Creating an Emburse Expense Report: PQE2026

1. **Login to:** Single Sign On (https://sso.tamus.edu)
2. **Select:** Emburse Expense (Chrome River).
3. **Under the "Expenses" tab, click:** "⊕Create"
   then create a new expense report by:
   - Click the blue button "Import from Pre-Approval"
   - From the dropdown list, select your corresponding approved travel request, and click green "Import" button.
4. The usual report header will appear. Enter trip details not already populated via the initial Travel Request. Specifically:
   Report Header Details:
   - **Report Name:** should auto populate
   - **Report Type:** should auto populate
   - **Start Date:** should auto populate
   - **End Date:** should auto populate
   - **GSA Meal Rate:** should auto populate, or enter $60
   - **GSA Lodging Rate:** should auto populate, or enter $142
   - **Business Purpose:** should auto populate
   - **Traveler Type:** should auto populate, or select "Employee-Out of State"
   - **Domestic Duty Point Destination:** should auto populate
   - **Encumbrance Release:** Select "Partial" if prepaying airfare; Select "Final" if post-travel Expense Report, unless you have reason to send in another expense report.
   - **Headquarters:** system assigned.
   - **Click "Save" button on the upper right corner.**

5. **The next screen will display a list of credit card charges (expenses paid within the Emburse system, e.g., your Air Fair and Travel agent fees).**
6. **Check** the charges needing to be reported on the current "Add Expense" bay, then select and Click "Add".
7. **Note: If your plane ticket was purchased on the STATE Credit Card, you will need to import these charges into your expense report in order for the credit card expenses to be paid. Once imported the system will automatically indicate "Merchant" of the expense for the airfare with "airline name" and "Agency Fee" , indicating the expense reimbursement will be made from the IQSE account to TAMU directly, since TAMU paid the credit card bill prior to the traveler going on travel. If personal travel is involved and the actual cost is greater than the quote, the expense will need to be itemized with the "quoted" amount being listed as "travel card agency liability" and the additional amount payment type being listed as "out-of-pocket" with both**

<u>quote and actual expenses being attached to the expense report.</u> TAMU will then send the traveler a bill for the "out-of-pocket" expense so that the traveler reimburses TAMU the additional expense which TAMU paid on the ticket prior to the traveler going on travel. If the actual expense was less than the quoted amount, this should be indicted in the comments section and both the quote and actual expenses should be attached.

For items without an e-receipt (e.g., imported airfare and agency fee expenses):

8. **Select an Expense entry and click "Edit" to open up a detail description (in right side window) for the Expense Name selected allowing you to complete details, edit amounts/remove personal expenses, from the reimbursement request, add receipt as attachment, etc.**

   NOTE: Travel Agent Fees must be paid on IQSE account "02-248302-00000-L IQSE-INSTITUTE FOR QUANTUM SCIENCE Local" and so you will have to allocate this expense.
   To do this:
   1) **Select the agent fee expense, and click "Edit" on the upper right corner**
   2) **Under the "Allocation" enter "248302", it should automatically pop up "02-248302-00000-L IQSE-INSTITUTE FOR QUANTUM SCIENCE Local" in the dropdown menu, click the entry to enter.**
   3) **Click "Save" to finish.**

   Add a new Expense:

9. **Click: "⊕" (located in the menu just above the Expense window near the middle of the tab screen). A New Expense Window will open on the right-hand side of the screen.**
10. **Click "Create New" to select "Expense Type" from the icons and then fill in the Details.**

Attaching Receipts

Select: Click "⊕", in "eReceipts" tab click "Receipt Gallery" to manage your receipts.

- **Method 1: Using an App to upload receipts while on travel. To upload a receipt in Emburse Enterprise Mobile:**
  - Log in and tap the blue camera button on the Home Screen.
  - Allow camera access if prompted.
  - Hold your device over the receipt; auto border detection will capture it.
  - Optionally, add a note to describe the expense.

- Tap Upload to send the receipt to your Wallet and Receipt Gallery.
- You can also manually crop or attach additional receipts before uploading.

- **Method 2: Scan receipt images (e.g., .pdf) to your computer, then add to Expense Report. To add to the expense report:**
  - **Inside an expense entry edit: click "Add Attachments" and click "Upload Attachments" located on the bottom of the right-hand side dialog window.**
  - **Navigate to where your receipts have been stored on your computer and open the file to upload.**
  - **Or next to "open", you can select "Upload from mobile", it will prompt you to use your phone to scan the QR code popped up on your computer screen to start the process.**

Note: Scanned images may be of the form: .png, .jpg, .jpeg,.pdf, or .tiff with a limit of 5MB per file. Best results are for black and white, 300 dpi. Please know that the group computers in the group room (IQSE 545) can scan in .pdf easily. The student workers would be happy to help you if you have not used the scanners before.

Once all expenses, expense details, and receipts have added to the Expense Report, email tengma@tamu.edu so that the Expense Report can be reviewed and accounts changed if needed. Once the information in the Expense Report is approved, the traveler will be contacted so that the Expense Report can be submitted.

Only the Traveler can Submit the Expense Report since the Traveler will be certifying that the expenses are true, correct, and unpaid to the best of their knowledge and that the expenses were incurred in the course of official business, research, or other sponsored activities and can be properly charged to account(s) listed.

To Submit Expense Report:

- **Click: Submit. A Submit Confirmation page will show up on the right-hand side of the window.**
- **Click: Submit.**

To View the Status of a Report

- **In Emburse (dashboard) Under: Expenses Tab, click "View All Submitted"**

A list of submitted Expense Reports will appear. The status of a report can be found by looking in the "status" column. You can also click on one report entry and on the right-hand side window, use “Tracking” to see details.

Once the expense report has been approved, the traveler may receive an email notification depending on how you set up your notifications.