

Submit a Corporate Card Transaction

Use this workflow for expenses made with a company card. You can review transaction details, attach receipts, and submit transactions for approval directly from the Emburse Spend mobile app.

Transaction Statuses

Corporate card transactions can appear in the following statuses:

- **Pending:** Transactions that are not yet finalized by the merchant. These can be edited and queued, but not submitted.
- **Queued:** Pending transactions that are prepared for submission and are automatically submitted once posted.
- **Draft:** Transactions that are saved but not yet submitted. You can update and submit them later.

Pending transactions are only visible for supported card providers. If your provider does not support pending transactions, they appear only after posting.

See [Understanding Transaction Types in Emburse Spend](#) for more information.

Submit a Transaction

You can submit corporate card transactions from multiple places in the Emburse Spend Mobile app:

- **Dashboard:** View and submit suggested expenses
- **Transactions:** View all transactions
- **Cards:** View transactions by card

The Dashboard shows only recent transactions. To view all transactions, go to the **Transactions** screen.

1. Open a transaction using one of the following:
 - From the **Dashboard**, tap a suggested expense
 - From the menu, tap **Transactions** or **Cards**, then tap a transaction

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Account



Test User

Test Account

Personal

 [Dashboard](#) >

 [Reimbursable Expenses](#) >

 [Transactions](#) >

 [Receipts](#) >

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[Logout](#)

v1.25.2

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35



Test Account

Unapproved Transactions

AA Admin Account
Facebook \$100.00
Test
[Bank Icon] [Warning Icon] • 01/01/2024

Denied Transactions

AA Admin Account
Taxi \$19.29
1
[Bank Icon] [Warning Icon] DENIED • 16/01/2024

AA Admin Account
Taxi \$102.68
[Bank Icon] DENIED • 16/01/2024

Completed Transactions

AA Admin Account
Facebook \$100.00
[Bank Icon] • 01/05/2024

AA Admin Account
Facebook \$100.00
[Bank Icon] • 01/04/2024

AA Admin Account
Facebook \$100.00
[Bank Icon] • 01/03/2024

AA Admin Account
Facebook \$100.00
[Bank Icon] • 01/02/2024

AA Admin Account
Taxi \$47.25
[Bank Icon] • 16/01/2024

○

Admin Account


2. If you attach a receipt, Emburse AI attempts to automatically extract and populate expense details.

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✕ **New Expense**

Merchant / Mileage


\$0.00 USD



Note

Category

Attendees ✕

Date Apr 3 2026 

MY_DEFAULT_F... ✕

Location **Autofilling expense details...** ✕

Department **ADD DETAILS MANUALLY** ✕

Office ✕

Billable

+ Add Detail ☰ Split

Expense

If you prefer, you can skip automatic extraction and tap **Add Details Manually**.

3. Review and update the expense details:
 - Category
 - Notes
 - Receipt (if required)
4. Tap **Expense**.

If your organization has enabled Emburse Assurance, you may see a **Potential Issues to Review** screen before submission. See [Pre-Submission Checks with Emburse Assurance](#) below for more information.

The transaction is submitted for approval.