

Create Pre-Approval with Mileage and Full Day Per Diem



1

Click here

Create

0
Returned

View All
Submitted

Create

0
Returned

View All
Submitted

QA TESTIN SYSTEM

Hello Debbie, Welcome to your travel pre-authorization and ex

Company Policies
Travel & Expense Policy

Reimbursement and policy
questions
cotravel@lcsc.edu

EXPENSE REIMBURSEMENT

Approve Expenses
Quick Start

Email Your Receipts
receipt@ca1.chromeriver.com

Add Receipt Imag
How To

1

2

For Report Name = Location, First Date of Travel, Warrior ID # (EX CDA, ID 032425 1234567)

fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks

Debbie Stellyes Lewis Clark State College

Cancel Save

Pre-Approvals For Debbie Stellyes

Report Name CDA, ID

Start Date 03/24/2025

End Date 03/24/2025

Number of Days 1

Pay Me In USD - US Dollars

Business Purpose Traveling to CDA for Conference

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

3

Select Start and End Date of Travel

fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI All Bookmarks

Debbie Stellyes Lewis Clark State College

Cancel Save

Pre-Approvals For Debbie Stellyes

Report Name CDA, ID

Start Date 04/21/2025

End Date 04/21/2025

Number of Days 1

Pay Me In USD - US Dollars

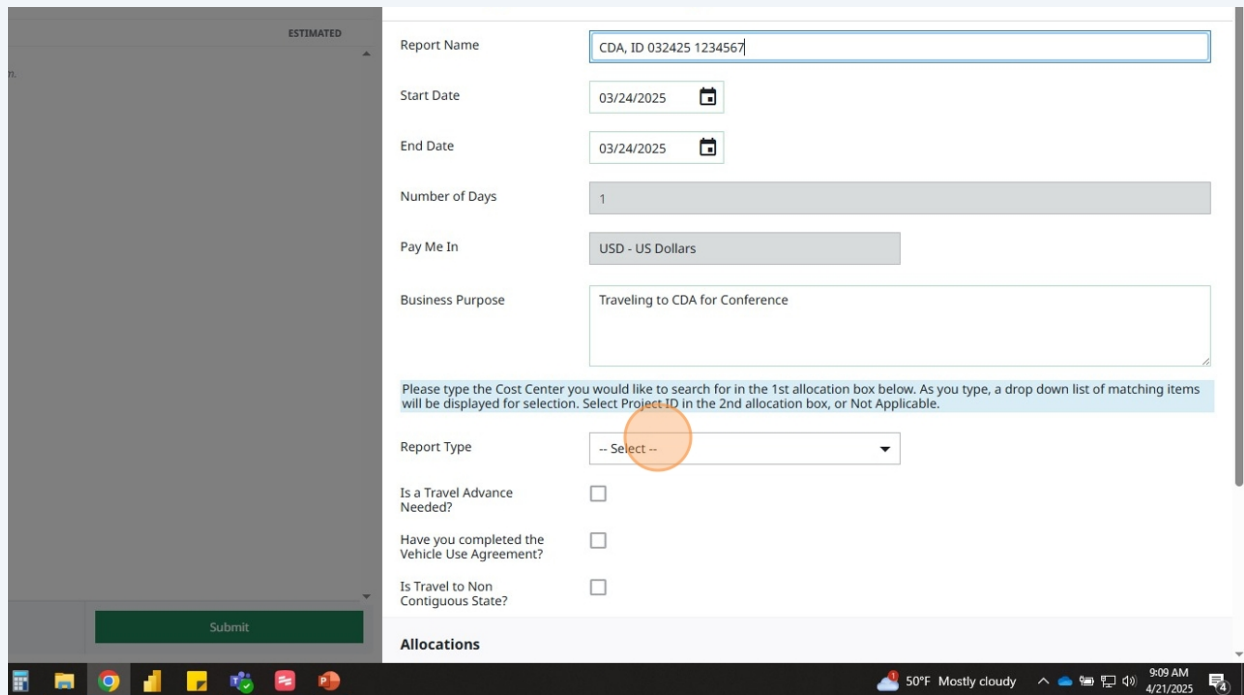
Business Purpose

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Report Type Select

4

Make sure to fill in Business Purpose for the trip. Where you are going and why. Select type of report. This one will be Travel



