

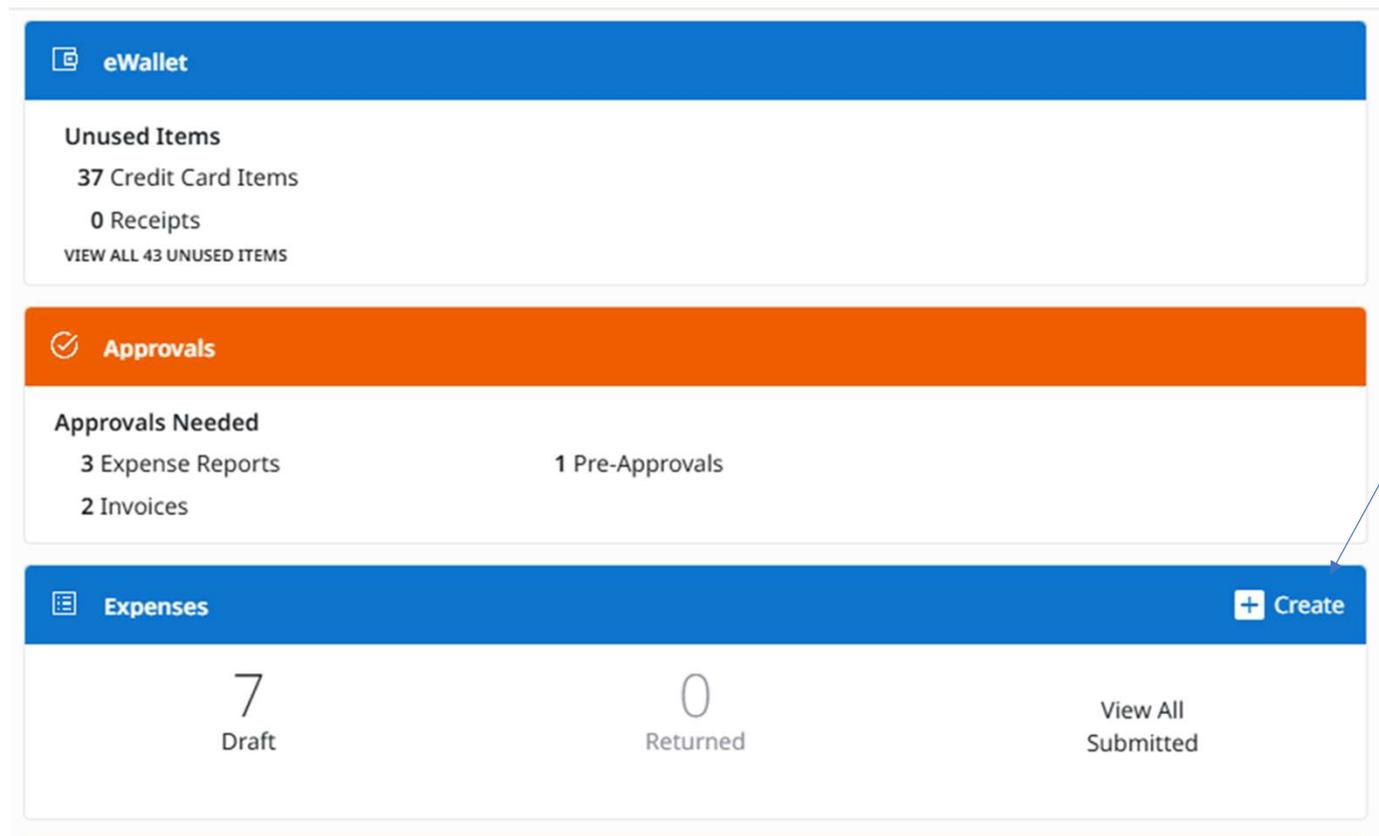


# How to Reconcile Travel

In Emburse

To reconcile your Travel, log into Emburse and chose  
Create on the Expenses bar

≡  emburse enterprise



The screenshot displays the Emburse Enterprise dashboard with three main sections:

- eWallet** (blue header):
  - Unused Items
  - 37 Credit Card Items
  - 0 Receipts
  - [VIEW ALL 43 UNUSED ITEMS](#)
- Approvals** (orange header):
  - Approvals Needed
  - 3 Expense Reports
  - 2 Invoices
  - 1 Pre-Approvals
- Expenses** (blue header):
  - 7 Draft
  - 0 Returned
  - [View All Submitted](#)
  - [+ Create](#) (button in the top right corner of the header)

Cancel Save

### Expenses For Julie Galgano

Import from Pre-Approval

Optional

Report Name

In the report name field, for travel indicate the travel location. For PCard, indicate TDR MM-DD-YY

Report Type

Fiscal Year

Chose Import Pre Approval  
*There must be an approved Pre-Approval  
before you can submit a claim.*

Click on Select a pre-approval report

Import Pre-Approval ×

Select a pre-approval report

Import Pre-Approval

Galgano, Tallahasee, 10.01.25

REPORT NAME	ORIGINAL AMT	REMAINING
Galgano, Tucson, 10.13.25	1,073.48USD	1,073.48USD
Novak Thatcher 10.14.25	1,521.60USD	1,521.60USD
Galgano, Tucons, 10.16.25	2,079.52USD	2,079.52USD
Test Hotel submit button	500.00USD	500.00USD
Galgano, Tallahasee, 10.01.25	1,942.00USD	1,942.00USD

	REMAINING (USD)	SPENT (USD)
Airfare	400.00	0.00
Conference / Seminar	600.00	0.00
Hotel	600.00	0.00
Per Diem - Single Day	342.00	0.00
<b>Total</b>	<b>1,942.00</b>	<b>0.00</b>

**FOAP**

0000-011010-30 Marketing  
Marketing  
Travel Out of State - 7404

1,942.00

Import

Chose from the drop down, the corresponding Pre-Approval for the trip you're trying to reconcile

Click Import

Cancel Save

### Expenses For Julie Galgano

Report Name

In the report name field, for travel indicate the travel location. For PCard, indicate TDR MM-DD-YY

Report Type

Fiscal Year

Pre-Approval Report Applied  
[X Galgano, Tallahasee, 10.01.25](#)

	REMAINING (USD)	SPENT (USD)
Airfare	400.00	0.00
Conference / Seminar	600.00	0.00
Hotel	600.00	0.00
Per Diem - Single Day	342.00	0.00
<b>Total</b>	<b>1,942.00</b>	<b>0.00</b>

Chose  
Report Type-Travel

Fiscal Year

Click Save

← Expenses For Julie Galgano
☰
+

**Galgano, Tallahasee, 10.01.25** (i)

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Wed 10/01/2025	Meals - Per Diem	51.00 USD	51.00	✓
Thu 10/02/2025	Meals - Per Diem	35.00 USD	35.00	✓
Fri 10/03/2025	Meals - Per Diem	64.00 USD	64.00	✓
Sat 10/04/2025	Meals - Per Diem	64.00 USD	64.00	✓
Sun 10/05/2025	Meals - Per Diem	64.00 USD	64.00	✓
Mon 10/06/2025	Registration / Professional Develop...	600.00 USD	600.00	⚠
Mon 10/06/2025	Hotel	600.00 USD	600.00	⚠
Mon 10/06/2025	Meals - Per Diem	64.00 USD	64.00	✓
Mon 10/06/2025	Airfare	400.00 USD	400.00	⚠

### Add Expenses

[Create New](#)

eWallet

- All
- Trips
- Cash Advance
- Credit Card
- Offline
- Travel Data
- Authorization
- Recycle Bin

eReceipts

Receipt Gallery

Delete Add

All Items All Merged

Sort Group by: None

- Receipt Itemization 02/03/2025 Holiday Inn Express Hotel & Suites **1,083.20 USD**
- Receipt Miscellaneous / Other 05/21/2025 Bluum USA Inc. f.k.a. Troxell Communications Inc. **4,575.43 USD**
- Receipt Other 05/21/2025 Bluum USA Inc. f.k.a. Troxell Communications Inc. **4,575.43 USD**
- Receipt Hotel 05/27/2025 JW Marriott Austin **628.64 USD**
- Receipt Hotel 05/27/2025 JW Marriott Austin **628.64 USD**

Chose a line to adjust your request for reimbursement, or/and update the pricing to match the actual/receipt.

