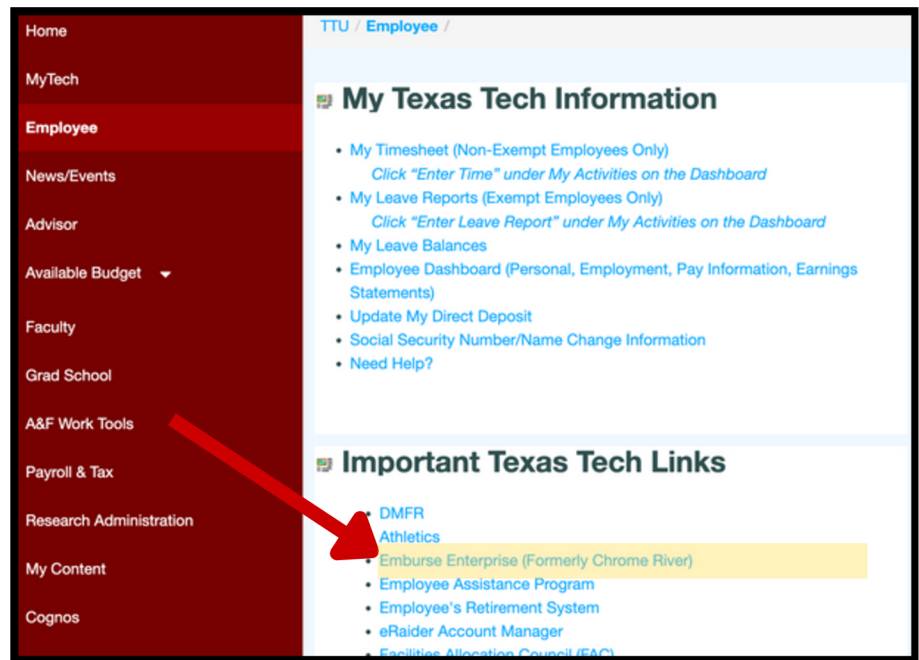
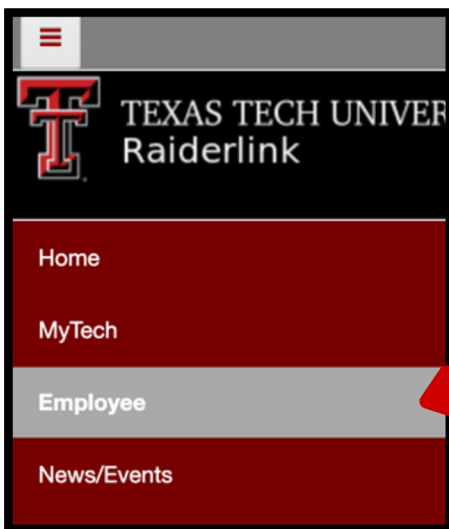




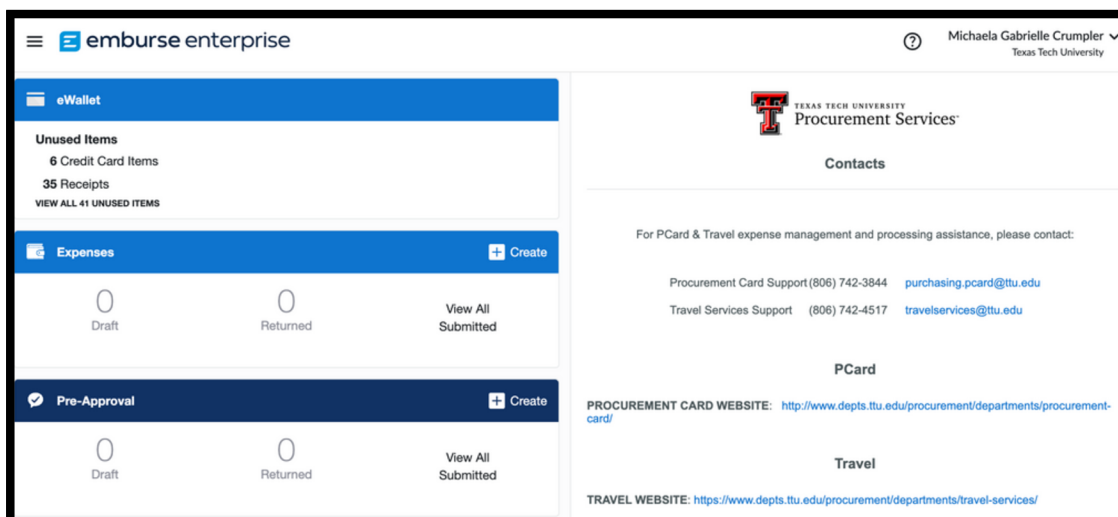
ACCESSING & NAVIGATING EMBURSE ENTERPRISE

NAVIGATING TO EMBURSE

Step 1: Login to Raiderlink & select “Employee” on the left side.



