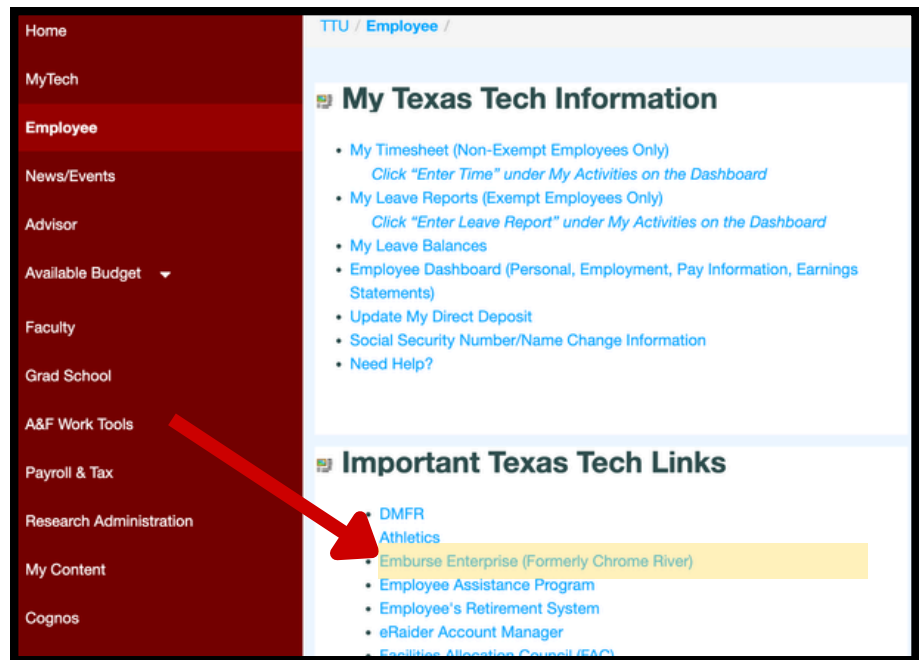
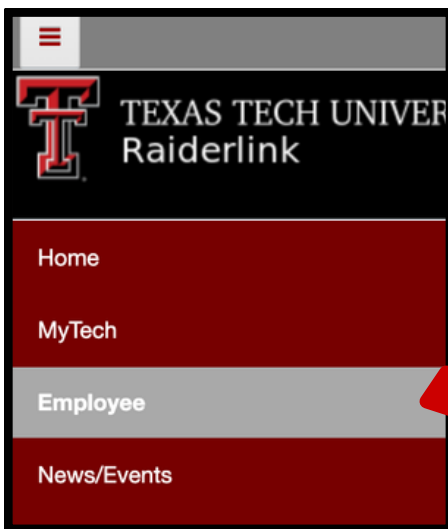




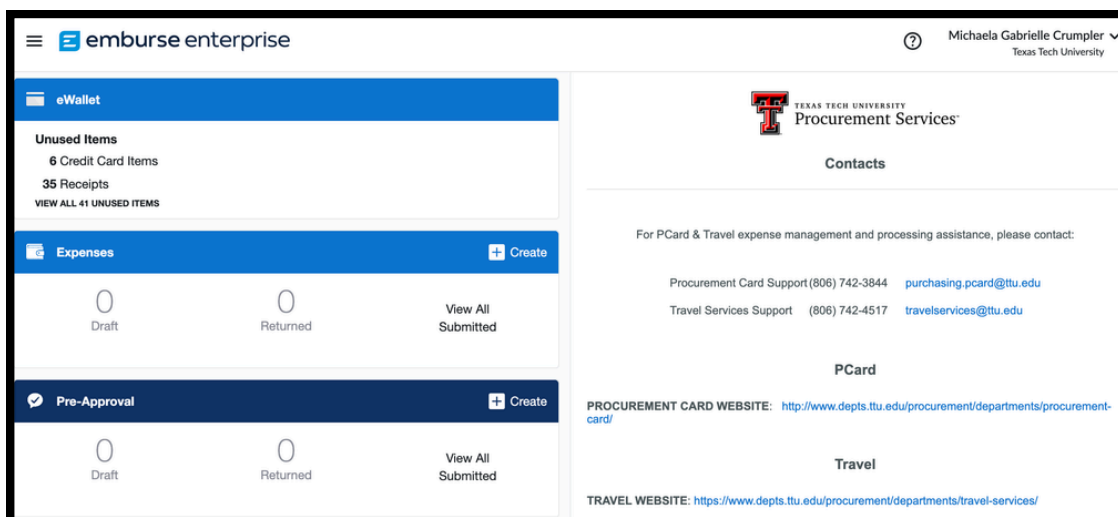
ACCESSING & NAVIGATING EMBURSE ENTERPRISE

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".

