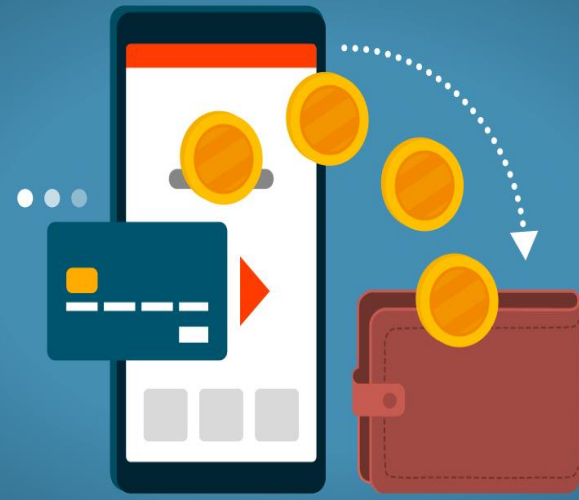


Coming Soon...



emburse®

Emburse Enterprise



The new Lafayette College p-card reconciliation, expense reimbursement, and vendor payment program:

- ✓ Vendor invoices, p-card receipts and expense reimbursement requests are submitted faster using a secure website, email or Smartphone;
- ✓ Approval requests for different departments are routed simultaneously, saving time;
- ✓ Approvals are submitted via Smartphone, e-mail or on-line, without the need for inter-office paperwork;
- ✓ No need to attach and physically send receipts, invoices or paper reports – invoices and receipts are scanned and submitted electronically;
- ✓ Templates for vendors, saving time and reducing keying errors;
- ✓ All of your submitted and unsubmitted reports are available for viewing at any time on the Emburse website;
- ✓ Tracking feature – monitor every step of the payment process from your computer;
- ✓ Retrieve historical reports (and receipts) for your records at any time.

Frequently Asked Questions:

Who is affected by this process?

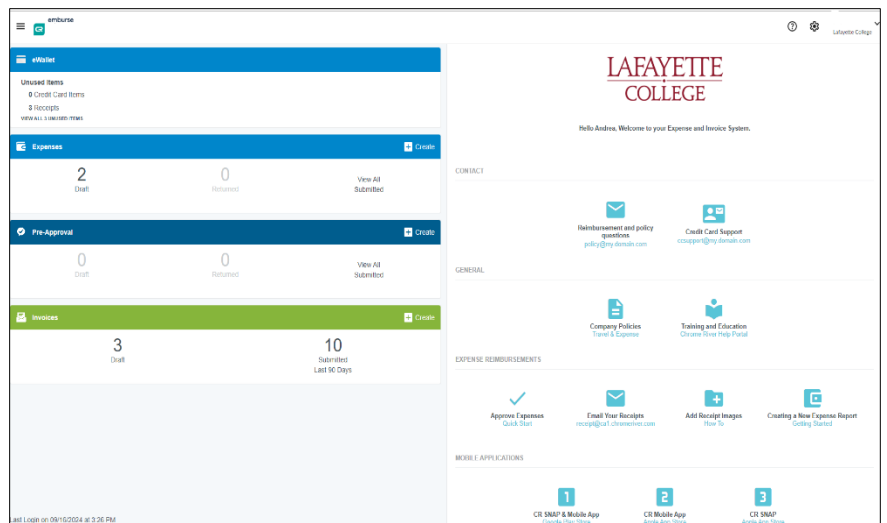
All personnel who submit vendor invoices and expense reimbursement requests, as well as those that have a Lafayette P-Card, will use Emburse.

When will Accounting stop accepting paper expense reports?

Accounts Payable will accept paper expense reports for up to four weeks following the rollout of the process in your office. After that, all reports must be submitted via Emburse.

When will Emburse be introduced to my office?

The program will be rolled out to the offices with staggered start dates beginning late fall 2024. It is anticipated that all departments will be onboarded by June 30, 2025.



Training for this new enhancement will be coming to your office.

The Accounts Payable team will be in contact with more details for you very soon!