "Edit". Make the changes and then click "Save".
- 15) To delete any of the expenses in your Expense Report, simply click on the expense and then click the "Delete" button to delete. Be careful that you have an expense selected and are not deleting your entire report.
- 16) If you have attached the wrong receipt to an expense and want to remove it, do the following:
 - a. Click on the attached receipt thumbnail image. Selecting the thumbnail image will open the receipt on the left side of your screen.
 - b. Click the paperclip icon with the red "x" in the upper left-hand corner. This will remove the receipt from your report and place the receipt back in your eWallet. (See Receipt Gallery for instructions on how to remove a receipt from your eWallet)



17) Once you have completed adding all expenses to your expense report, ensure that all transactions have a green check mark  next to them and click the “Submit” button at the bottom.

18) A summary of your Expense Report will be displayed. Ensure everything is correct and click “Submit”.

Submit Confirmation

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
Pre-Approval
Submit

19) The Expense Report will now be routed as follows:

- a. Supervisor/Manager Approval
- b. Fund Manager Approval
- c. Gatekeeper/Budget Checking/Ethos Autobot Voucher (These are all system steps and part of the automation process that will post directly to Banner when final approval is secured)
- d. Other steps may be required based on routing requirements including Contracts & Grants, Athletics Business Office, NCAA, PCard Office, etc.

20) Receipts should be saved until an Expense Report has been fully approved.

Credits or Refunds

Credits or refunds to your PCard will appear as negative amounts in your eWallet. These negative transactions must be added to an expense report for the credit to post in Banner. Credits or refunds should not be left in the eWallet and should be added to the expense report the same month the credit is issued, along with a receipt and explanation about why the credit was issued.

Splitting Transactions Among Funds and/or Accounts

Transactions can be split among multiple Funds and Accounts as needed

- 1. After entering the first Fund and Account combination, click the Add Allocation button.

Allocation

117042 Purchasing 57602-Procurement Services

134236-Innovative Development

+

Add Allocation

- 2. A new line will be added to the allocation section. Add the additional Fund and Account on the new line. The system will automatically allocate the amount. You can change the split either by adjusting the percentage or the amount.

Allocation

Split Equally

Clear Splits

x

117042 Purchasing 57602-Procurement Services

134236-Innovative Development

50 %

0.00

x

110001 Office of the Provost 10101-Office of the Provost

130004-Student Facility Maintenance

50 %

0.00

100 %

0.00

Travel

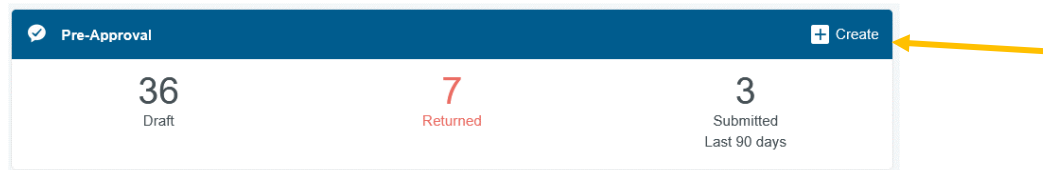
Creating a Pre-Approval (Travel Authorization)

A Pre-Approval must be completed in the name of the Traveler. If you are completing a Pre-Approval on behalf of another individual, see **Creating an Expense Report as a Delegate**. The Traveler’s name should be in the upper right-hand corner.

A Pre-Approval Report must be completed for all overnight travel events. The Pre-Approval must be submitted and approved before making any travel arrangements. Conference Registration fees may be paid prior to completing a Pre-Approval for travel. These fees are not considered a travel expense, but a Purchasing Card expense. Any prepaid expenses should be detailed in the Business Purpose area. You will only be entering estimated expenses.

To create a Pre-Approval Report in Emburse, complete the following steps.

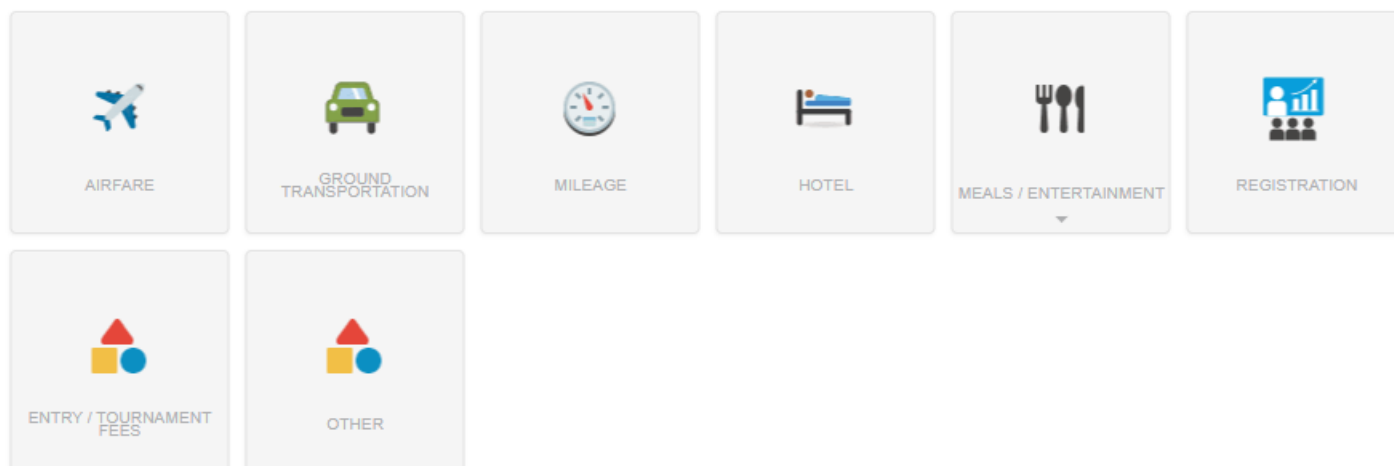
8. From the Emburse Home Screen, click on the “+ Create” button in the upper right corner of the Pre-Approval box.



9. Enter the following fields on the Pre-Approval Report Header.
 - **Report Name:** naming convention = TRV.username.returndateoftravelMMDDYY (*Example: TRV.akhan.041524*)
 - **Leave and Return Dates:** Enter the actual start and end dates of the travel.
 - **Business Purpose:** Enter the purpose of the trip. Include the name of the conference/meeting/event.
 - **Trip Description:** Select the most appropriate option. If selecting “Student Activity” a list of students is required either in the Description box or as an attachment.
 - **Report Type:** Select the most appropriate option. The different report types help determine the account code that is derived based on the type of expense selected.
 - **Trip Type:** Select the most appropriate option
 - **Destination City/State:** Select the primary destination location
 - **Citizenship Status:** Select the most appropriate option
 - **Fiscal Year:** Leave the default unless instructed otherwise
 - **Allocation:** Enter the Fund this should post to. The system will remember the last five Funds that were used and will display them when clicking on the Fund field. Or you can search for the Fund by typing the name or number.
10. Click the “Save” button in the upper right corner.
11. Once you have saved the Pre-Approval, you can attach supporting documentation to the Pre-Approval Report Header, such as meeting/conference agendas. Any forms uploaded to the Header of the Pre-Approval will be copied to the Expense Report.
 - To attach a document, you may need to return to the Header. Do that by clicking on the Preapproval Report Name
 - Scroll down to the Attachments section and click “Upload Attachments”.
 - Select the attachments you would like to upload and click “Open”.
12. You are now ready to add estimated expenses. If you do not see the “Add Pre-Approval Types” screen, click the plus button on the blue bar.



13. Enter the applicable Pre-Approval Types. Note all amounts are estimates. To add an expense type, click the tile and complete the form. Below is more information about each type.



