

Emburse Enterprise Travel Training

Emburse Enterprise Pre-Approval and Expense
Report Best Practices



the FRIENDLIEST CAMPUS *in the* SOUTH



Training Resources

[Training Videos](#)

[University Travel Policy](#)

[Emburse Enterprise Help Center](#)



Emburse Enterprise Travel Process

Enter pre-approval prior to traveling



Travel for University



Complete expense report



Reimbursement processed

Emburse Enterprise Landing Page

emburse enterprise

Spencer Stephens
Jacksonville State University

eWallet

Unused Items
0 Credit Card Items
0 Receipts

Expenses Create

0 Draft 0 Returned View All Submitted

Pre-Approval Create

0 Draft 0 Returned View All Submitted

CONTACT

For **Travel Assistance** contact: For **PCard Assistance** contact:
Janice Thomas 256-782-5639 travel@jсу.edu
Spencer Stephens 256-782-5012 controller@jсу.edu

NOTICES

FIRST TIME USERS: 1) Watch [Using Chrome River](#) 2) Email Procurement at purchasing@jсу.edu with your JSU ID and home address 3) Complete [Direct Deposit Authorization](#) and send to Accounts Payable. Any changes made to the system will not appear until the following day.

PCARD USERS: Being with the April 2021 Purchasing Card statement, PCards must be reconciled using Chrome River. [PCard Manual](#)

REMINDER: Mobile device access - Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log into <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=jсу.edu> as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.

FEATURE HIGHLIGHT:

Emailing receipts to your account

Use the 'Snap and Send' feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipt(s) will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your JSU email address is already registered and you can easily add other addresses via the Preferences menu.

Using Chrome River SNAP App to send receipts to your account

Simply snap a photo of the receipt using the app and it will be uploaded directly to your Receipt Gallery and the Offline tab of the eWallet for use the next time you access Chrome River. SNAP may also be used to upload images taken with another app on the device. For detailed instructions on how to download and use SNAP please see the Help section in Chrome River.

J S U RESOURCES

Follow these links for additional information and forms.

- [Using Chrome River](#)
- [University Travel Policy](#)
- [Frequently Asked Questions](#)
- [Airfare-in-Lieu of Mileage Worksheet](#)
- [Lost Receipt Form](#)
- [GSA Calculator](#)
- [Direct Deposit Authorization](#) (for new travelers and updates to existing records)

HELP

Follow these links for quick tutorials. Full HELP is available throughout the application in the Chrome River Help Center.

- [Getting Started with Chrome River](#)
- [How To: Create and Submit Expenses](#)
- [How To: Add Receipt Images](#)
- [How To: Approve Expenses](#)

Last Login on 06/09/2026 at 8:54 AM

Prior to Travel

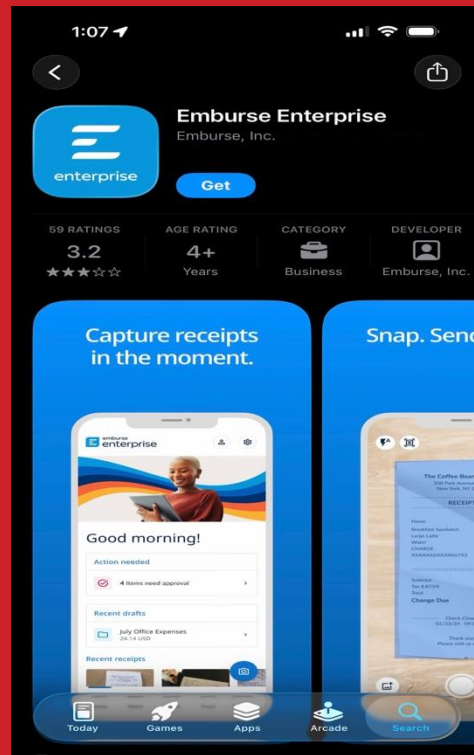
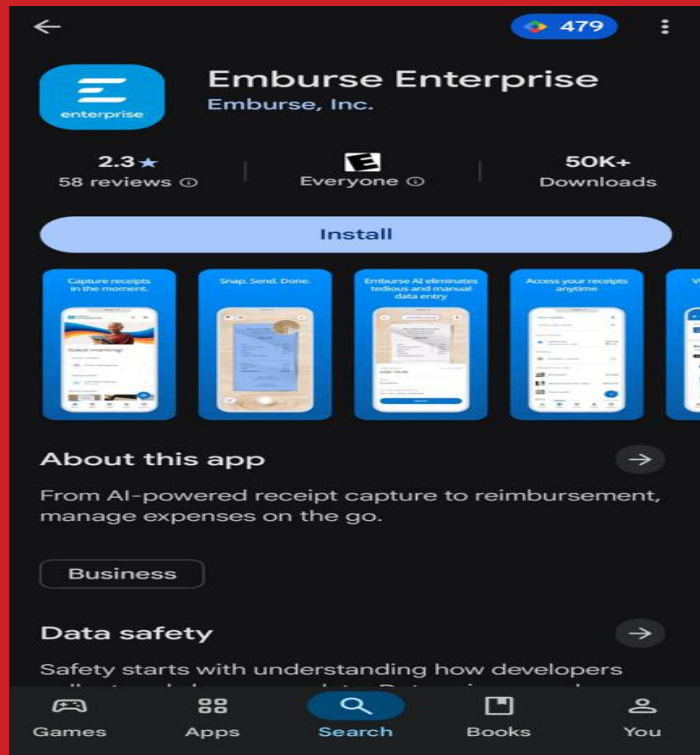


Prior to traveling it is important to ensure you are set up in Emburse Enterprise as a vendor and for direct deposit.

