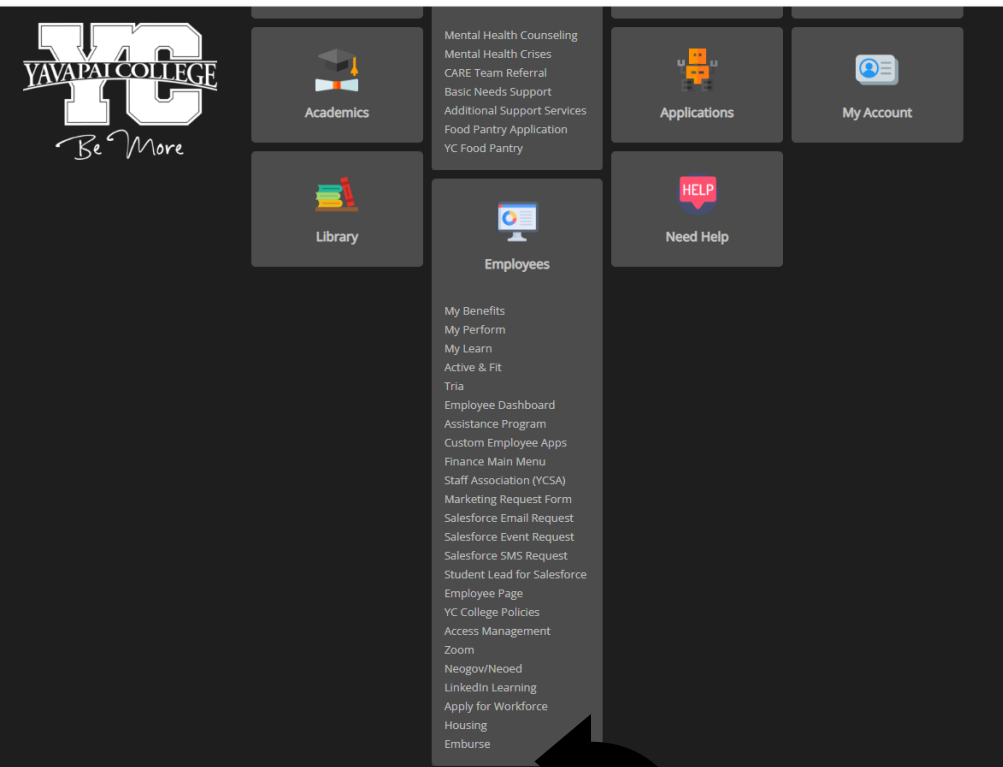


How to Submit a TDR

In Emburse



Log into Emburse through YC Dashboard

Choose Credit Card Items

emburse enterprise

eWallet

Unused Items

35 Credit Card Items

0 Receipts

[VIEW ALL 41 UNUSED ITEMS](#)

Approvals

Approvals Needed

1 Expense Reports

0 Pre-Approvals

2 Invoices

Expenses

[+ Create](#)

4
Draft

0
Returned

[View All Submitted](#)