Step 2: Select “Emburse Enterprise”.



Step 3: After clicking “Emburse Enterprise” you will be brought to this home page.

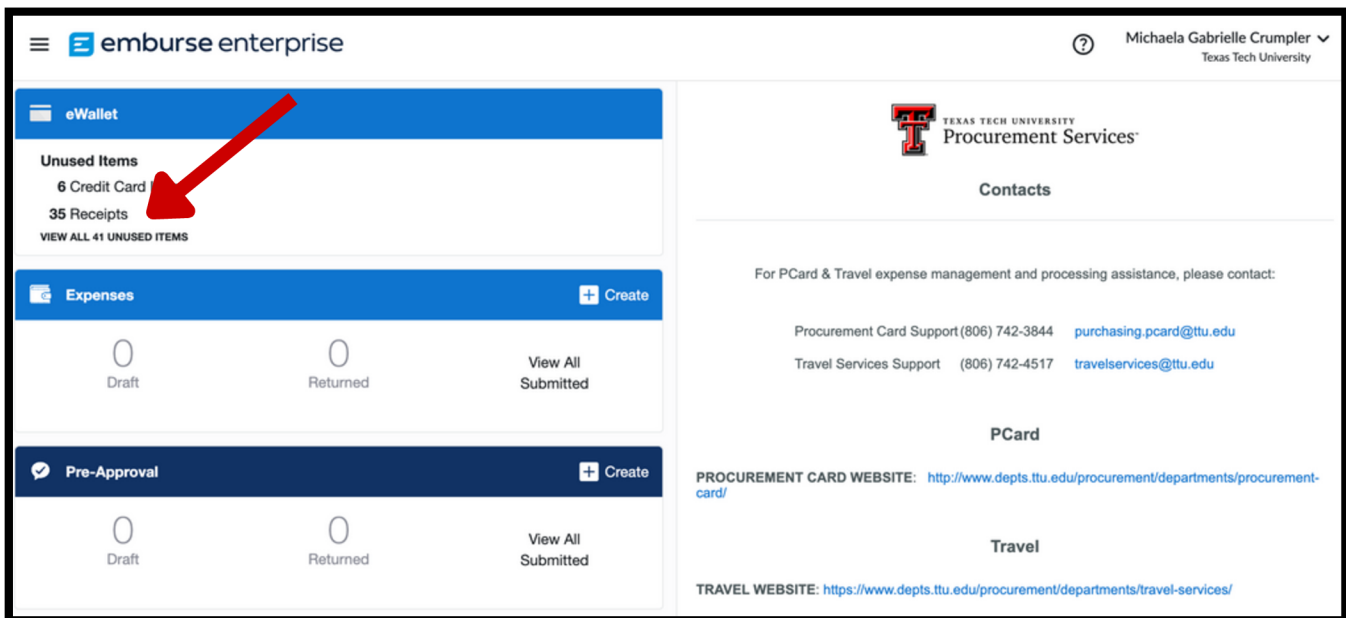


ACCESSING & NAVIGATING EMBURSE ENTERPRISE

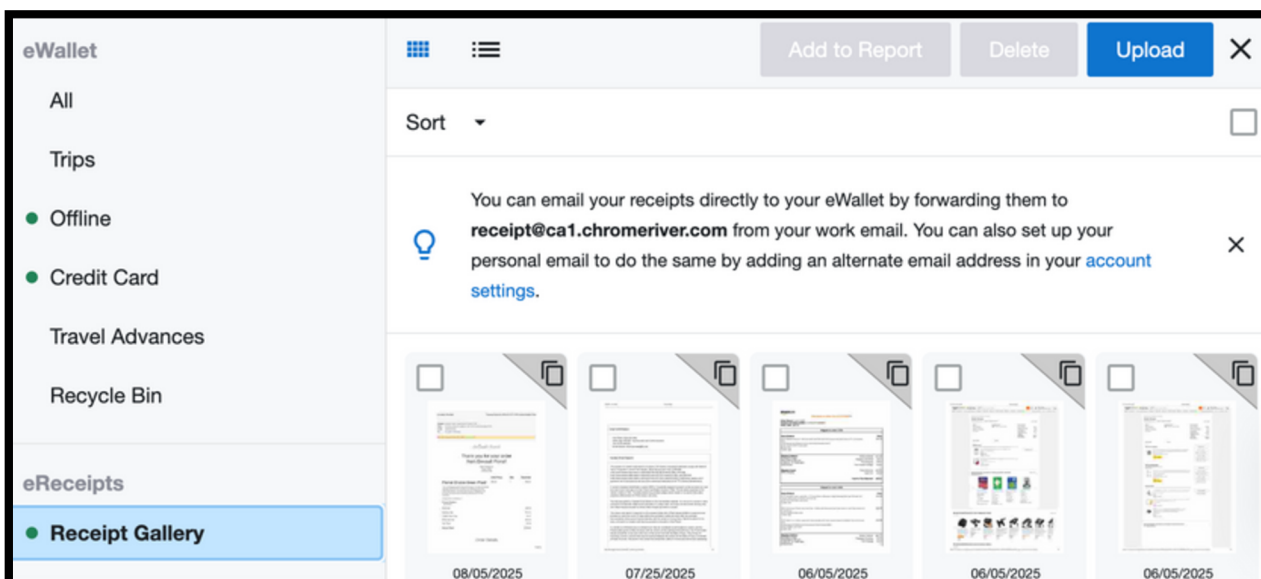
UPLOADING RECEIPTS

OPTION 1: Uploading receipts on computer

Step 1: Select "Receipts".