To adjust the claim for meals, click on *Meals-per Diem*

Expenses For Julie Galgano

Galgano, Tallahassee, 10.01.25

DATE	EXPENSE	SPENT	PAY ME
Wed 10/01/2025	Meals - Per Diem	51.00 USD	51.00 ✓
Thu 10/02/2025	Meals - Per Diem	35.00 USD	35.00 ✓
Fri 10/03/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Sat 10/04/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Sun 10/05/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Mon 10/06/2025	Registration / Professional Develop...	600.00 USD	600.00 ⚠
Mon 10/06/2025	Hotel	600.00 USD	600.00 ⚠
Mon 10/06/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Mon 10/06/2025	Airfare	400.00 USD	400.00 ⚠

Meals - Per Diem

Date: 10/05/2025

Start Time: 00:00

End Time: 23:59

Spent: 64.00 USD

Location: Tallahassee-Leon County, Florida (FL), United States

Activity:

Meals Provided/not reimbursable

Breakfast  Lunch  Dinner

You can edit a single entry or Chose *View in Wizard* to edit multiple days

Make your adjustments and click apply

Per Diem Wizard

Start Date: 10/06/2025 19:00

End Date: 23:59

Days: 0

Location: Search for Location

Activity: -- Select --

FOAP: 0000-011010-30 Marketing Marketing

Travel Out of State - 7404

Per Diem Rates Preview

Date	Location	Spent	Meals Provided
Wed 10/01/2025 09:00-23:59	Tallahassee, Florida (FL), United States	51.00 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Thu 10/02/2025 00:00-23:59	Tallahassee, Florida (FL), United States	35.00 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Fri 10/03/2025 00:00-23:59	Tallahassee, Florida (FL), United States	64.00 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Sat 10/04/2025 00:00-23:59	Tallahassee, Florida (FL), United States	64.00 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Sun 10/05/2025 00:00-23:59	Tallahassee, Florida (FL), United States	64.00 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Mon 10/06/2025 00:00-19:00	Tallahassee, Florida (FL), United States	64.00 USD	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner

Buttons: Cancel, Add To Preview, Clear All, Apply

You will return to this screen to chose your next item to adjust. You must correct any items with a ▲  
*If an item was paid with a pcard, attach the receipt and adjust the dollar amount to \$0. In the warning box type "paid with pcard"*

The screenshot displays an expense management interface. On the left, a table lists expenses for Julie Galgano in Tallahassee, FL, from October 1, 2025. The table includes columns for DATE, EXPENSE, SPENT, and PAY ME. Several items are marked with a red triangle warning icon. Blue arrows point from the text above to the 'Hotel' and 'Airfare' rows in the table.

DATE	EXPENSE	SPENT	PAY ME
Thu 10/02/2025	Meals - Per Diem	35.00 USD	35.00 ✓
Mon 10/06/2025	Hotel	600.00 USD	600.00 ▲
Mon 10/06/2025	Registration / Professional Develop...	600.00 USD	600.00 ▲
Mon 10/06/2025	Airfare	400.00 USD	400.00 ▲
Sat 10/04/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Mon 10/06/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Sun 10/05/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Fri 10/03/2025	Meals - Per Diem	64.00 USD	64.00 ✓
Wed 10/01/2025	Meals - Per Diem	51.00 USD	51.00 ✓

Below the table, a note states: "You can drag and drop eWallet items here".

The right side of the screen shows the "Add Expenses" sidebar with categories like eWallet, Trips, Cash Advance, Credit Card, Offline, Travel Data, Authorization, and Recycle Bin. The "All" item in the eWallet category is selected.

