

Helpful tips for the new Expense Management system:

- You have help documents available within Emburse Help Center and on the Home Page of Emburse Log in – also available on the P-Card Website.
- Download the App for easy access to save your receipts in the moment, or to process your ERs on the go.
- You are able to upload your receipts via email: receipt@ca1.chromeriver.com, or via the app (Emburse Enterprise), or straight from your computer.
- Receipts from Anthony Travel for airfare will automatically load into your Emburse and merge with the charge once it loads as well.
- Receipts for Amazon Business will automatically load into Emburse, but may be for a BuyLU purchase. Please review the payment section to determine where that receipt is from. If it is from a BuyLU purchase, you can simply delete it and move on.
- You no longer need to know the commodity codes/expense type codes from Infor, you simply need to know the grouping by picture. All account numbers you need will be provided under that appropriate photo tile.
- If you have a delegate (proxy); you will still be required to approve the report prior to it being moved into regular approvals. You will need to confirm that you agree what was created for you is correct and accurate.
- The way we request per diem is slightly different now – instead of “standard conus” you will enter the location of where you went. However, please note, you will still receive the standard conus rate as determined by the GSA.
- If you used your P-Card for a per diem **meal**, you will reconcile this as a “personal/non-reimbursable” expense and it does not require a receipt, but you will need to leave a note on the warning what this is for – as every other personal/non-reimbursable expense will require a receipt.
- You only itemize if you have something “abnormal” on your receipt from Hotels or Car Rentals (i.e. food charges at the hotel, or re-fueling charges for rental car)
- If you see a negative number in the “Pay Me” amount, you owe the University that amount – if it is \$0, then nothing is owed to anyone (possible exception would be reconciliation of Cash Advances) – if it is a positive number, then the University owes you that amount. PLEASE VERIFY THE AMOUNT PRIOR TO SUBMITTING THE REPORT!
- You are able to “recall” the report at any point as long as it is not approved/exported – this allows you the power to correct possible mistakes without contacting the P-Card Office or anyone else.

- For mileage requests – the map is completely available within Emburse. You enter all of your destinations and the map within Emburse calculates your miles, and provides the map for documentation. (you must still be an approved driver)
- For local mileage you will still need a local mileage request form to be completed prior to the ER, and loaded as an attachment/receipt
- You will also need to make sure that your mileage is the most economical form of travel by comparing using the “Cost analysis Calculator/Tool” on the Travel Website (comparing rental and mileage)
- The basic workflow for an expense report will be similar to BuyLU – based on total amount of ER. Then potentially pulled for audit and after approval exported to Banner.