

EMBURSE



Dawn Boyd-Cribari
EMBURSE Administrator
2025 Financial Services
Workshop

EMBURSE STAFF

Dawn Boyd-Cribari – EMBURSE Administrator
Travel + Reimbursement Supervisor

Debbie Stokes – Processor
Open Position-Processor

ECU_CHROME_RIVER@ecu.edu

[252-737-5700](tel:252-737-5700)

SPRING IS APPROACHING



Get Acquainted with the Policy

State + ECU Policy

Read the Travel Manual

FAQ's

Read the FAQ's

Both resources are located at the bottom of the EMBURSE bulletin board.

DELEGATES/APPROVAL DELEGATES

Need to add a delegates-if one in the department has access to grant another delegate in need this is our ask.

APPROVAL DELEGATION

- Anyone out for extended sick, vacation, FMLA or maternity leave
- **Add an Approval Delegate (THIS IS A BIG DEAL)**

TRACK REPORTS

Examples of reports :

- Pre-approvals
- TE reports (travel employee)
- TS reports (travel employee
- PC reports (Procard)
- The submitter is responsible for making certain submitted reports has been approved.



If a report is returned: Place a comment, stating you have satisfied the request in the comment section.



YEAR END TIPS

EXPIRE only the Pre-approvals that have been exhausted

Each expense has been expensed and imported into the Pre-approval.

Blankets have Pre-approvals

EXPIRE if all travel has been completed for this FY

Use your Emburse Analytics to assist with your open e-wallets

Place on a report and submit

COMING SOON-DELEGATE DASHBOARD

Stay tuned to each having access into a Delegate Dashboard

This will assist in prioritizing open transactions.

Personal transactions

Returned Reports

E-wallet details

And more ...

Good information.

Can't wait to share.

HOW TO GAIN DASHBOARD ACCESS

Below is a link to submit your request or access to EMBURSE Analytics:

- Select [Team Dynamix](#)
- Click on EMBURSE Service Request
- Click Request Service
- Click drop down for Service Request Type and click on “EMBURSE Reporting Access”
- Fill on all other require fields
- Share your Home Org(s) or Division depending on how broad of an area needed
- Click SUBMIT

I have also included a link to our end user SOP and a listing of the most popular reports and their definitions:

- [EMBURSE Analytics end user SOP \(Word Document\)](#)
- [Report Definitions \(Word Document\)](#)

Once the ticket is received it can take up to 24 hours.

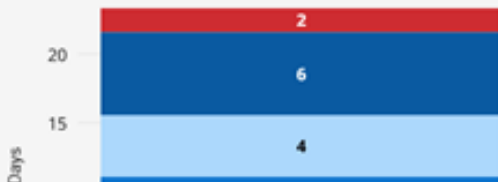
Expense Approval Metrics

16m ago

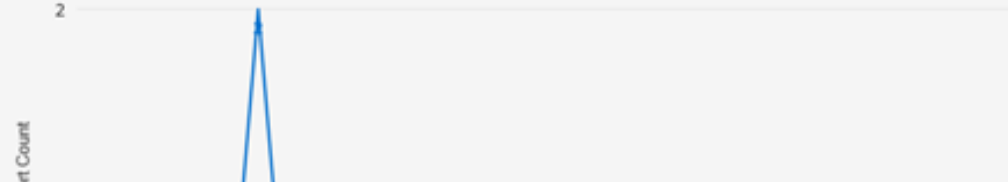
Submit Date	Export Date	Transaction Date	Report ID	Rule ID	Rule Description	Expense Owner	Expense Approver
is in the last 1 complete month	is any time	is any time	is any value	is not null	is any value	is any value	is "Boyd-Cribari, Dawn"

47,001 Total Spend USD ⓘ	46,674 Total Approved USD ⓘ	359 Approved 100% of 360 Expen... ⓘ	4 Returned 4% of 107 Expense ... ⓘ
6 Avg Days to Approve ⓘ	2 Avg Days To Complete ⓘ	Avg Days Pending Approval No results	20 Avg Days Transaction to Export ⓘ

Expense Cycle Time (Avg Days) ⓘ



Returned Report Trend ⓘ



EXPENSE APPROVAL METRICS

LYING
T,
ED

ECT

	Transa <	61 or Above		31 to 60		16 to 30	
	Status Approval ^	Expense Header	Amount Spent (Customer)	Expense Header	Amount Spent (Customer)	Expense Header	Amount Spent (Customer)
1	Draft	16	10,365.78	26	20,595.02	98	91,471.43
2	Pending	52	61,602.38	319	451,505.43	452	704,336.38
3	Returned	11	10,119.67	29	24,892.56	33	47,960.12
Totals		77	82,087.83	369	496,993.0	576	843,767.9