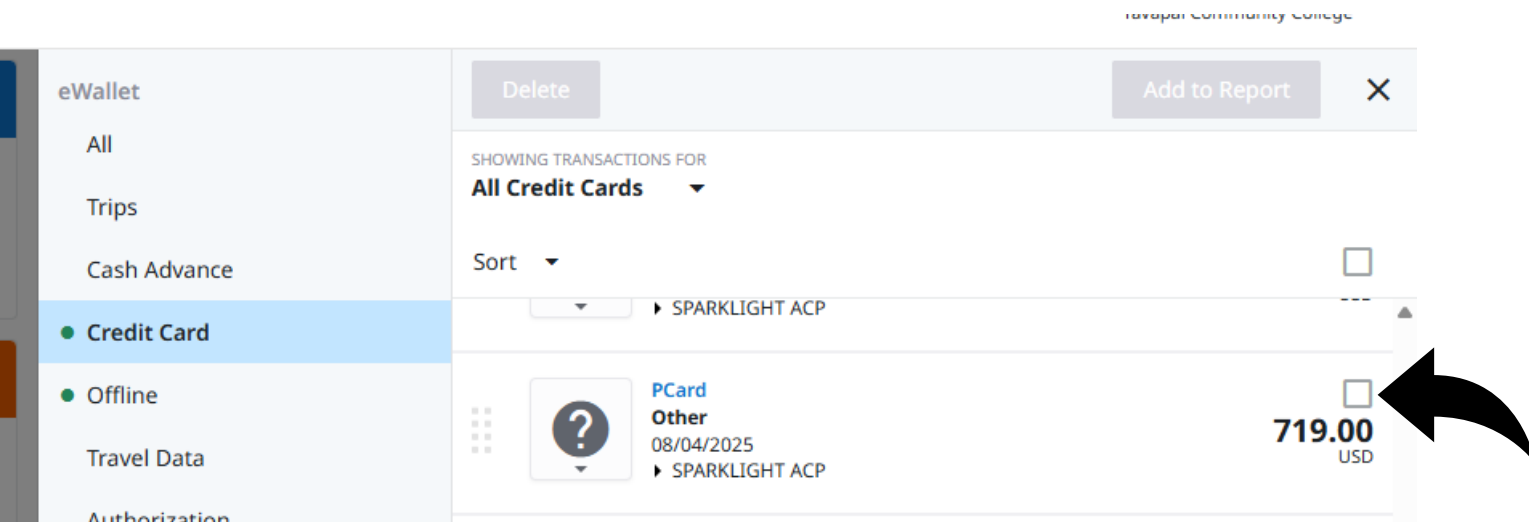
Pre-Approval

[+ Create](#)

6
Draft

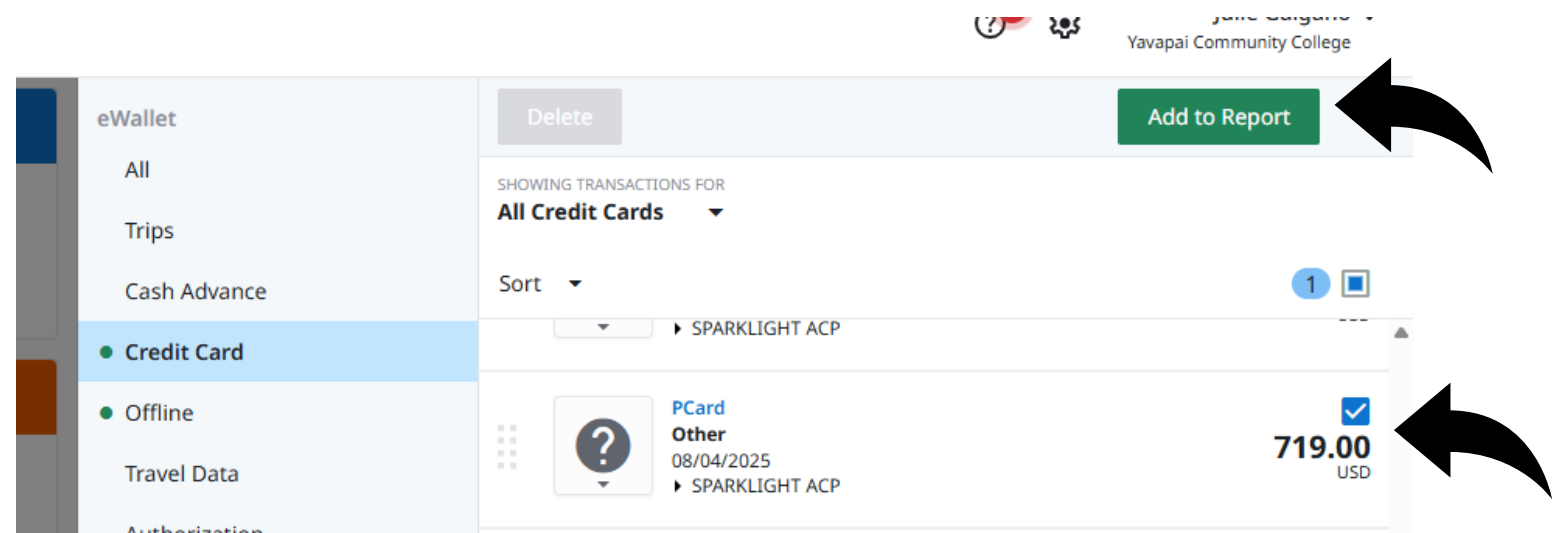
0
Returned

[View All Submitted](#)



Choose the receipts you want to include in your TDR. TDR's are required to be completed and submitted weekly.

Add to Report



Choose;
Create a
New
Expense
Report

Add to Expense Report

Select an existing draft expense report or create a new expense report.