Airfare

1. Enter the estimated amount.
2. Enter a description , if needed
3. University Paid checkbox - if this expense is going to be paid by the University via the PCard (or paid by the University via other payment methods), check this box.
4. Click “Save”.



Ground Transportation

1. Enter the estimated amount.
2. Enter a description, if needed (not required).
3. University Paid checkbox - if this expense is going to be paid by the University via the PCard (or paid by the University via other payment methods), check this box.
4. Click “Save”.



Mileage

1. Select Calculate Mileage.

The screenshot shows the 'Mileage' form with the following fields and values:

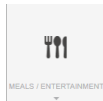
- Estimated Amount:** 0.00 USD
- Description (Optional):** (Empty text box)
- Rate:** 0.7
- Miles:** 0.00
- Deduction:** None
- Buttons:** A 'Calculate Mileage' button is highlighted with a red box, and a 'Save Trip' button is visible below it.

2. Enter trip starting point and destination, select 'Return to Start' to calculate round trip mileage. Click 'Save Trip'.
3. Estimated mileage is now calculated, click 'Save'.



Hotel

4. Enter the estimated amount.
5. Enter a description, if needed (not required).
6. Check the box if the overnight stay is considered 3rd party lodging
7. University Paid checkbox - if this expense is going to be paid by the University via the PCard (or paid by the University via other payment methods), check this box.
8. Click "Save".



MEALS / ENTERTAINMENT

Meals / Entertainment



Meals – Per Diem Wizard (Use for multiple days)

1. Enter the Start Date and End Date
 - a. You can enter the start time and end time as well for reference (not required).
 - b. The system will calculate the number of days.
2. Enter a description, if needed (not required).
3. Enter the location you traveled to.
4. Indicate if the Per Diem is 'Athletic Per Diem Rates'
5. Click "Add Entries".
6. Based on your selection, the system will create an entry for a full day of per diem for each day.
7. To remove specific meals that may be provided (Breakfast/Lunch/Dinner/Additional Deduction), click on the day (**not the x**) and select the meals you want to remove.
 - a. If an entire day of per diem needs to be removed, click the "x" next to the

day.

8. Once you have adjusted the per diem, click “Add to Report”.



Meals – Per Diem (Do Not Use)



Business Entertainment / Meals

1. Enter the estimated amount.
2. Enter a description, if needed (not required).
3. Click “Save”.



Student Group Meals

1. Enter the estimated amount.
2. Enter a description, if needed (not required).
3. University Paid checkbox - if this expense is going to be paid by the University via the PCard (or paid by the University via other payment methods), check this box.
4. Click “Save”.



Athletic Team Meals

1. Enter the estimated amount.
2. Enter a description, if needed (not required).
3. University Paid checkbox - if this expense is going to be paid by the University via the PCard (or paid by the University via other payment methods), check this box.
4. Click “Save”.



Registration

1. Enter the estimated amount.
2. Enter a description, if needed (not required).
3. University Paid checkbox - if this expense is going to be paid by the University via the PCard (or paid by the University via other payment methods), check this box.
4. Click “Save”.



Entry/Tournament Fees

1. Enter the Estimated Amount.
2. Enter a description, if needed (not required).



Other*

1. Enter the Estimated Amount.
2. Enter a description (**required**).
3. University Paid checkbox - if this expense is going to be paid by the University via the

PCard (or paid by the University via other payment methods), check this box.

4. Click "Save".

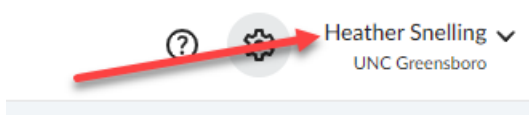
*If you are expecting to submit a Cash Advance for this trip, enter an "Other" entry with the expected Cash Advance amount. Once the Pre-Approval is fully approved you will still need to enter a report for the Cash Advance Request.

7. When all the applicable expense types have been added, click "Submit".
8. A summary of your Pre-Approval will be displayed. Review it to confirm it is accurate and click "Submit".
9. The Pre-Approval will now be routed as follows:
 - a. If the Pre-Approval was entered by a delegate, it will be sent to the traveler for approval.
 - b. The Pre-Approval will be sent to the Expense Owner's Supervisor for approval
 - c. The Pre-Approval will be sent to the Fund Manager for budget approval
 - d. If the Pre-Approval is for Athletic Recruitment, it will route for NCAA Approval
 - e. If it utilizes grant funds, it will be sent to the Contracts & Grants office for approval
 - f. If it is an international trip, it will be sent for International Review
10. After the Pre-Approval is fully approved, the traveler will get a notification email from Emburse. If the Pre-Approval was submitted by a delegate, the delegate will also receive an email from Emburse. Once the Pre-Approval has been fully approved, travel arrangements can be made

Creating a Travel Expense Report

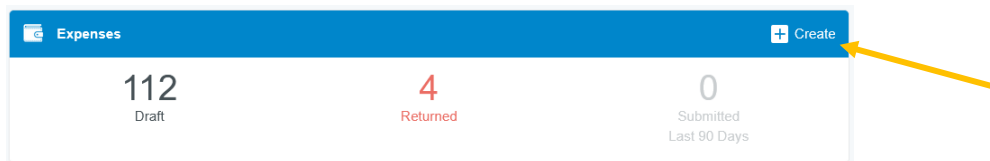
A Pre-Approval **must** be completed before you travel (overnight) and is required to complete a Travel Expense Report. After the travel event is complete, a Travel Expense Report should be completed within 30 days of the return date. All expenses related to a travel event should be included in your Travel Expense Report.

The Travel Expense Report must be completed in the name of the Traveler. If you are completing a Travel Expense Report on behalf of another individual, see **Creating an Expense Report as a Delegate**. The Traveler's name should be in the upper right-hand corner.



To create a Travel Expense Report in Emburse, complete the following steps.

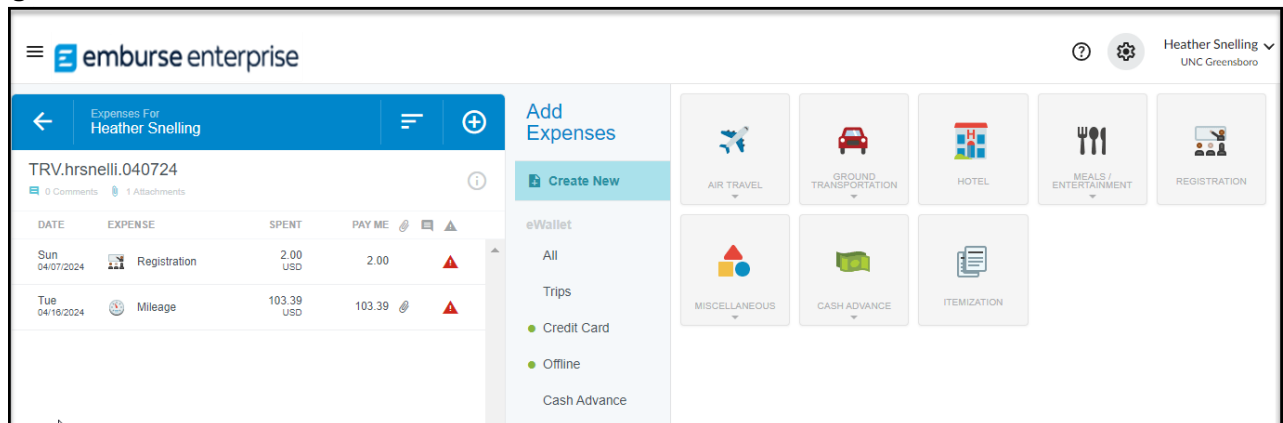
- 1) From the Emburse Home Screen, click on the “+ Create” button in the upper right corner of the Expenses box.



- 2) Click the Import Pre-Approval button.