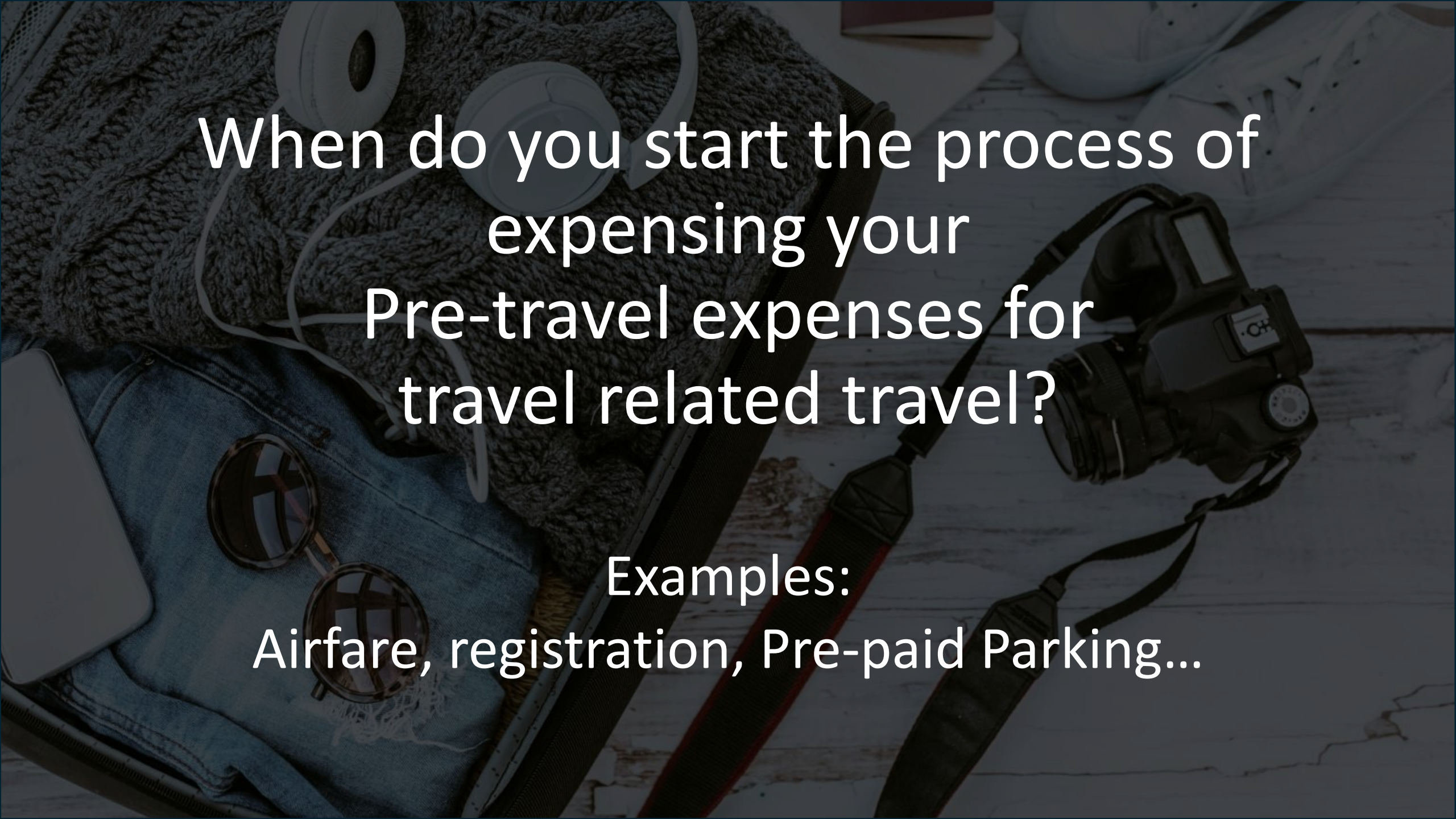
Questions?

What month/year did
Chrome River
(now Emburse) become the
official reimbursement
system from ECU?

The background is a solid purple color. It features several abstract white elements: a cluster of dots in the top-left corner, a large, irregular shape filled with dots in the top-center, a solid organic shape on the right side, and another cluster of dots in the bottom-left corner.