ESTIMATED

Report Name: CDA, ID 032425 1234567

Start Date: 03/24/2025

End Date: 03/24/2025

Number of Days: 1

Pay Me In: USD - US Dollars

Business Purpose: Traveling to CDA for Conference

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Report Type: -- Select --

Is a Travel Advance Needed? ☐

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐

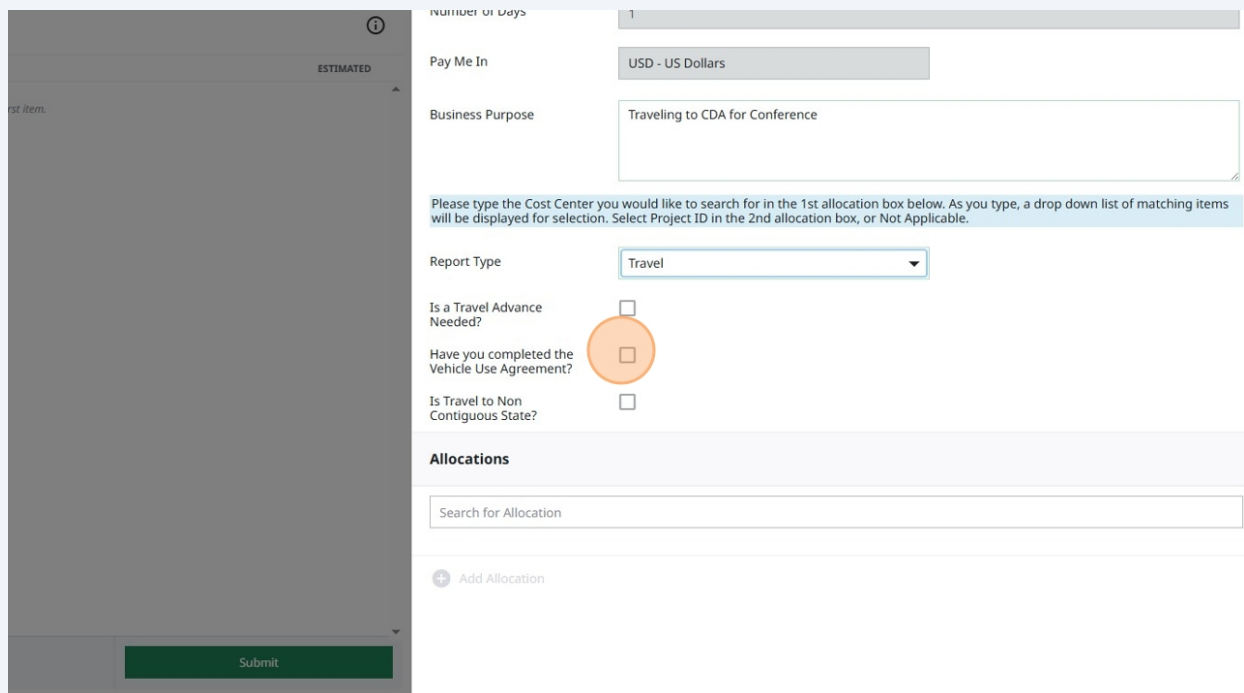
Submit

Allocations

50°F Mostly cloudy 9:09 AM 4/21/2025

5

Select any of these that will be part of the Pre-Authorization.



ESTIMATED

Number of Days: 1

Pay Me In: USD - US Dollars

Business Purpose: Traveling to CDA for Conference

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Report Type: Travel

Is a Travel Advance Needed? ☐

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐

Submit

Allocations

Search for Allocation

+ Add Allocation

6

Type in Cost Center name or number to load. This will be the Cost Center that is getting charged for expenses.