The main area displays a list of items with receipts. The items are:

- Receipt Itemization: 02/03/2025, Holiday Inn Express Hotel & Suites, 1,083.20 USD
- Receipt Miscellaneous / Other: 05/21/2025, Bluum USA Inc. f.k.a. Troxell Communications Inc., 4,575.43 USD
- Receipt Other: 05/21/2025, Bluum USA Inc. f.k.a. Troxell Communications Inc., 4,575.43 USD
- Receipt Hotel: 05/27/2025, JW Marriott Austin, 628.64 USD
- Receipt Hotel: 05/27/2025, JW Marriott Austin, 628.64 USD
- Receipt Software: 07/01/2025, Scenario Learnino LLC, 9,515.00 USD

*If an item was paid with a pcard, the amount needs to be \$0 on the travel claim form*  
To adjust this registration to reflect a pcard payment click on the Registration line it and then Edit

The screenshot displays an expense management interface. On the left, a list of expenses for 'Julie Galqano' is shown for the period 'Galqano, Tucson, 10.13.25'. The 'Registration / Professional Development' entry is highlighted. On the right, the detailed view of this entry is shown, including a 'Data entry validation' error message: 'This line item could not be processed automatically. Please complete the data entry.' The entry details include a date of 10/15/2025, a spent amount of 316.99 USD, and a FOAP code of 0000-011010-30 for Marketing. There are 'Edit' and 'Delete' buttons at the top right of the detailed view.

DATE	EXPENSE	SPENT	PAY ME
Wed 10/08/2025	Mileage	276.34 USD	276.34
Mon 10/13/2025	Meals - Per Diem	51.00 USD	51.00
Tue 10/14/2025	Meals - Per Diem	35.00 USD	35.00
Wed 10/15/2025	Meals - Per Diem	29.00 USD	29.00
Wed 10/15/2025	Registration / Professional Development	316.99 USD	316.99
Wed 10/15/2025	Hotel	365.15 USD	365.15

**Registration / Professional Development**

**Data entry validation.** #PX01  
This line item could not be processed automatically. Please complete the data entry.

Date: 10/15/2025  
Spent: 316.99 USD

**FOAP**  
0000-011010-30 Marketing  
Marketing  
Travel In State - 7401

**Comments (0)**  
Add Comment [Post]

Typical items for this type of adjustment are registration fees, hotel bills, airfare, Enterprise, Groome/shuttle services paid by Pcard or the Business Office.

Registration / Professional Development

**▲ Data entry validation.**  
This line item could not be processed automatically. Please complete the data entry.

Date: 10/15/2025

Spent: 0.00 USD

Please type the FOAP you would like to search for in the FOAP list box below. As you type, a drop down list of matching items will be displayed for selection.

**FOAP**

0000-011010-30 Marketing Marketing

Travel In State - 7401

[Add Allocation](#) [Presets](#) [CREATE PRESET](#)

**Comments (0)**

Add Comment

**Attachments (1)**

Drag image here to upload [Add Attachments](#)

Change the amount to \$0

Attach the hotel folio

Click Save

Registration / Professional Development

**▲ Amount Missing for Expense** #206

Please enter an amount greater than zero for this expense.

Add response

[Post](#)

In the warning box type  
**Paid with Pcard**  
And then Post

Wed 10/15/2025	Registration / Professional Development	0.00 USD	0.00		
-------------------	---	-------------	------	--	--

Now the registration shows \$0 and a ✓  
you can now choose the next item to  
adjust.

We will correct the airfare line in this example

Click on Airfare

Chose Edit

emburse enterprise

Julie Galgano  
Yavapai Community College

DATE	EXPENSE	SPENT	PAY ME
Thu 10/02/2025	Meals - Per Diem	35.00 USD	35.00 ✓
Mon 10/06/2025	Hotel	600.00 USD	600.00 ▲
Mon 10/06/2025	Registration / Professional Develop...	600.00 USD	600.00 ▲
Mon 10/06/2025	Airfare	400.00 USD	400.00 ▲
Sat 10/11/2025	Meals - Per Diem	64.00 USD	64.00 ✓

**Data entry validation.** #PX01  
This line item could not be processed automatically. Please complete the data entry.

Date: 10/06/2025

Spent: 400.00 USD

Airline: -- Select --

Class: -- Select --

Please type the FOAP you would like to search for in the FOAP list box below. As you type, a drop down list of matching items will be displayed for selection.

Adjust the amount for the actual amount spent and complete the missing items  
Click Save  
If paid by Pcard follow the previous steps to make the \$0

Images

Edit

Delete



Airfare

 Receipt required for this expense

#201

A receipt is required for this expense. A credit card receipt by itself is not sufficient. Please provide an explanation why an exception should be made.