The screenshot shows the 'emburse enterprise' dashboard. On the left, the 'eWallet' section is expanded, showing 'Unused Items' with '6 Credit Card' and '35 Receipts'. A red arrow points to '35 Receipts'. Below this are 'Expenses' and 'Pre-Approval' sections, each with 'Draft' and 'Returned' counts and a 'View All Submitted' link. The right side of the dashboard features the 'Texas Tech University Procurement Services' logo and contact information for Procurement Card Support (806) 742-3844 and Travel Services Support (806) 742-4517. It also includes links for the PCard and Travel websites.

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.

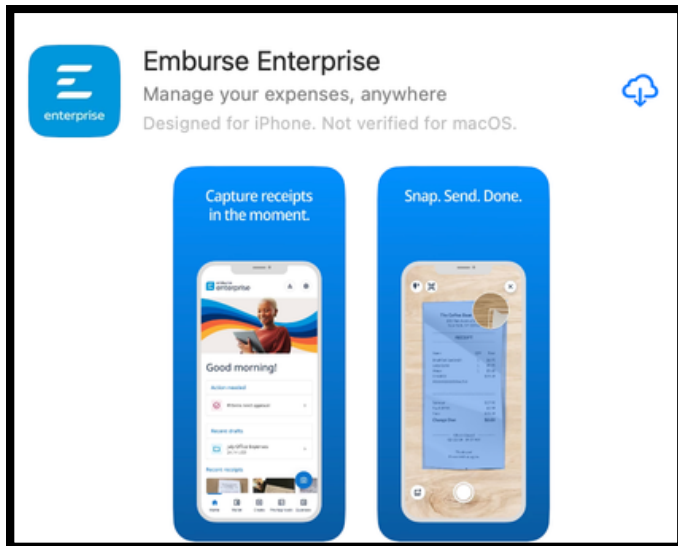
The screenshot shows the receipt upload interface. On the left, the 'eWallet' sidebar is visible with 'Receipt Gallery' selected. The main area displays a list of receipts with dates (08/05/2025, 07/25/2025, 06/05/2025, 06/05/2025, 06/05/2025) and an 'Upload' button. A notification box at the top right provides instructions on how to email receipts to receipt@ca1.chromeriver.com or set up an alternate email address in account settings.



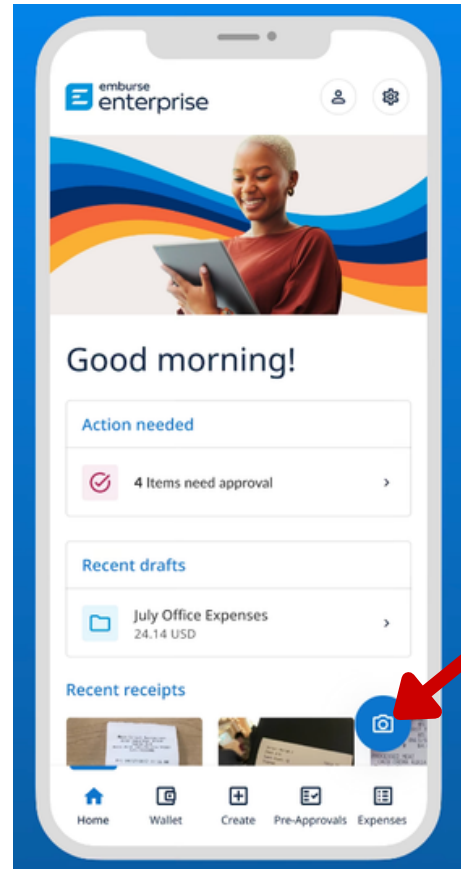
ACCESSING & NAVIGATING EMBURSE ENTERPRISE

OPTION 2: Download Mobile App & Scan Receipts

Step 1: Download the mobile app.