Who has the ability to return reports?

What should one do
when they receive a
returned report... after
the report has been
satisfied?

A top-down view of various travel items including a grey knit beanie, a black camera with a strap, a pair of round sunglasses, a blue denim jacket, and a black suitcase, all resting on a light-colored wooden surface. The items are arranged in a casual, overlapping manner.

When do you start the process of
expensing your
Pre-travel expenses for
travel related travel?

Examples:
Airfare, registration, Pre-paid Parking...

**Uber/Lyft tips
should not exceed
what percentage?**



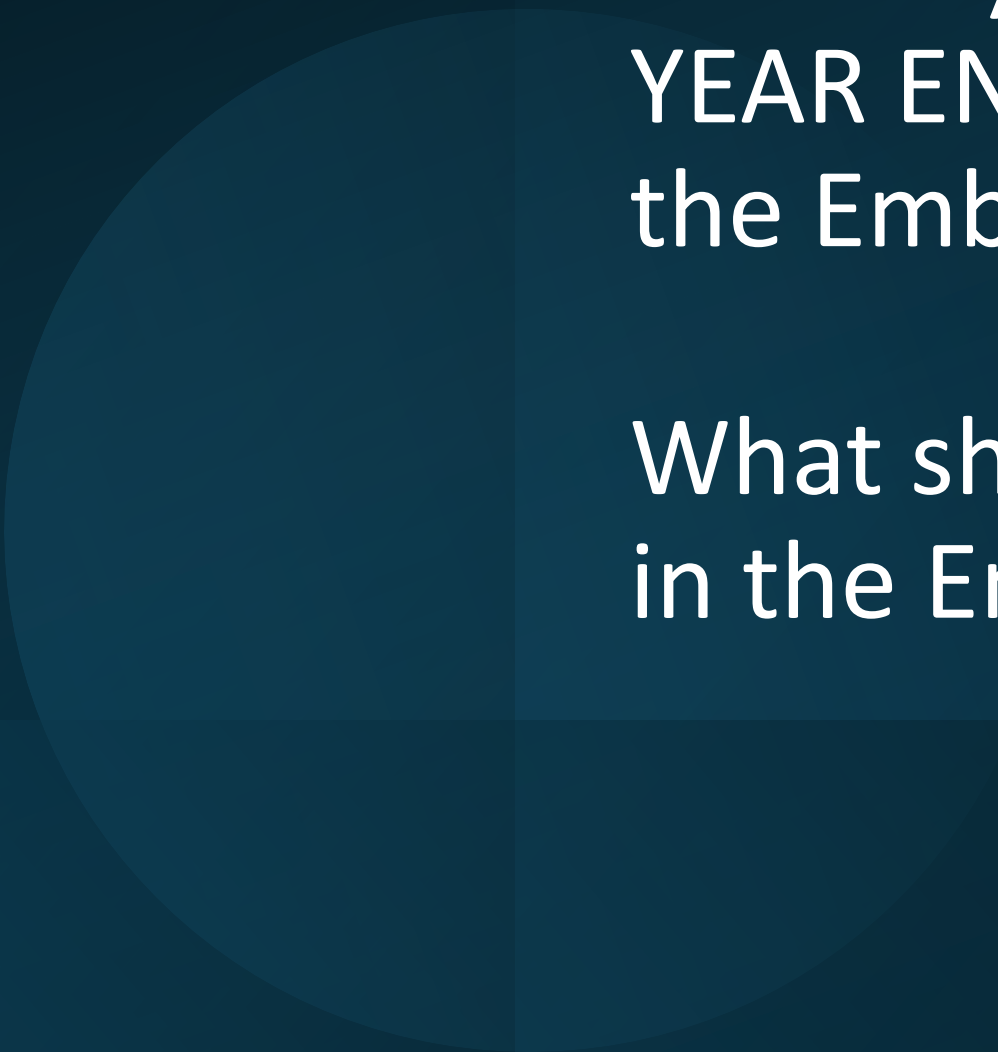
**What should you
recommend to one in
your department who
has rented a rental
car?**

**Mainly asking what
should they do prior
to returning the
vehicle?**

When would you begin to expense your Procard expenses?



For reimbursements for non-travel (boards, food for university approved functions or for one paying out of pocket for travel expenses, when are those to be submitted for reimbursement?



Should you begin working on
YEAR END today or in May in
the Emburse system?

What should you be expiring
in the Emburse system?



Thank you!
Reach out when you need
support
with Emburse.

Have the best day!