- 3) Select the applicable Pre-Approval from the drop-down menu.
 - a. A summary of the Pre-Approval will be displayed. Ensure that it is the corresponding Pre-Approval and click Import at the bottom left side of the screen.
 - b. If you have not submitted a Pre-Approval, this must be done before creating a Travel Expense Report. Note that a Pre-Approval not being properly completed prior to the travel date is considered a violation of University Policy. Any late pre-approvals submitted without proper justifications may be submitted to a supervisor or department head for approval for the violation.
- 4) The information from the Pre-Approval will be copied to the corresponding fields in the Expense Report. You can make any applicable changes to any of the fields.
- 5) Confirm the **Report Name** has the following naming convention:
 - a. Expense/Travel Reimbursement:
 - i. TRV.username.returndateoftravelMMDDYY
 - ii. *Example: TRV.akhan.041524*
- 6) Once you have verified that the information is correct, click the “Save” button.

- 7) You will see the expense types imported from your Pre-Approval on the left and your eWallet on the right.



<Note> While completing your Expense Report, if you ever need to add an expense and cannot see your eWallet, click the “+” button.



- 8) You are now ready to add expenses to your report.

Missing Travel Transactions

Sometimes travel expenses are missed when submitting a Travel Expense Report. If this occurs, you can submit the transactions by following the steps below. This process should only be used to submit transactions that were missed when submitting a Travel Expense Report and not in lieu of it.

- If the Expense Report hasn't been fully approved or exported out of Emburse yet, you can recall the report, make your necessary updates and re-submit.
- If the Expense Report has been Exported and Paid but the Pre-Approval is still available, you can create a new Expense Report, reference the original expense report and submit.
- If the Expense Report has been Exported and Paid, and the Pre-Approval has expired, you will need to create a new Pre-Approval, attach the PDF of the original pre-approval and reference the initial expense report that included the original trip expenses.

Cash Advance

Cash Advance Request

Once your Pre-Approval is fully approved, you can request a Cash Advance -

- 1) Create an expense report by clicking on “+ Create” in the Expenses box.
- 2) Complete Required Expense Report fields:
 - Report Name = CATRV.username.current date
 - Report Type = Employee Travel

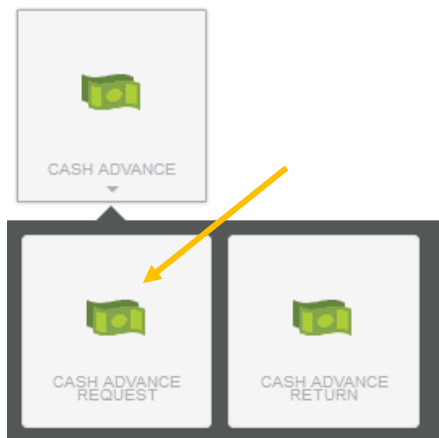
- Leave/Return Dates

3) Add the Cash Advance expense type by clicking on the + button.

4) Select “Create New”.



5) Click Cash Advance -> Cash Advance Request.



6) Enter the date and the amount needed in the Spent field and an explanation for the cash advance in the Description field.

 Cash Advance Request	
Date	05/30/2024 
Spent	2,000.00  USD
Business Purpose	Cash Advance for student activities
Description Optional	

7) The Allocation will be defaulted, and you do not need to change it

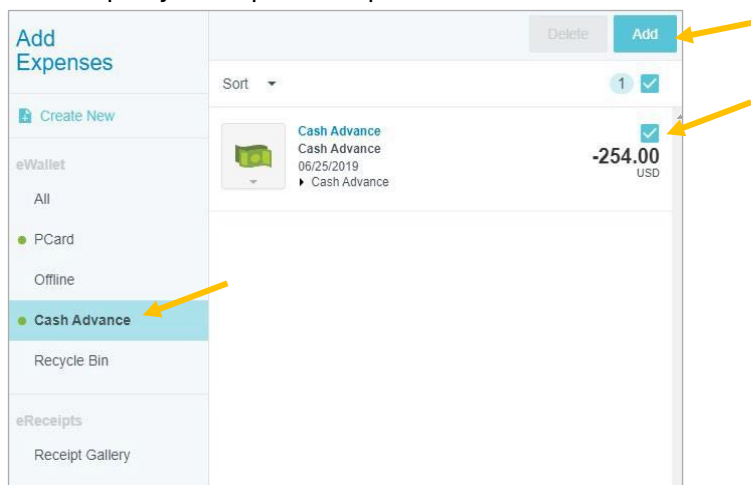
- 8) Click “Save”.
- 9) Click on the “Submit” button
- 10) On the Submit Confirmation page, select the appropriate approved Pre-Approval that supports the Cash Advance Request. If your Pre-Approval is no longer available, attach the PDF version of it as an Attachment.

Your cash advance request will be processed, and once issued will appear in your eWallet. All issued cash advances will need to be reconciled by adding it to a Travel Expense Report after your trip. (See ‘Submitting a Travel Expense Report – Cash Advance’)

Submitting a Travel Expense Report with a Cash Advance

If you received a cash advance for travel expenses, you will need to account for it on a Travel Expense Report after your trip. Your Cash Advance transaction will appear in your eWallet. To account for the advance, you must complete the following steps.

- 1) After creating your Travel Expense Report and entering **ALL** expenses, including expenses made with the advance, you will need to add your advance from your eWallet. To add it to your expense report, select the checkbox on the cash advance line and click **Add** in the top right corner OR drag and drop it to the top of your Expense Report.



- 2) A cash advance Expense Form will now display. The **Transaction Date** and **Spent** amount will automatically default in.
- 3) Click **Save** in the top right corner.

This will add the cash advance to your expense report and reduce the **Total Pay Me Amount** by the amount of the advance.

If the Total Pay Me Amount is < \$0, this means funds are owed to the University. You will need to follow the Cash Advance Return process described below.

If the Total Pay Me Amount equals \$0, the advance has successfully been cleared.

If the Total Pay Me Amount > \$0, this means you spent more than the initial cash advance, and there is a reimbursement amount that will be paid to the traveler.

Cash Advance Return

If you did not spend the entirety of the advance, the remaining amount must be deposited with the Cashiers Office. This should be done before creating your expense report.

You will need to add a **Cash Advance Return** expense to your expense report in Emburse.

- 1) After you have added all other expenses on your report (including the cash advance from your eWallet), manually add a Cash Advance Return by clicking **Create New** -> **Cash Advance** -> **Cash Advance Return** in the Add Expenses window. This will display the Cash Advance Return Expense Form.
- 2) Enter the amount of the cash advance that was returned to the Cashiers Office in the **Spent** field.
- 3) You must attach the deposit receipt from the Cashiers Office in the **Attachments** section at the bottom of this Expense Form.
- 4) Click **Save** to add the Cash Advance Return to your report.

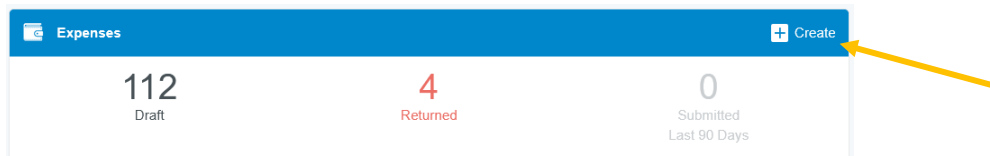
Creating a Non-Travel Expense Report

A Non-Travel Expense Report should be completed within 30 days.

The Expense Report must be completed in the name of the Traveler. If you are completing a Non-Travel Expense Report on behalf of another individual, see **Creating an Expense Report as a Delegate**. The person's name who is getting reimbursed should be in the upper right-hand corner.

To create a Non-Travel Expense Report in Emburse, complete the following steps.

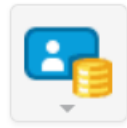
- 1) From the Emburse Home Screen, click on the “+ Create” button in the upper right corner of the Expenses box.