If this warning flags, scroll down to the attachment button. You can search your computer or drag and drop.

0000-011010-30

**Marketing**  
Marketing  
*Travel Out of State - 7404*

**Comments (0)**

Add Comment

Post

**Attachments (0)**



Drag image here to upload

Add Attachments



emburse enterprise Julie Galgano  
Yavapai Community College

Expenses for Julie Galgano

Galgano, Tallahassee, 10.01.25

DATE	EXPENSE	SPENT	PAY ME	STATUS
Wed 10/01/2025	Meals - Per Diem	51.00 USD	51.00	✓
Thu 10/02/2025	Meals - Per Diem	35.00 USD	35.00	✓
Fri 10/03/2025	Meals - Per Diem	64.00 USD	64.00	✓
Sat 10/04/2025	Meals - Per Diem	64.00 USD	64.00	✓
Sun 10/05/2025	Meals - Per Diem	64.00 USD	64.00	✓
Mon 10/06/2025	Registration / Professional Develo...	600.00 USD	600.00	#
Mon 10/06/2025	Hotel Meals	675.00 USD	675.00	#
Mon 10/06/2025	Airfare	575.00 USD	575.00	#
Mon 10/06/2025	Meals - Per Diem	64.00 USD	64.00	✓

Report Name: Galgano, Tallahassee, 10.01.25  
Report Type: Travel  
Fiscal Year: FY26

**Pre-Approval Expense Summary**

Pre-Approval Report Applied: Galgano, Tallahassee, 10.01.25

	REMAINING (USD)	SPENT (USD)
Airfare	400.00	575.00
Conference / Seminar	600.00	600.00
Hotel	600.00	675.00
Per Diem - Single Day	342.00	342.00
<b>Total</b>	<b>1,942.00</b>	<b>2,192.00</b>

Comments (0)

Attachments (3)

Expense Report: QA0047828278 | Total Pay Me Amount: **2,192.00 USD** | **Submit**

Once all red warning triangles are completed, and receipts are attached the green submit button will appear click that and then click submit again, and you're done!

This amount should equal what you are owed.

emburse enterprise Julie Galgano  
Yavapai Community College

Expenses for Julie Galgano

Galgano, Tallahassee, 10.01.25

DATE	EXPENSE	SPENT	PAY ME	STATUS
Wed 10/01/2025	Meals - Per Diem	51.00 USD	51.00	✓
Thu 10/02/2025	Meals - Per Diem	35.00 USD	35.00	✓
Fri 10/03/2025	Meals - Per Diem	64.00 USD	64.00	✓
Sat 10/04/2025	Meals - Per Diem	64.00 USD	64.00	✓
Sun 10/05/2025	Meals - Per Diem	64.00 USD	64.00	✓
Mon 10/06/2025	Registration / Professional Develo...	600.00 USD	600.00	#
Mon 10/06/2025	Hotel Meals	675.00 USD	675.00	#
Mon 10/06/2025	Airfare	575.00 USD	575.00	#
Mon 10/06/2025	Meals - Per Diem	64.00 USD	64.00	✓

**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.  
Pre-Approval Applied: Galgano, Tallahassee, 10.01.25 [Remove]  
Available Balance: 1,942.00 USD

PDF | Cancel | **Submit**

Galgano, Tallahassee, 10.01.25

Report Owner: Julie Galgano  
Expense Report ID: QA0047828278  
Business Purpose: Arizona

**Financial Summary**

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	2,192.00	0.00
Amount Due Employee	2,192.00	0.00

**Applied Pre-Approval Report**

DATE	REPORT NAME	AMT (USD)
10/20/2025	Galgano, Tallahassee, 10.01.25	0.00

**Remaining Balance: 1,942.00**

**Expense Summary**

	AMOUNT (USD)	APPROVED (USD)
Airfare	575.00	0.00
Hotel	675.00	0.00
Meals - Per Diem	342.00	0.00

Expense Report: QA0047828278 | Total Pay Me Amount: **2,192.00 USD** | **Submit**