Step 2: The below screen will appear on the right side. You can drag and drop receipts into this screen or select "Upload" to import receipts.

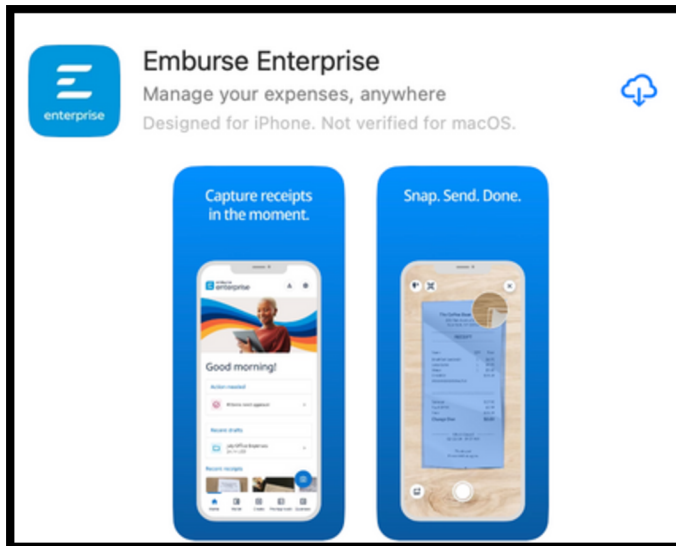




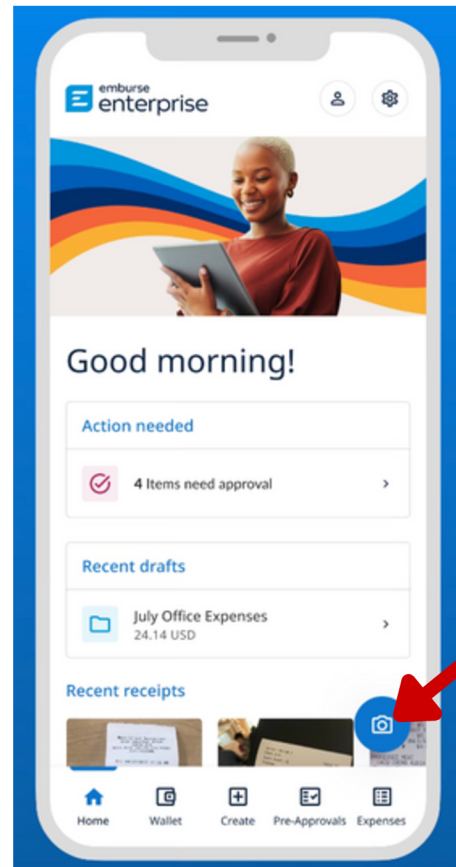
ACCESSING & NAVIGATING EMBURSE ENTERPRISE

OPTION 2: Download Mobile App & Scan Receipts

Step 1: Download the mobile app.