- 2) Update the **Report Name** based on the following naming convention:
 - a. Expense/Non-Travel Reimbursement:
 - i. NTR.username.SubmitDateMMDDYY

ii. Example: NTR.akhan.052324

- 3) Include a **Business Purpose** and update the **Citizenship Status** as appropriate.
- 4) If the **Fiscal Year** field is displayed – use the default value unless instructed otherwise.
- 5) Click the “Save” button.
- 6) Select the GENERAL REIMBURSEMENT tile



General Reimbursement

Request Type	-- Select --
Date	-- Select -- Employee Emergency Loan Fund General Reimbursement Moving Expense Student Financial Aid Emergency Loan

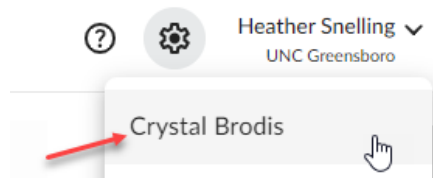
- 7) Select the relevant Request Type and complete the required fields as appropriate

Creating an Expense Report as a Delegate

If you are creating a report for an employee other than yourself, you will need to be set up as a delegate of that user. For more information on setting up a delegate, see [Add a Delegate](#).

When you have been authorized to work as another’s delegate, you will need to switch over to their account in order to create the report. To do so, click on the **User Icon** in the top right corner of the Navigation Bar (with your name) and you will see a list of users for whom you’re authorized to serve as a delegate. The numbers to the right of their name will show the number of unused expense transactions (including PCard charges, submitted receipts, cash advances, and approved Pre-Approvals) as well as the total number of unsubmitted reports. Clicking on their name will take you into their account where you can now create a report as explained in the previous sections.

Once you are done, you can return to your account by clicking the User Icon again and selecting your name.



General Report Management

Merging Transactions

Merging transactions allows you to merge a credit card transaction to a receipt that has been uploaded directly to your eWallet. You cannot merge multiple credit card transactions together. If a vendor split your order into multiple transactions, you will need to upload the receipt multiple times, once for each transaction.

If a forwarded receipt duplicates a credit card transaction or other travel data already imported into Emburse, the system will automatically merge them. The following conditions must be met in order for an auto merge to occur:

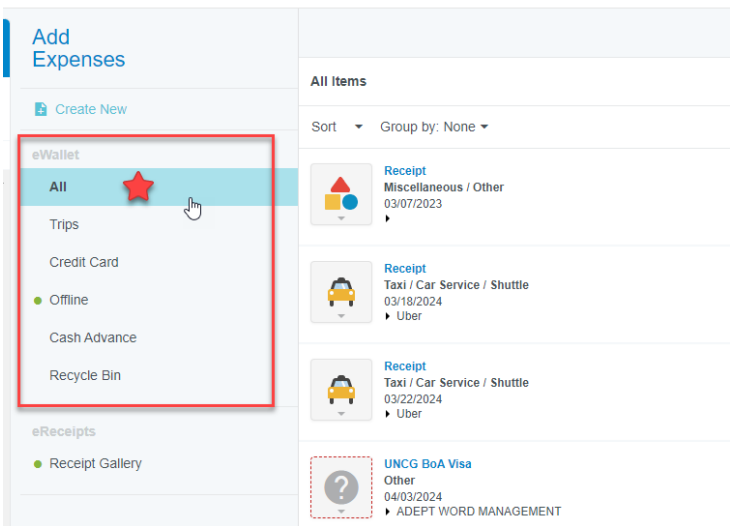
- Expense Type matches
- Dates are within two days of each other
- Amounts are within 25% of each other

However, you may also manually merge transactions of any type, amount, or date, subject only to the following restrictions:

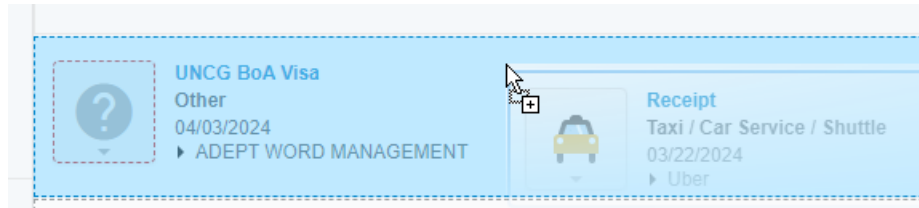
- A credit card transaction may never be merged with another credit card transaction
- An uploaded or emailed hotel folio receipt may never be merged with another hotel folio receipt

Merging transactions is only necessary if the PCard transaction and Receipt are your eWallet. It is recommended that users upload receipts when adding PCard transactions to an expense report. However, if you are using the mobile Emburse Emburse App or emailing your receipts into the system AND your receipt does not automatically merge with your PCard transaction, you will need to manually merge the two by following the instructions below.

To manually merge transactions and receipts, navigate to your **eWallet** and click **ALL** to view all transactions. Identify the transactions you want to merge.

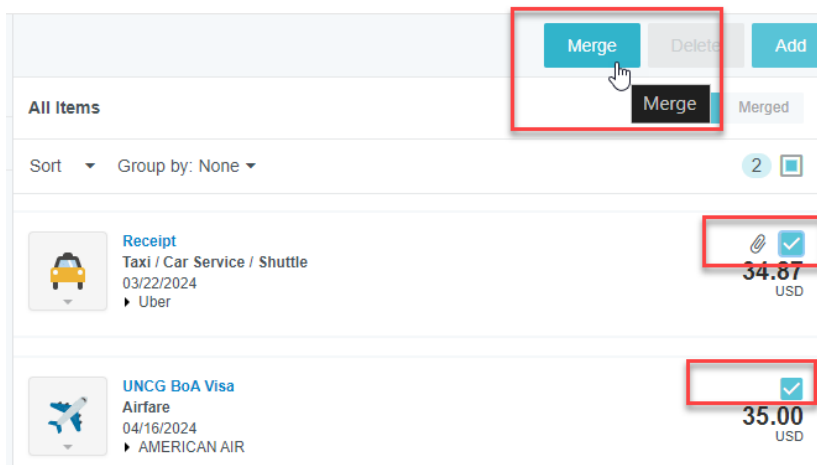


Drag the receipt and drop it on the Bank of America transaction.

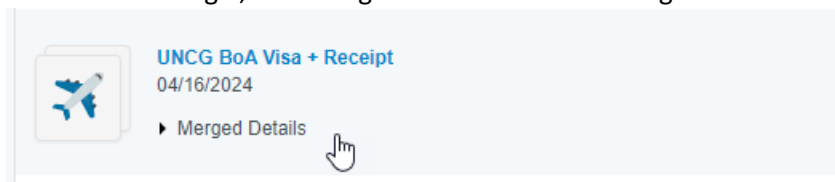


OR

Check the box next to the Bank of America transaction and the box next to the receipt and click the “Merge” button at the top.



This will create a single, new merged transaction. This merged transaction can now be added to a report.

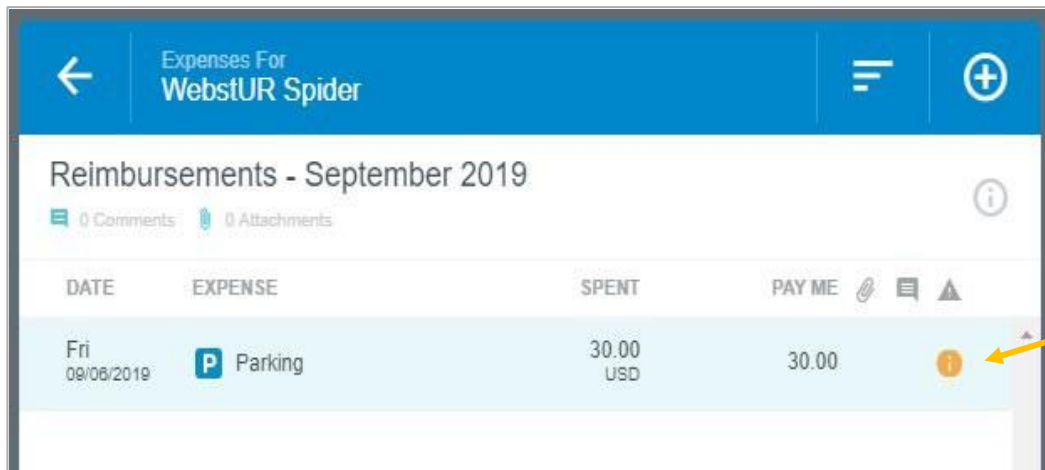


To see the individual items under the merged transaction, click Merged Details. To unlink a transaction from a merged transaction, click the link icon.