Step 2: After logging in with your eraid, 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 REQUIRED
Chrome 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: 0100-6412-4321

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	[Redacted]	
Report Name	[Redacted]	
Pre-Approval ID	[Redacted]	
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	[Redacted]	
Report Name	[Redacted]	
Submit Date	[Redacted]	
Report ID	[Redacted]	
Created By	Michaela Gabrielle Crumpler	
Returned By	Auto Bot (Budget Checker)	
Report Notes		
09/06/2024	Auto Bot (Budget Checker)	Returned- T--21A673-B51555-7B0020-200-- 824.77: (Mileage / Google Map) Insufficient funds for this budget
Item Notes		
Expense	Mileage / Google Map	
Date	08/29/2024	
Amount	824.77 USD	

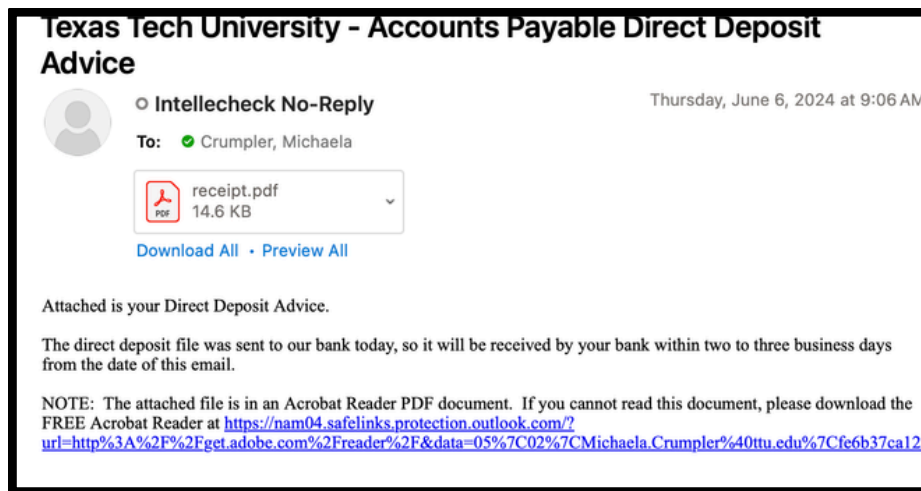


ACCESSING & NAVIGATING EMBURSE ENTERPRISE



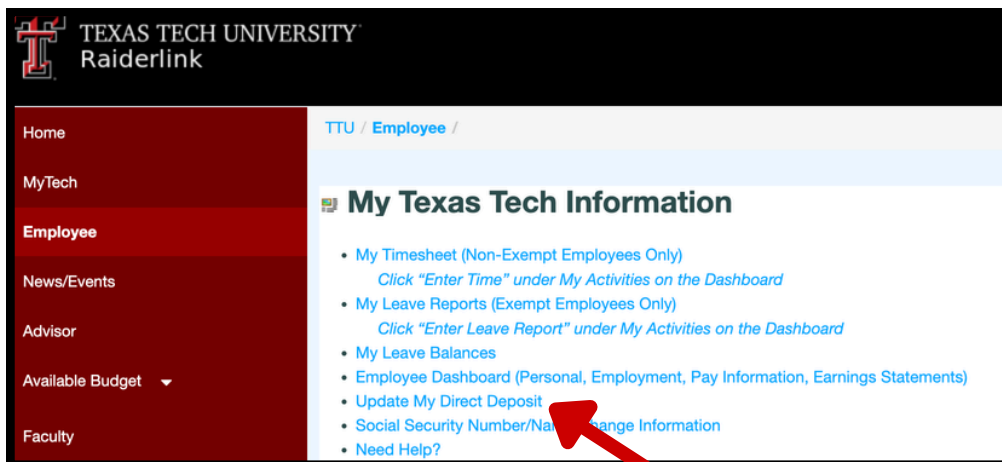
**REIMBURSEMENT
COMPLETED**

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
Add An Account Using The Form Below		
<input type="checkbox"/> Checking Account	<input type="checkbox"/> 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](#)