Step 2: After logging in with your eraider, click on the camera icon to scan your receipt. This will upload it to your Emburse account.



Disclaimer: Keep copies of all receipts in case of errors in the app or if the scans are blurry or cut off.

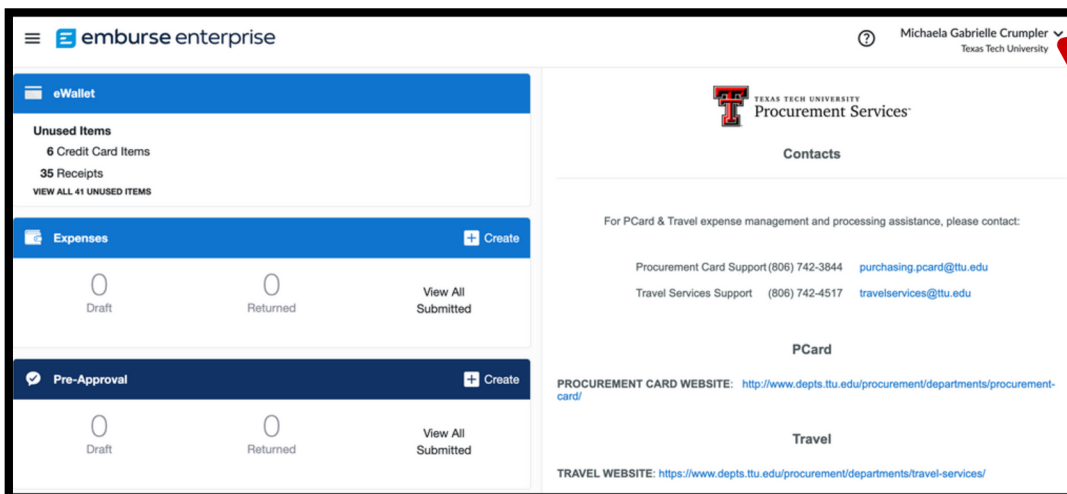


ACCESSING & NAVIGATING EMBURSE ENTERPRISE

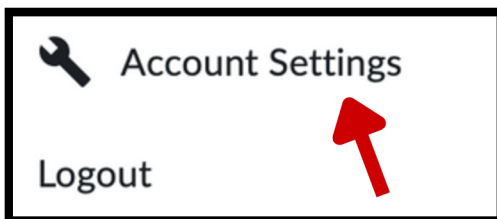
ADDING A DELEGATE

Travel reimbursements and P-Card reconciling is managed by the department business manager. The business manager must be added as a delegate to access your Emburse account to process travel reimbursements and reconcile P-Cards.

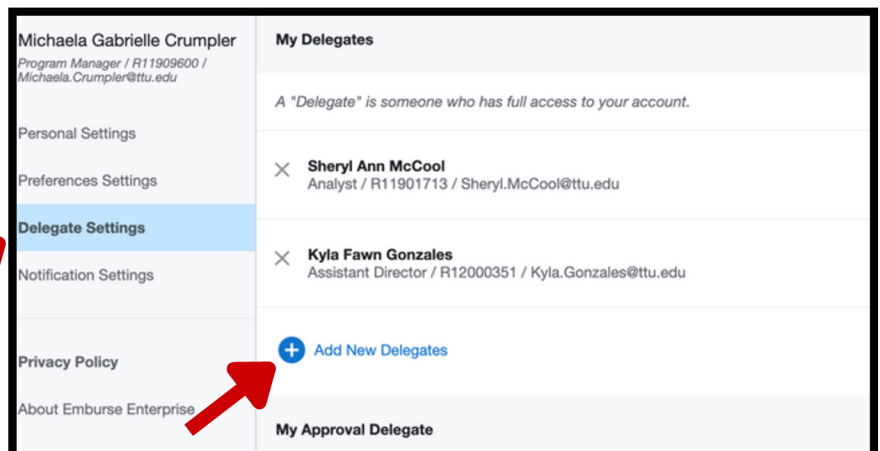
Step 1: In the right corner, select the drop-down arrow next to your name.