Compliance Warnings

A compliance warning indicates that additional information is required before an expense can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval. Any line items in an expense report with a compliance warning will be noted with the yellow circle icon in the report summary to the left.



Respond to the warning by either modifying the data (if there is an error) or replying to explain the warning. To reply to the warning, click into the response area under the message and enter your reply.

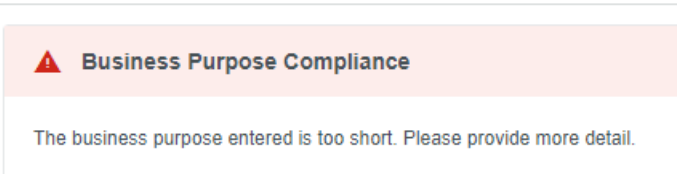
Expense Date Outside Trip Dates

This expense occurred outside trip dates. Please provide a justification.

Add response

Compliance Violations

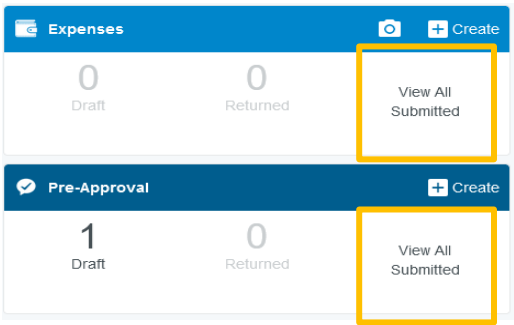
A compliance violation indicates that the expense cannot be submitted for approval and payment based on university policies. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval.



Any line items in an expense report with compliance violations will be noted with the red triangle icon in the report summary to the left. Additionally, unresolved compliance violations will result in the **Submit** button being deactivated. You will be required to make any necessary changes as specified in the warning before you can submit the report.

Report Tracking

Users can track the current status of any previously submitted Pre-Approval or expense report at any time. From the Dashboard, select the **Submitted** Report link.



Pre-Approval

You will see a list of all of the preapprovals you have submitted and their status. The following are the possible statuses:

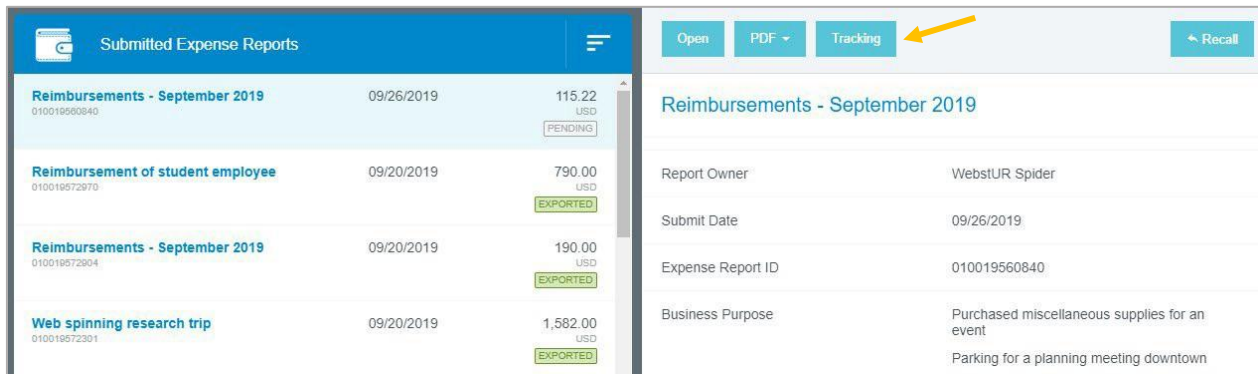
- **Pending:** Pre-Approval has been submitted and is awaiting approval
- **Approved:** Pre-Approval has been approved
- **Partially Applied:** Pre-Approval has been partially applied to an expense report.
- **Used/Expired:** Pre-Approval has been fully used or expired.

Click once on the desired Pre-Approval report to preview it. Then click **Tracking** in the preview. (On mobile, click the expense report to open the preview, and click the **•••** button and click **Tracking** from the drop-down list.)

You will see where it is in the approval process, including the approver to whom it is currently assigned, the date, and the system rule that triggered the assignment. Tapping each circle under **Routing Steps** will show you complete details for that step.

Expense Report

From the list of submitted reports, click once on the desired expense report to preview it. If you double-click on the report, it will open the report and the Tracking button will not be visible. Then click **Tracking** in the preview. (On mobile, click the expense report to open the preview, and click the **•••** button and click **Tracking** from the drop-down list.)



You will now see a list of every item on the report and its status. (For Hotel or Itemized expenses, click the arrow on the left to view the status of each itemized item.) The following are the possible statuses:

- **Pending:** Expense has been submitted and is awaiting approval
- **Returned:** Approver has sent the expense back to the expense owner for adjustment
- **Approved:** Expense has been approved but has not yet been exported
- **Exported:** Approved expense report has been exported to Banner

Click an expense item to see where it is in the approval process, including the approver to whom it is currently assigned, the date, and the system rule that triggered the assignment. Tapping each circle under **Routing Steps** will show you complete details for that step.

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Office Supplies	87.22	Pending Approval	Jonah Jameson
Parking	28.00	Pending Approval	Jonah Jameson

Routing Status	
Pending	
Routing Steps 	
Step Number	2
Assigned To	Jonah Jameson
Assigned To	Jonah Jameson
Assigned Date	09/26/2019 11:28 AM
Step Status	Assigned
Routing Rule	102000 - Expense Owner's Boss

Recall a Report

Recalling a report allows expense owners and their delegates to return any expense report to Draft status as long as none of the line items have been fully approved. All line items must be in Pending approval status in order to recall an expense report.

- 1) In the submitted expense reports list, click once on the submitted report you wish to recall, then click **Recall** in the preview.

Submitted Expense Reports			Open	PDF	Tracking	Recall
Reimbursements - September 2019 010019260640	09/26/2019	115.22 USD PENDING				
Reimbursement of student employee 010019572970	09/20/2019	790.00 USD EXPORTED				

Reimbursements - September 2019	
Report Owner	WebstUR Spider
Submit Date	09/26/2019

- 2) You will be asked to verify that you wish to send the report back to the Draft Expense Reports list. Click **Yes**.

Recall This Report?

×

This report will be moved to the draft list.

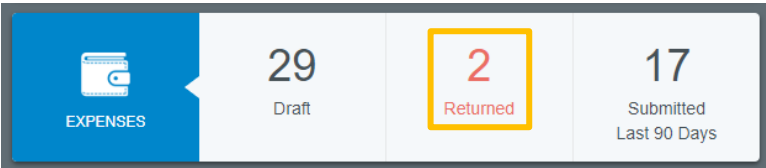
No

Yes

The report will now appear in your Draft Expense Reports list, and you may make any necessary updates or changes. When the report is resubmitted, any approvers who participated in partial approval of the original expense report will need to reapprove.