Emburse Enterprise App

Google Play Store

Apple App Store



Please search for Emburse Enterprise in both the Play Store and Apple Store and look for the corresponding icon to download the Emburse Enterprise App

Common Pre-Approval Questions/Mistakes

- Please be sure to enter the correct FOAP (Budget Line).
- Make sure you indicate if you used a fleet vehicle or if you have pre-paid items on the pcard or a purchase order (PO). Common situations where you will need to indicate these include the following:
 - Using rental vehicles on a PO. Football and Men's Basketball commonly do this.
 - Using a fleet vehicle van or vehicle.
 - Booking your flight or hotel through Shorts Travel (Athletics)
 - Booking your conference registration through a PCard.

If items are purchased on a pcard or PO, documentation should be attached to the expense report

- When you go to enter your pre-approved expenses, lines purchased on the PCard or on a PO should not be entered in estimated expenses.
- Hotels for conferences should not be paid on a PCard unless traveling with a student group.
- If your travel takes place in a future fiscal year (i.e you travel in November but are doing your preapproval in August) please be sure to update the fiscal year at the bottom to ensure proper documentation.
- As a reminder, completion of your pre-approval is not the same as the completion of expense reports. No reimbursements will be made with only a completed pre-approval.

Pre-Approvals For Darby Davis

Report Name	D. Davis Recruiting 6-1-6-5
Start Date	06/01/2025
End Date	06/05/2025
Number of Days	5
Pay Me In	USD - US Dollars
Travel Type	Out of State Travel
Report Type	Athletic Recruiting (71200)
Business Purpose	The purpose of this travel is to recruit potential student athletes in Mobile.
Is this grant travel?	No
JSU fleet vehicle used?	-- Select --
Pre-paid items exist (from JSU purchasing card or PO)?	Yes
Registration Amount	0.00
Airfare Amount	0.00
Fleet Vehicle Amount	0.00
Hotel Amount (Student Groups Only)	0.00
Total Amount Requested for Pre-Paid items	0.00
Fiscal Year	FY25

Common Expense Report Questions/Mistakes

- Please make sure to provide proper documentation for every line of your expense report including items purchased on a purchase order or PCard.
 - Someone should be able to open your expense report and see the entire story of your travel based on your documentation.
- Mileage should be entered based on the University Address (700 Pelham Road N) or home address. The address closer to the destination should be entered.
 - A specific address should always be entered not just a city.
- Conference itinerary and registration should be attached to the expense report when applicable
- If your pre-approval was done prior to fiscal year end 10/1, you will need to roll the date of your expense report back before submission. Emburse Enterprise will automatically change your Fiscal Year End date that was selected in your pre-approval during year end procedures.
- Expense reports should be entered as soon as you return to ensure you don't lose your receipts. **Travel not submitted within 60 days upon return will be taxable to the employee.**

Meals

In-State Travel

- You may choose between the in-state and out of state travel meal rules.
- In state meal per diem is as follows per the Travel policy.

Uniform Per Diem Rules

- A. Receipts are not required for the meal and per diem allowance provided for in §36-7-20. The dates and times of departures and arrivals are required for all trips. The breakdown for reimbursement is as follows:
- For trips of less than six (6) hours duration: mileage only.
 - For travel which does not require an overnight stay where the trip is from six (6) to twelve (12) hours duration: \$12.75 meal allowance and mileage. If a meal is provided during this period, there will be no meal allowance.
 - Where the trip is in excess of twelve (12) hours but less than overnight: mileage plus \$12.75 meal allowance plus ¼ per diem (\$21.25) for a total of \$34.00. If a meal is provided during this period, the \$12.75 will be deducted from the \$34.00 making the allowance \$21.25.
 - Overnight: \$85.00 per diem per day for travel that requires one night stay and \$100.00 per day for travel that requires a stay of two or more nights, plus mileage.

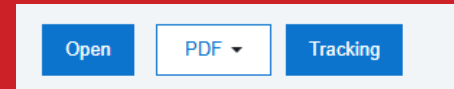
Out-of-State Travel

- Must be actual expenses.
 - Cannot include alcohol, souvenir cup, or rounding up to charity.
 - Cannot be reimbursed for meals in Calhoun County.
 - Each day should be entered on one line
- E. A conference itinerary copy is required to document the dates of the conference and information regarding meals provided by the conference. Reimbursement for meal expenses will be limited to a maximum of \$45.00 per day without receipts, or \$75.00 a day with itemized receipts. Baggage handling is calculated on the basis of what is considered a reasonable charge. Receipts are not required unless an individual baggage expenditure exceeds \$25.00. Commercial carrier (airline, train, bus, etc.) baggage charges require documentation if the charge exceeds \$25.00 and will be reimbursed.

Tracking and Troubleshooting


- If you are trying to see the status of your pre-approval or expense report at anytime during the process, you can use the tracking feature to see where the corresponding report is at in the queue.
- First go to View All Submitted under Expenses or Pre-approvals
 - Secondly, select the report that you are trying to track down.

- You should see the following options



- Select tracking and the following menu will appear

Tracking and Troubleshooting (continued)

Status	Used / Expired
Estimated Amount	1,000.00 USD
Routing Steps	
	
Step Number	1
Approver	Auto Bot (Budget Checker)
Assigned Date	06/25/2025 05:15 PM
Step Status	Approved
Completed Date	06/25/2025 05:17 PM
Completed By	Auto Bot (Budget Checker)
Routing Rule	20 - Autobot - ETHOS Budget Checker (1st Pass)

- Each step in the approval process is represented by a corresponding circle. These are filled in with green check marks to denote it has been approved by the appropriate person/process. Beneath that you can see the dates and times that approvals have occurred.

Thank you!

Please reach out if you have any further questions or would like to request additional training.