Step 2: Click on “Account Settings”



Step 3: On the left side, select “Delegate Setting” then select “Add New Delegates” to search and add the business manager.





ACCESSING & NAVIGATING EMBURSE ENTERPRISE



APPROVING A REIMBURSEMENT

After the business manager has submitted your travel reimbursement, you will receive an email similar to the one below requesting your approval. Please review the submission before approving.

ACTION REQUIREDChrome River

Expense Report for

Michaela Gabrielle Crumpler [Program Manager / R11909600 / Michaela.Crumpler@ttu.edu]

Created By

Kyla Fawn Gonzales

Report Name

4/1/25 PCard Crumpler

Submit Date

04/23/2025

Expense Dates

02/17/2025 - 04/20/2025

Total Expenses

734.69 USD

Reason for Assignment

Cardholder review and approval is required for Pcard reports submitted by delegate.

Business Purpose

Account Summary

Amount (USD)

T-16K001-B51003-100

FUND: College of Ag and Natural Resources (LOCAL)

ORGN: Ag Education and Communications / PROG: Instruction Expense

545.69

T-24G9IT-B51003-400

FUND: Agricultural Ed and Comm FFE (LOCAL)

ORGN: Ag Education and Communications / PROG: Academic Support Expense

189.00

Expense Summary

Amount (USD)

ST_Computer Related Equip / Supplies

39.98

ST_Consumables - Lifespan Under One Year

505.71

ST_Departmental Event

189.00

ST_Other Fees

0.00

Financial Summary

Amount (USD)

Total Expense Report

734.69

Less Company Paid

734.69

Amount Due Employee

0.00

APPROVE

RETURN

>> View Receipts

Report ID: 0100-4412-4321

You can approve or return the submission by clicking on the links in the email or by going to the expense report in your Emburse account.



ACCESSING & NAVIGATING EMBURSE ENTERPRISE



RETURNED REIMBURSEMENTS

Travel pre-approvals or reimbursements may be returned for a number of reasons and you will receive emails such as the below. These emails are also sent to all individuals listed as a delegate on your account.

No action is required unless contacted by the business manager. Please do not forward these email or make edits within the report. If additional information is needed, the business manager will contact you via email.

ACTION REQUIRED		Chrome River
The following Pre-Approval has been returned with comments. You will need to review these comments and resubmit this Pre-Approval Request if you still need these expenses pre-approved.		
Pre-Approval Request For		
Report Name		
Pre-Approval ID		
Submit Date	07/31/2025	
Expense Dates	07/16/2025 - 07/19/2025	
Total Expenses	1,266.00 USD	
Notes		
07/31/2025	Auto Bot (Budget Checker)	Returned- T--24G9BO-B51081-7B0050-200-- 296.00: (MealsPerDiem) Insufficient funds for this budget T--24G9BO-B51081-7B0005-200-- 970.00: (Car Rental) Insufficient funds for this budget

ACTION REQUIRED		Chrome River
One or more expenses from the following expense report have been returned to you for further information prior to processing.		
Expense Report for		
Report Name		
Submit Date		
Report ID		
Created By	Michaela Gabrielle Crumpler	
Returned By	Auto Bot (Budget Checker)	
Report Notes		
09/06/2024	Auto Bot	Returned- T--21A673-B51555-7B0020-200-- 824.77: (Budget (Mileage / Google Map) Insufficient funds for this budget
	(Budget Checker)	
Item Notes		
Expense	Mileage / Google Map	
Date	08/29/2024	
Amount	824.77 USD	