Returned Reports

Sometimes an approver will return one or more line items on an expense report to the expense owner during the approval process. The report will appear in the **Returned** Expense Reports block on your dashboard. Additionally, you should receive email notification informing you that an expense item has been returned along with a summary and explanation why.



Double click on the returned report to open it. The returned line item(s) will be highlighted in light yellow. Any header-level approver notes that apply to the entire report can be accessed by clicking the Comments link in the header. If the approver left a note on a specific line item, it will be indicated by a blue note icon.

A single row in a table representing an expense line item. The row is highlighted in light yellow. It contains the date 'Tue 09/03/2019', a parking icon, the text 'Parking', the amount '28.00 USD', and another '28.00' value. To the right of the second '28.00' is a blue speech bubble icon with a checkmark inside, and a yellow arrow points to it from below.

Only returned line items can be edited. Make sure you can see the expense information on the right- hand side. Click on the returned line item and then click **Edit** in the preview. If the approver has asked you to remove an expense, click **Delete** in the expense item’s preview or inside the line item to remove it.

A screenshot of an expense report interface. On the left is a list of expenses under the heading 'Test Pcard Return'. The first item is 'Supplies / Equipment' from 'WM SUPERCENTER #1686' for 77.99 USD, dated 01/21/2020. The second item is 'Computer HW / SW' for 270.76 USD, dated 01/31/2020. On the right is a detailed preview of the selected 'Supplies / Equipment' item. It shows fields for Date, Spent, Business Purpose, Description, Account, Merchant, and Company Paid. At the top right of the preview, there are 'Edit' and 'Delete' buttons. A yellow arrow points to the 'Edit' button.

View the **Comments** from the approver to see why the expense was returned. You may reply to comments via the box below. Click **Post** to add it to the report. Make any necessary changes to the line item and click **Save**.

When all changes have been made, click **Submit** to resubmit the line item(s) for approval. In the Submit Confirmation window, click **Submit**.

Expiring Preapprovals

A Pre-Approval will automatically expire when a Travel Expense Report is submitted after a travel event and funds are depleted. If a Pre-Approval is no longer needed (trip canceled), you will need to manually expire the Pre-Approval. Expiring a Pre-Approval removes the ability to import it into an Expense Report.

To manually expire a Pre-Approval, do the following:

- 1) Click on “Completed” under Pre-Approval.
- 2) Click on the Pre-Approval report you wish to expire.
- 3) Click the “Expire” button.
- 4) **This process is not reversable**, the system will ask you to confirm.

Approvals

Emburse will automatically route reports to the appropriate approvers based on system rules and assignments. Approvers will receive an email notification informing them when they have a Pre- Approval or Expense Report in their queue for approval. Preapprovals are approved as a complete document, while Expense Reports can be approved as a whole or by line item. Approvers have several options for approving the report. Approvers **MUST** approve Purchasing Card Expense Reports by the 5th of each month, unless directed otherwise. Travel Pre-Approvals and Expense Reports should be reviewed and approved as soon as possible. This will ensure adequate time for the Purchasing Card and Travel Offices to review the expenses and submit them to Banner. Transactions will not post to Banner until they are fully approved by the Purchasing Card or Travel Offices.

Approval via Email

Emburse will email approvers preapprovals and expense reports requiring their approval. With Expense Reports, Approvers have the ability to **approve all** expenses on the report for payment or **return all** expenses on the report to the expense owner with questions or comments from within the email. Approving or returning only specific line

items within an expense report requires the approver to log in to the Emburse application, which can be done through the link at the bottom of the email.

The email approvers receive includes most of the details of the report, including the ability to view receipts associated with each expense. At the bottom of the email, approvers can view an expense summary and will also see **ACCEPT** and **RETURN** buttons.

Note that at the bottom of the report you can click the **VIEW RECEIPTS** link to view a PDF of all receipts attached to the report. (Expense Reports only)

ACTION REQUIRED		Emburse Enterprise	
Expense Report for	Lisa Bradshaw [Specialist 3, Travel/AP]		
Report Name	Zachary Curtis Los Angeles CA		
Submit Date	08/13/2020		
Expense Dates	01/03/2020 - 01/27/2020		
Total Expenses	984.80 USD		

Account Summary		Amount (USD)	
BBPURC	Purchasing Office	BBPURC	984.80

Expense Details			
01/03/2020	Supplies / Equipment	BBPURC	33.36 USD
		BBPURC	Purchasing Office
Business Purpose		pens to take a test	
Merchant		OFFICE DEPOT #1080	
lbl_udf_SuppliesEquipmentAccounts		Supplies-Office - 73070	
Reason Assigned		Budget Center Manager except President	
Receipts		View	

Expense Summary		Amount (USD)
Services		878.75
Supplies / Equipment		106.05

ACCEPT

RETURN

[>> View Receipts](#) Report ID: QA00-2114-8605

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

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@qa-expense.ca1.chromeriver.com or return@qa-expense.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](#)

To view a receipt for a line item, click the **View** button next to the Receipts line.

Expense Details			
09/02/2019	Office Supplies	--	87.22 USD
	23456	School Spirit	
Business Purpose	Purchased miscellaneous supplies for an event		
Merchant			
Reason Assigned	Route to Expense Owner's Supervisor		
Receipts	View		

Any compliance issues for line items will be noted with a Compliance Warning flag, as well as an explanation of the compliance issue and a response from the expense owner.

09/03/2019	Parking	--	28.00 USD
	23456	School Spirit	
Business Purpose	Parking for a planning meeting downtown		
Trip Type	GeneralTravel		
Merchant			
Reason Assigned	Route to Expense Owner's Supervisor		
!! Compliance Warning !!			
	Parking	Receipt required for this expense	
	Response	I think that I lost it. Sorry!	

To approve a report by email, click the **ACCEPT** button. This will bring up a new email window that you will need to **SEND**. (If when clicking the **ACCEPT** button, an email window does not automatically open, you can forward the email to approve@ca1.chromeriver.com.) Note that this email **MUST** be sent from an UNGC email address. If you are using a mail application that is attached to multiple email addresses, ensure that you're sending from your main UNGC email address. If you have any comments you would like to include on the report, you can type them into the

body of the email before sending, and they will be added to the report. Leaving a comment on the report is optional. Once you hit send, the system will be notified of your approval, and the report will move forward in the approval queue.

Send

To approve@qa-expense.ca1.chromeriver.com

Cc

Bcc

Subject Chrome River Expense Approval [Lisa Bradshaw]

|

1. Please VERIFY [from] e-mail address. Please use e-mail address associated to your Chrome River account.
2. Enter any optional NOTES in the space above this line to have them added to this expense report.
3. SEND this message to the Chrome River automated processing system for your action to be completed.

Report ID: QA00-2114-8605 Email UID: C54B0788-B8DD-3AC2-D089-B85B40208F68

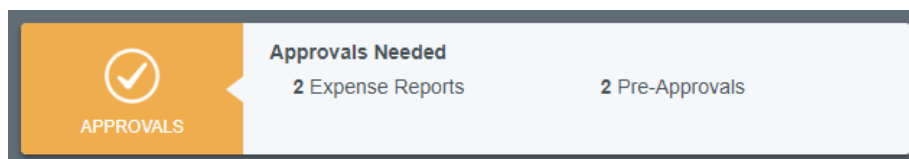
To return the report, click the **RETURN** button. This will also bring up a new email window that you will need to **SEND**. (If when clicking the **RETURN** button, an email window does not automatically open, you can forward the email to return@ca1.chromeriver.com.) Note that this email must be sent from an UNG email address. You can enter an explanation for why you are returning the report that will be provided to the report submitter. Once you hit send, the system will return the report to the submitter for corrections. If an approver returns a report, the resubmitted report will route back to the same approver and will not require additional approval from previous approvers, if applicable.

