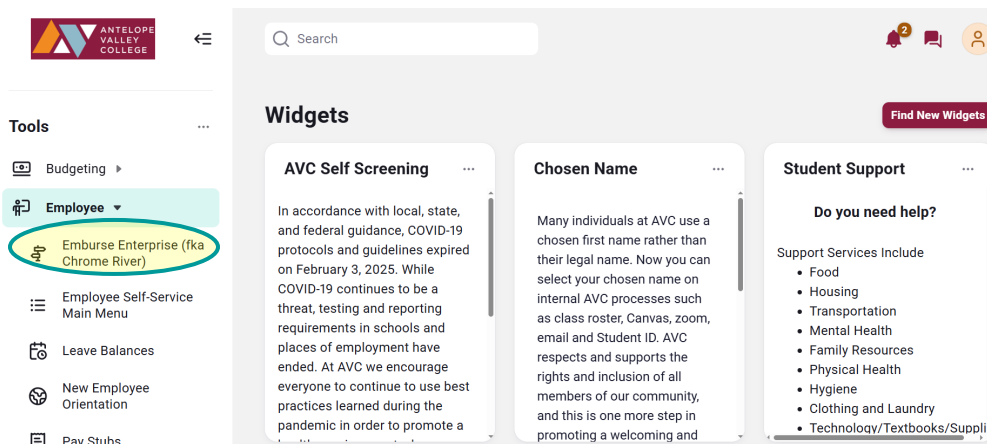
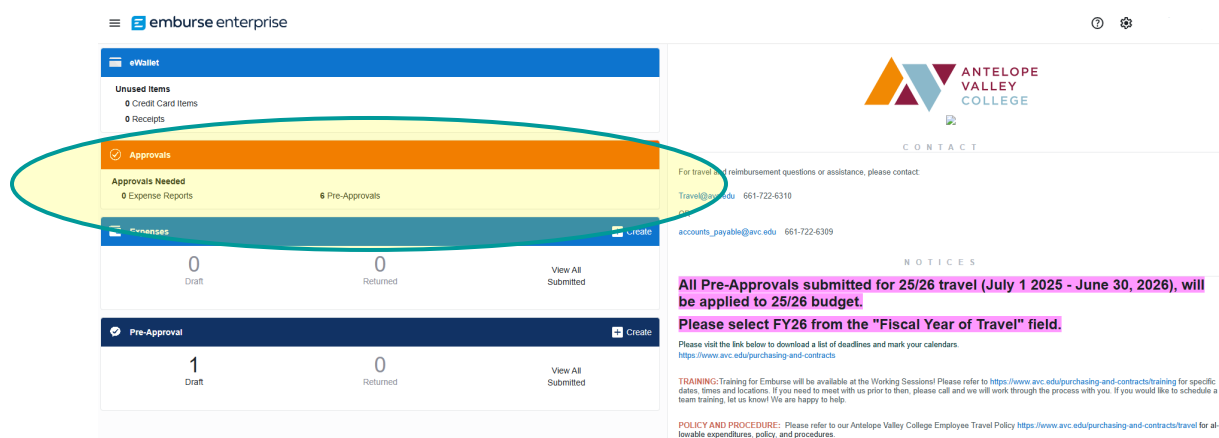


## APPROVING IN EMBURSE ENTERPRISE

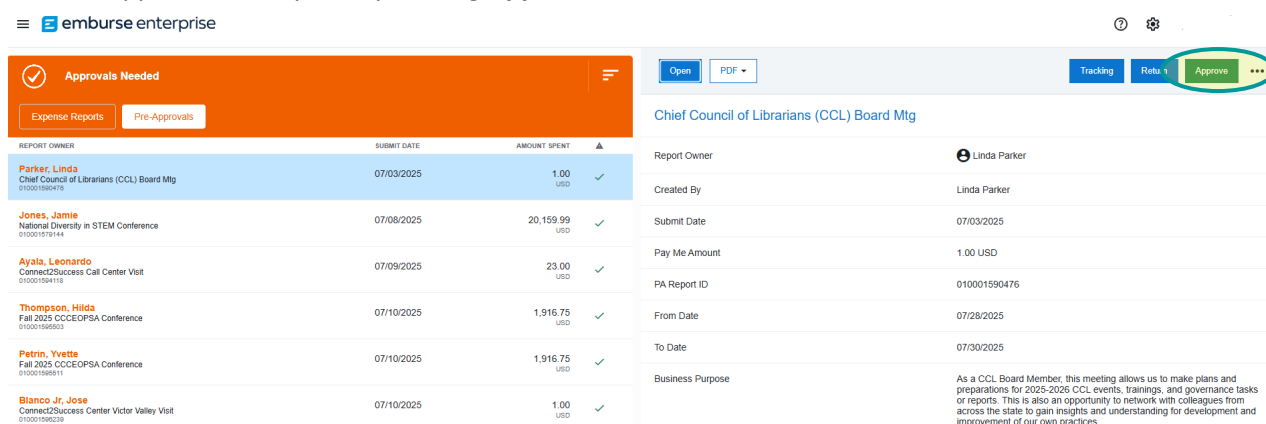
1. You will receive an email requesting your approval for travel (see next page). Log-in to **myAVC** and select **Emburse Enterprise (fka Chrome River)** by expanding the **Employee** section of **Tools**.