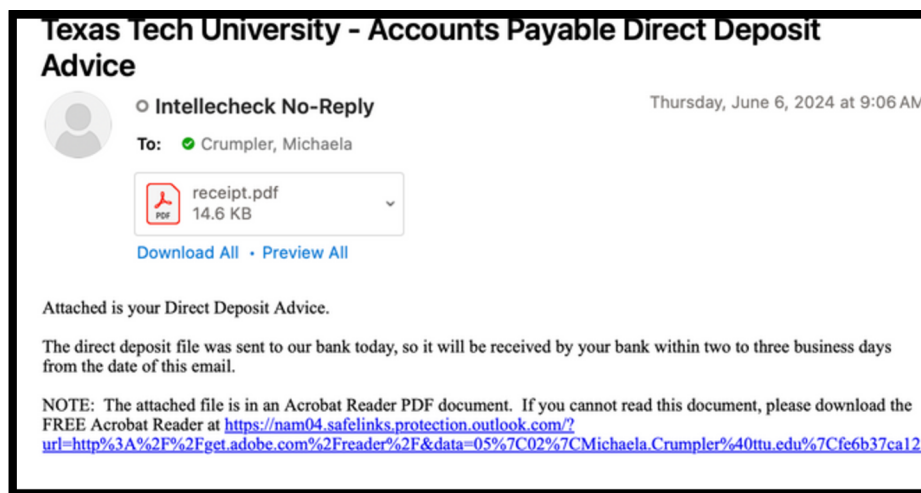


ACCESSING & NAVIGATING EMBURSE ENTERPRISE



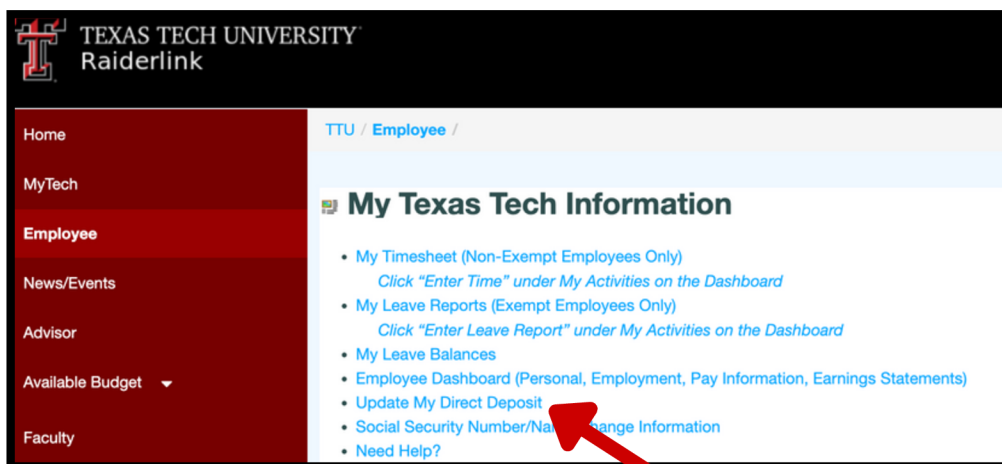
REIMBURSEMENT COMPLETED

Once your reimbursement is completed and approved, you will receive a email notifying you of the direct deposit.



If direct deposit for reimbursements (separate from your paycheck direct deposit) is not set up, your reimbursement will be issued as a check and can be picked up at the payroll office. To set up direct deposit for reimbursements, complete the following steps:

Step 1: In Raiderlink, go to the Employee tab and then select “Update Direct Deposit”.





ACCESSING & NAVIGATING EMBURSE ENTERPRISE

Step 2: Complete steps to verify your identity.

Verify Your Identity

Two-Factor Authentication is the best way to keep your account secure. It ensures you're the only person who can access your account, even if someone knows your password. A code will be sent to your phone (either by SMS Or Voice) and you will enter that code in the provided box.

Please select how to receive your verification code.
The phone number is (***) ***-9709

- ☐ Voice Call
☐ Text Message

Continue

Step 3: Select “Employee Reimbursement Account”.

Employee Payroll Accounts

Employee Reimbursement Account

Step 4: Select “Change Bank Account Information”.

Employee Payroll Accounts

Employee Reimbursement Account

I authorize Texas Tech University/Texas Tech University Health Sciences Center to collect and use account password in accordance with institutional security policies. For tips and information to help

Rout. #	Acct. #	Bank
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Add An Account Using The Form Below

☐ Checking Account ☐ Savings Account

+ Change Bank Account Information

Step 5: Provide all requested information and click “Submit”.

Add or Update Bank Account

Enter information to update this account.

Bank Routing Number: ?

Bank Account Number: ?

Account Type

Checking

Savings

Submit

Cancel