While approvers can return a report from within the email, they cannot adjust a report from within the email. Instead, they must do so from within the Emburse application, which is accessible from the link at the bottom of the email.

Note: If you attempt to approve via email an expense that has already been approved or has since been changed (e.g., the expense owner has recalled or resubmitted the report) you will receive an Expense Approval Failure Notification email.

Approval in Emburse Application

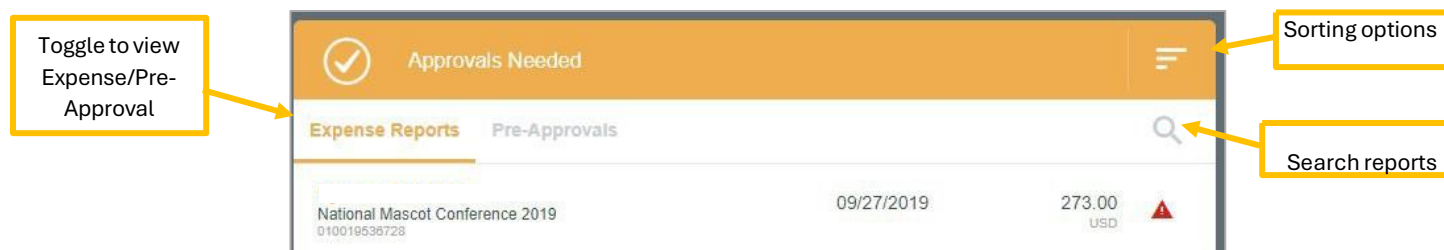
After logging into Emburse, any approvers with reports pending approval will show up in the yellow box in their Dashboard. If there are no reports for you to approve, this box will not appear. This box will display a count of the number of expense and/or Pre-Approval reports awaiting approval. Click on either **Expense Reports** or **Pre-Approvals** to access the respective list of reports.



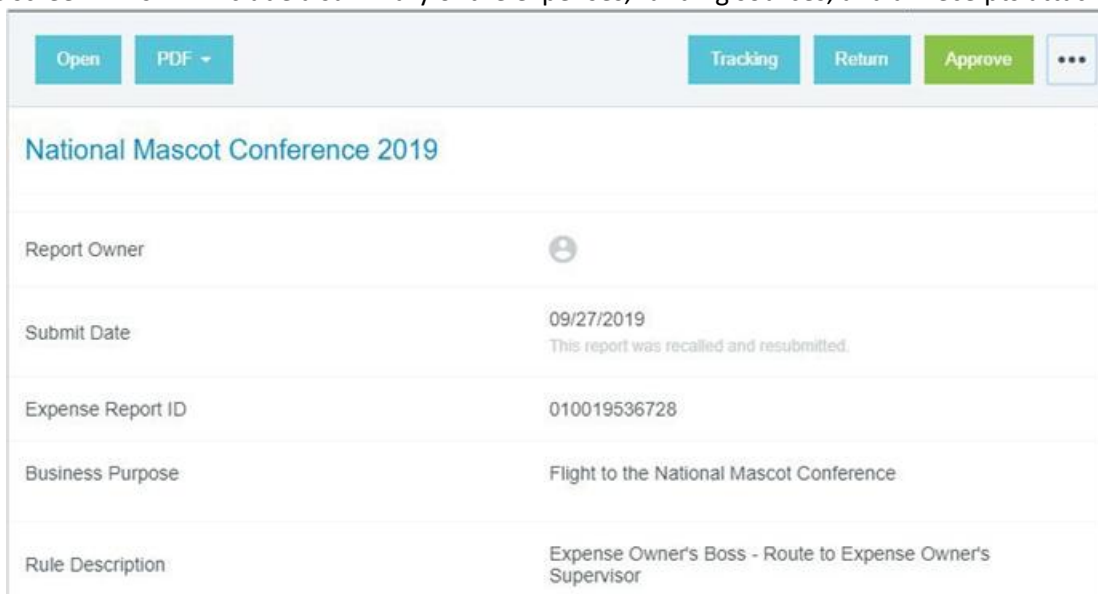
Within the Approval List, you will see any reports awaiting your approval. If you would like to sort these reports differently, you can do so by clicking the menu button in the top right corner of the approval panel. If you have both

expense reports and Pre-Approvals awaiting approval, you can toggle between the two by clicking the titles at the top. If you have many reports awaiting approval and would like to search for a specific one, you can do so by clicking the magnifying glass icon and searching by Expense Owner or Report ID.

Note that any reports submitted with compliance warnings will be noted with a red triangle symbol on the line of the report.



Click once on any report in the approval list, and the report header will display in the window on the right side of the screen. This will include a summary of the expenses, funding sources, and all receipts attached to the report.



From the report preview window, you can perform the following functions:

- **Open** – This will open the full report
- **PDF** – This will provide several options for printing the report to PDF
- **Tracking** – This provides a summary of the tracking of the expenses in the report. Note that based on the index charged, each line on an expense report can potentially route differently. Click on each expense line to view the tracking information for that item.
- **Return** – Return the report to the submitter. The approver will be asked for an explanation and all lines of the report will be rejected. The entire report will be returned to the submitter. If you would like to reject individual line items, you can do so in the full report.
- **Approve** – This will approve the full report. It is recommended that approvers review the detailed report before approving.

Additionally, you may add comments to the report by entering them in the **Comments** section of the report summary. If you have comments related to a specific transaction, you can enter the comments on the transaction.

Comments (0)

We encourage approvers to open the full report by clicking the **OPEN** button at the top of the report summary. After opening the full report, all of the submitted expenses will now be listed on the left side of the screen. To view details of an expense, click on the expense and the details will display on the right side of the screen, including any receipts. A pro review tip is to click on the “images” button next to the review button. Then you can cycle through the expenses using the “next” button. This will display each receipt and the corresponding transaction without having to open the receipt for each item.

Expenses For

National Mascot Conference 2019

0 Comments

2 Attachments

DATE	EXPENSES	SPENT	APPROVED
Sun 09/15/2019	Airfare	275.00 USD	275.00 USD
Sun 09/15/2019	Meals - Per Diem	52.00 USD	52.00 USD
Mon 09/16/2019	Meals - Per Diem	66.00 USD	66.00 USD
Mon 09/16/2019	Parking	30.00 USD	30.00 USD
Tue 09/17/2019	Meals - Per Diem	66.00 USD	66.00 USD
Wed 09/18/2019	Meals - Per Diem	13.20 USD	13.20 USD
Wed 09/18/2019	Car Rental	210.00 USD	210.00 USD

Return

Total Approved Amount
713.00 USD

Submit

Images

Reconcile

Reassign

Adjust

Return

Airfare

Approve

Transaction Date

09/15/2019

Spent

275.00 USD

Approved

275.00 USD

Business Purpose

Professional development and networking with other mascots

Description

Airline

JetBlue

Airline (additional)

-- Select --

Class

Economy/Coach

Trip Type

Employee Travel

Index (Allocation)

1 of 7

Next >

Any expenses submitted with a compliance warning will be noted with a yellow circle symbol on the line item. If you click on these line items, a warning box will display at the top of the expense summary detailing the compliance warning along with an explanation from the report owner.

The screenshot shows a web interface for managing an expense item. At the top, there is a navigation bar with buttons: 'Images', 'Reconcile', 'Reassign', 'Adjust', and 'Return'. Below this, the expense item is titled 'Parking' with a 'P' icon and an 'Approve' button. A yellow warning box states 'Receipt required for this expense' with a note number '#201'. The text inside the box says: 'Please attach receipt, or, if that's not possible, please ensure that all fields below are entered accurately and provide an explanation for why you were not able to attach a receipt.' Below this is a 'RESPONSE' section with the text 'Sorry, I lost my receipt!'.

Similar to the report header, you may also add comments to individual expense items by entering them under the **Comments** section.