2. On the Emburse Enterprise home screen you will see which documents needing your approval:



3. Click on either the **Expense Reports** (Reimbursements) or **Pre-Approvals** (Trip Requests) within the approval section to view documents to approve:
4. One you select a document to approve you can view all the traveler and trip information including any uploaded attachments.
5. You can view detail of the trip by clicking **Open**.
6. You can print the document by clicking **PDF**.
7. You can view past and future approvals by clicking **Tracking**.
8. You can disapprove the request by clicking **Return**.
9. You can approve the request by clicking **Approve**.



APPROVING IN EMBURSE ENTERPRISE

If something is routed to you that you believe shouldn't be, please do not hesitate to contact purchasing, [purchasing@avc.edu](mailto:purchasing@avc.edu) or ext. 6310.

SAMPLE APPROVAL EMAIL

Pre-Approval ID: 0100-0159-5455

ACTION REQUIRED		Emburse Enterprise		
Pre-Approval Request For	Joel Gunterman [joel.gunterman@avc.edu]			
Report Name	2025 3-Day Functional Training Summit			
Pre-Approval ID	0100-0159-5455			
Submit Date	07/09/2025			
Expense Dates	07/18/2025 - 07/19/2025			
Total Expenses Approved	623.59 USD			
Prior Approver	Jennifer Zellet Hayley Vaughn Joel Gunterman			
Business Purpose	2025 3-Day Functional Training Summit			
Fiscal Year	FY26			
Trip End Time	20:00			
Trip Start Time	7:00			
Board Meeting Approval	Yes			
Exec Council Approval Form	Yes			
End Date	Jul 19, 2025			
Trip Type	Domestic			
Start Date	Jul 18, 2025			
Destination	Long Beach, CA			
Business Purpose				
2025 3-Day Functional Training Summit				
Reason for Assignment				
Email sent to Purchasing regarding approval of request (105)				
Account Summary				
			Amount (USD)	
00000-12401-	100.00%	Physical Ed & Athletics	Fiscal Year 2026 Remaining	623.59
5200-696011		Dean/TA Intercollegiate	Budget: \$2826	
		Athletics		
		Zellet, Jennifer	Zellet, Jennifer	
Expense Details				
Hotel			330.00 USD	
I have uploaded my				
Hotel quote /				
estimate				
Paid By				
Out of Pocket (Employee Reimbursement)				
Hotel Name				
Hyatt Regency Long Beach				
Mileage			65.66 USD	
Description				
From: 3041 West Avenue K, Lancaster, CA, USA To: 300 East Ocean Boulevard, Long Beach, CA, USA				
Drivers-Licence-				
Check				
Yes				
Mileage			65.93 USD	
Description				
From: 300 East Ocean Boulevard, Long Beach, CA, USA To: 3041 West Avenue K, Lancaster, CA, USA				
Drivers-Licence-				
Check				
Yes				
PerDiem			81.00 USD	
Number of				
Attendees				
1				
I acknowledge that				
regardless of meal				
selection I will only				
be reimbursed for				
meals per the				
District's Travel				
Policy				
Yes				
PerDiem			81.00 USD	
Number of				
Attendees				
1				
I acknowledge that				
regardless of meal				
selection I will only				
be reimbursed for				
meals per the				
District's Travel				
Policy				
Yes				

Pre-Approval ID: 0100-0159-5455