

PCard Helpful Information

Emburse Enterprises is the system that is utilized to manage the PCard. Emburse Enterprise is a web-based system that provides PCard holders with a paperless expense management and reporting system that operates across all devices, including desktops, laptops, tablets, and mobile devices. Emburse Expense will help reduce time and help departments review all expenses online.

Trust Bank is the financial institution that issues the PCards. Once you complete the required documents and training, you will receive your card. The PCard will need to be activated by calling the number listed on the card. Trust Bank will require a four (4) digit passcode.

Filing an Expense Report with Emburse Enterprise

Save Receipts online

- [Add the Emburse Enterprises App](#) to your phone (Formerly the CRSnap App)
- Use it to take pictures of your receipts and to send them to your account. The receipts will appear soon, but not always immediately.
- If you prefer not to add the app to your phone, you may scan the receipt, email it to yourself, and upload it to Emburse Enterprise while you are filing your report. You can also forward it to receipt@chrome.com, and it will be added to your account.

How to Log into Emburse Enterprise

- [Type admin.sewanee.edu](#) into a search bar
- Select Emburse Enterprise
- Enter your [Banner sign-in](#) credentials
- The main page opens up
- “Dashboard” is on the left. Links to instructional videos are on the lower right. “Approving Expenses” is helpful for approvers.

Start the Report

- From the menu sections on the left (eWallet, Expenses, Pre-Approval), on the Expenses blue bar, select “+Create” on the right-hand side of the blue bar.
- Report Name box: [Type the month and year](#) according to the bill you received in the mail (September 2019).
- Business Purpose: [Pcard Expense Report](#) (or whatever your supervisor suggests)
- Additional details: not necessary, but type more if you like or if your supervisor asks
- Start Date: [27th of the previous month](#) (August 27)
- New Date: [26th of the current month](#) (September 26)
- Do you have a University PCard? [Yes](#)
- [Save](#) (in the upper right corner)

Enter Expenses

- “Boxes” of various files come up on the right
- Choose [Credit Card](#) (if you are processing credit card receipts: this is where people often go wrong by going to the Receipt Gallery or [Create New, which results in you being reimbursed personally](#)). **DO NOT SELECT FROM RECEIPT GALLERY OR OFFLINE.**

- “Create New” is highlighted on the left; **don’t choose it** unless you want to be reimbursed personally; instructions for personal reimbursement are listed below.
- Check the **small box** on the right of the first Credit Card icon and above the dollar amount
- Choose **Add (+)**
- At the top of your screen is the 4-digit account number Emburse Enterprise has selected.
- If this account code is the incorrect account, select the correct icon to the left of the Account Name (office supplies). Then select the correct option from the “boxes” that will appear. (for instance, Meals> staff meals-7515) Make this as accurate as possible, not necessarily using budget numbers you’ve used in the past if new ones are more accurate.
- **Description** (this is optional)
- Allocation--**type your 6-digit index code or use the dropdown menu to find the correct one** (If you select an account for which you are not the approver, the expense will be submitted to the approver before being processed.)

Adding Receipts to the report

- Select **Add attachments**
- The **Receipt Gallery** will contain Emburse Enterprise downloads or receipts you emailed to your account. The Emburse Enterprise App downloads may take a few minutes to send the receipts to your account.
- OR
- Choose **Upload Attachments if you used another method besides Emburse Enterprises** (select downloaded image -- PDF, JPG, GIF from your computer files)
- **Select receipt**
- **Attach**
- **Save**

Once you have completed this step with all receipts, **submit the report**.

The report is complete and will be routed for approval.

If you have expenses, such as mileage, for which you should be reimbursed. If so, continue with the directions below.

Reimbursement to you for mileage or other expenses

- Go to the **home page** by selecting the three horizontal lines at the top left of the page.
- **Choose “Draft.”**
- Select your expense report
- **Choose the plus sign +** with a circle around it from the top of the left page.
- **Create new**
- Choose **Ground transportation**
- Select **Mileage**
- **Type Date**
- Description: **Type reason for trip**
- Select **Calculate Mileage**

- Google Maps comes up
- **Enter the start point and the end point**
- Choose **“return to start”** for a round trip
- Choose **“save trip”** and then **“save”**
- Repeat the process for additional expenses besides mileage to be reimbursed to you by choosing the correct category instead of Mileage.
- **Go to the home page** by selecting the three horizontal lines at the top left of the page.
- The left screen shows your full report, with “spent” for credit card expenses and “pay me” for reimbursables. There should be green check marks to the right of each.
- Choose **Submit**.

Updated 11.19..2025