Within an individual expense, approvers have the option to adjust the item or to return the item to the expense submitter.

Adjust an Expense

The following are the items that an approver can adjust on an expense:

- **Approved amount** – approvers can only adjust the approved amount down on out of pocket expenses
- **Business purpose**
- **Description**
- **Allocation**
- **Comments** – approvers can add an additional comment, but they cannot remove comments
- **Attachments** – approvers can add additional attachments

After making an adjustment, an adjustment note is required by the approver. They also have the option on whether or not to notify the expense owner of the adjustment. If they would like the report submitter to receive an email detailing the adjustment, select the **Notify Expense Owner** checkbox. If not, uncheck this box. Click **Save** to finalize the adjustment.

Office Supplies ✓ Approve

Adjust

Adjusted amount to match receipt|

☒ Notify Expense Owner

Transaction Date: 09/02/2019

Spent: 82.73 USD

Approved: 72.73 USD

Business Purpose: Miscellaneous supplies for an upcoming school spirit event

Return an Expense

Individual expenses can be returned to the expense owner. After clicking **Return** on the selected expense, the approver is required to enter an explanation of why the expense is being returned. After doing so, click **Save**.

Images Reconcile Cancel Save

Office Supplies ✓ Approve

Return

The attached receipt does not match this expense|

Transaction Date: 09/02/2019

Spent: 82.73 USD

Approved: 82.73 USD

Business Purpose: Miscellaneous supplies for an upcoming school spirit event

After indicating an expense (or expenses) you would like to return, any item(s) selected for return will be noted with the red return arrow, and those that are approved will be noted with the green checkmark. Note that no item(s) will be returned until you select the **Return** or **Submit** button at the bottom of the expense line list. Selecting the

Submit button will return the expense(s) noted for return. Selecting the Return button will return **all** expense lines in the report to the expense owner.

DATE	EXPENSES	SPENT	APPROVED
Sun 09/15/2019	Airfare	275.00 USD	275.00 USD
Sun 09/15/2019	Meals - Per Diem	52.80 USD	52.80 USD
Mon 09/16/2019	Meals - Per Diem	66.00 USD	66.00 USD
Mon 09/16/2019	Parking	30.00 USD	30.00 USD
Tue 09/17/2019	Meals - Per Diem	66.00 USD	66.00 USD
Wed 09/18/2019	Meals - Per Diem	13.20 USD	13.20 USD
Wed 09/18/2019	Car Rental	210.00 USD	210.00 USD

Return Total Approved Amount: 713.00 USD Submit

Note that if you return a report, there are limited changes the expense owner can make, and they cannot add any new expenses to the report. If you need the expense owner to add a new expense, instead of returning the report, contact the expense owner and ask them to **Recall** the report. This provides the expense owner more flexibility in editing the report.

Reconcile

Each individual expense also has a **Reconcile** button. If you are reviewing a report with multiple expense lines, you can click this button to mark lines you have already reviewed. The line will now appear with a green circled checkmark next to it on the report summary. This will allow you to track your progress. To remove this icon, click the **Unreconcile** button.

DATE	EXPENSES	SPENT	APPROVED
Mon 09/02/2019	Office Supplies	82.73 USD	82.73 USD
Tue 09/03/2019	Fuel	42.97 USD	42.97 USD

Images Unreconcile Reassign Adjust Return

Office Supplies Approve

Transaction Date: 09/02/2019

Spent: 82.73 USD

Approve a Report

After you have reviewed the report and are ready to approve, click the **Submit** button at the bottom of the expense report summary. (Note: The approval function within a report is indicated using the Submit button, as opposed to

Approve due to the system needing to recalculate the report in the event there were adjustments made by the approver.

Wed 07/24/2019	 Parking	60.00 USD	60.00 USD		
Wed 07/24/2019	 Fuel	15.97 USD	15.97 USD		
▼ Wed 07/24/2019	 Hotel	411.51 USD	411.51 USD		
Return		Total Approved Amount 1,607.19 USD		Submit	



Once the Submit button has been clicked, the submit confirmation screen will appear. Again, click *Submit*.

Submit Confirmation

I hereby submit this report.

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

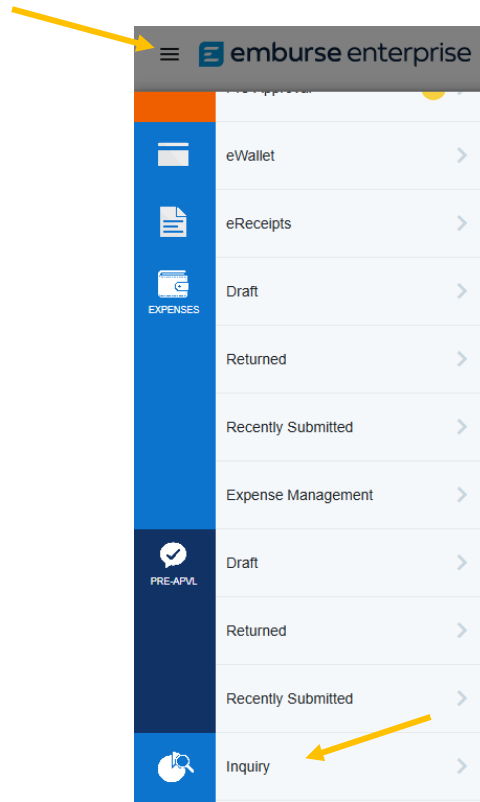


After clicking submit, a submit confirmation will be displayed.

Inquiry

The Inquiry function allows you and your delegates to perform quick inquiries on your activity by category. These inquiries include items such as expense reports, expense items, delegates, cash advances, Pre-Approvals, and paid expenses.

To access inquiry reports, click the **Menu Button** in the upper left corner of the homepage and click Inquiry.



You are now in the Inquiry menu. Click the **Expense** header to expand the list of reports available. To run a report, simply click on the title.



The results will appear in the window on the right. By default, the reports filter results to show the current month. Most reports will provide date filter in the right corner to adjust the date range displayed.

Action Date: Oct 1, 2019 – Oct 31, 2019 Export					
Drag a column header and drop it here to group by that column					
Report Name	Report ID	Submit Date	Status	Requested Amount	Approved Amount
National Mascot Conference 2019	010000368183		Draft	892.80	892.80

Any columns with a funnel icon can be filtered based on specified criteria.

Any columns with the three-dot icon can be used to group results. Simply drag the header name into the blue bar at the top of the report, and the results will be grouped accordingly.

...	Report Name	Trans Date	Expense Type	Matter	Client Name	Description	Approved Status
Expense Type : Airfare (Count: 2)							
...	Fun trip to Chicago	10/01/2019	Airfare	D10003	UR Better	--	Exported

Below is a list of the most helpful inquiries:

My Expense Reports – Provides a list of expense reports by total dollar amount. This report only reflects reports currently in process (Draft, Pending Approval, or Returned). Once an expense has been approved and exported to Banner to be paid, it will no longer appear.

My Expense Items – Allows you to view the status (Draft, Pending Approval, Approved, Returned, Exported) of each individual expense under your account. You can also request expense item details along with the associated receipt images for up to 50 line items as a PDF. Simply click **Request Images** and a link to the PDF will be emailed to your primary email address.

My Delegates – Provides a list of people for whom you serve as a delegate and have unsubmitted expenses.

My Expense Calendar – Shows your expenses in the form of a calendar. You can view the calendar by month with the option to view all or specific expense types. By clicking onto an expense within the calendar, you can view the details of a specific expense.

My Expense Approval Items – Provides approvers a list of expense items, per expense owner, which are their responsibility to approve. The inquiry includes each expense per line item along with the charged index under the Matter column. The status of each expense can be found in the Action column, which will show if an expense is Pending, Returned, or Approved. Once reports are fully approved by all approvers, the expense items will no longer appear in this report