Create a New Expense Report

Save

Expenses For Julie Galgano

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name

Galgano, TDR 10.20.25

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

Report Type

P-Card

Fiscal Year

FY26

TDR naming
convention,

Your last name, TDR,
date of submission

Choose Pcard

Choose correct FY

Save

To itemize a transaction, see page 8 of this PowerPoint



CancelSave

PCard Transaction

Date08/04/2025

Spent719.00USD

Description

Brief description is required1

AccountSupplies - General - 71012

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 Marketing3

NA - NA

+ Add Allocation

Presets

CREATE PRESET

ActivityOptional

-- Select

Downloaded Details

PCard

Date08/04/2025

Amount Spent719.00 USD

Amount Original719.00 USD

Transaction NameSPARKLIGHT ACP

MerchantSPARKLIGHT ACP

DetailsMerchant: SPARKLIGHT ACP
Location: US
MCC: 4899
Merchant City: PHOENIX
Merchant State: AZ
Merchant Postal Code: 85012-2626

Enter a Description

Enter the Account

Enter the FOAP

Hit 'Save'

If you are using the same account number but want to divide the expense against different Foaps choose add Allocation.

If you want to use a different account number, Use the Itemization tile (see page 8)

Expenses For
Julie Galgano

←

☰

+

Galgano, TDR 10.20.25

0 Comments

1 Attachments

0

1

DATE	EXPENSE	SPENT	PAY ME			
Mon 08/04/2025	PCard Transaction SPARKLIGHT ACP	719.00 USD	0.00			

Expense Report
QA0047824725

Total Pay Me Amount
0.00 USD

Submit

Images

RESPONSE
it's ok

Date

Spent

Description

Account

FOAP

0000-011010-30

Activity

Downloaded Details

PCard

Date

Amount Spent

Amount Original

Transaction Name

Merchant

Details

Comments (0)

3

?

⚙

Julie Galgano
Yavapai Community College

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.

PDF

Cancel

Submit

Galgano, TDR 10.20.25

Report Owner

Julie Galgano

Expense Report ID

QA0047824725

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	719.00	0.00
Less Company Paid Expenses	719.00	0.00
Amount Due Employee	0.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
PCard Transaction	719.00	0.00
Total	719.00	0.00

Account Summary

	AMOUNT (USD)	APPROVED (USD)
0000-011010-30 Marketing Marketing NA - NA	719.00	0.00
Total	719.00	0.00

Attachments (1)

Your Done!!

Choose Itemization to expense to a charge to different account numbers

Drag and Drop/Upload your receipt using the attachment button or select add attachments and find the file on your computer.

?

Select Valid Expense Type

Search Expense Type

PC CARD TRANSACTION

ITEMIZATION

There's a missing piece to the puzzle. Please select an Expense Type.

Downloaded Details

PCard

Date

08/04/2025

Amount Spent

719.00 USD

Amount Original

719.00 USD

Transaction Name

SPARKLIGHT ACP

Merchant

SPARKLIGHT ACP

Details

Merchant: SPARKLIGHT ACP
Location: US
MCC: 4899
Merchant City: PHOENIX
Merchant State: AZ
Merchant Postal Code: 85012-2626
Merchant Tax ID: 133060083
Card Last 4: 8159

Attachments (0)

Drag image here to upload

Add Attachments

CancelSaveItemize

Itemization

Date

10/28/2025

Spent

628.47

USD

Description

Internet expense

Account

Data Communications - 7203

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

0000-012302-20 PTSS ITS

NA - NA

+ Add Allocation

Presets

Enter details for receipt,
Account number and FOAP for
line 1 of the Itemization

Choose Itemize

Choose the Pcard Tile

Add Itemization

Done

Itemization

Search Expense Type

PCARD TRANSACTION

Enter amount for first line item

Choose Save

Cancel Save

TOTAL AMOUNT 628.47 REMAINING 628.47

PCard Transaction

Date 10/28/2025

Spent 500.00 USD

Description Prescott Portion

Account Data Communications - 7203

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

FOAP

0000-012302-20 PTSS ITS

NA - NA

Add Itemization Done

PCard Transaction

Search Expense Type

PCARD TRANSACTION

Choose the Pcard tile. Enter the amount for the second line, enter the description. Change the Account and FOAP, Choose Save.

Cancel Save

TOTAL AMOUNT 628.47 REMAINING 128.47

PCard Transaction

Date 10/28/2025

Spent 128.47 USD

Description VV Portion

Account Data Communications - 7203

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

0000-202001-30 Verde Valley-Campus Administration VV

NA - NA

Repeat steps until the total amount is expensed