ESTIMATED

to add your first item.

Pay Me In: USD - US Dollars

Business Purpose: Traveling to CDA for Conference

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of match will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Report Type: Travel

Is a Travel Advance Needed? ☐

Have you completed the Vehicle Use Agreement? ☒

Is Travel to Non Contiguous State? ☐

Allocations

Search for Allocation

+ Add Allocation

Amount: Submit

7

Click here

Scribe: AI Documentation, SOP: x | Google chrome Workflow | Scri: x | +

153037c5072b0be9a4059c4a43785bbe10006cb04f26aa838edbe3f40c78e3b4c3a0

fraud hotline | GLTB_CMMCALIS_S... | Western Association... | Annual Comprehen... | Fixed Assets - Contr... | Forms - Purchasing... | Per diem rates | GSA | Power BI

Debbie Stellyes Lewis Clark State College

Cancel Save

Pre-Approvals For Debbie Stellyes

Report Name: sdfasdfsadsafasd

Start Date: 04/21/2025

End Date: 04/21/2025

Number of Days: 1

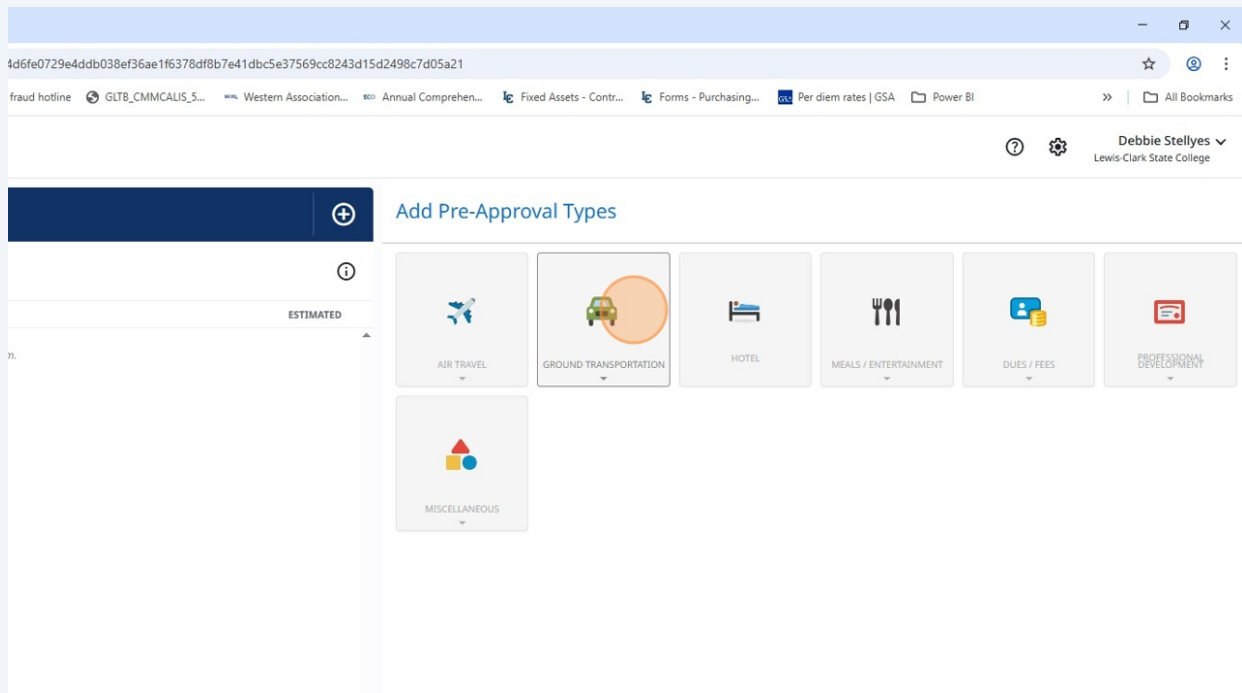
Pay Me In: USD - US Dollars

Business Purpose: asdfasdfsadsafsdaf

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

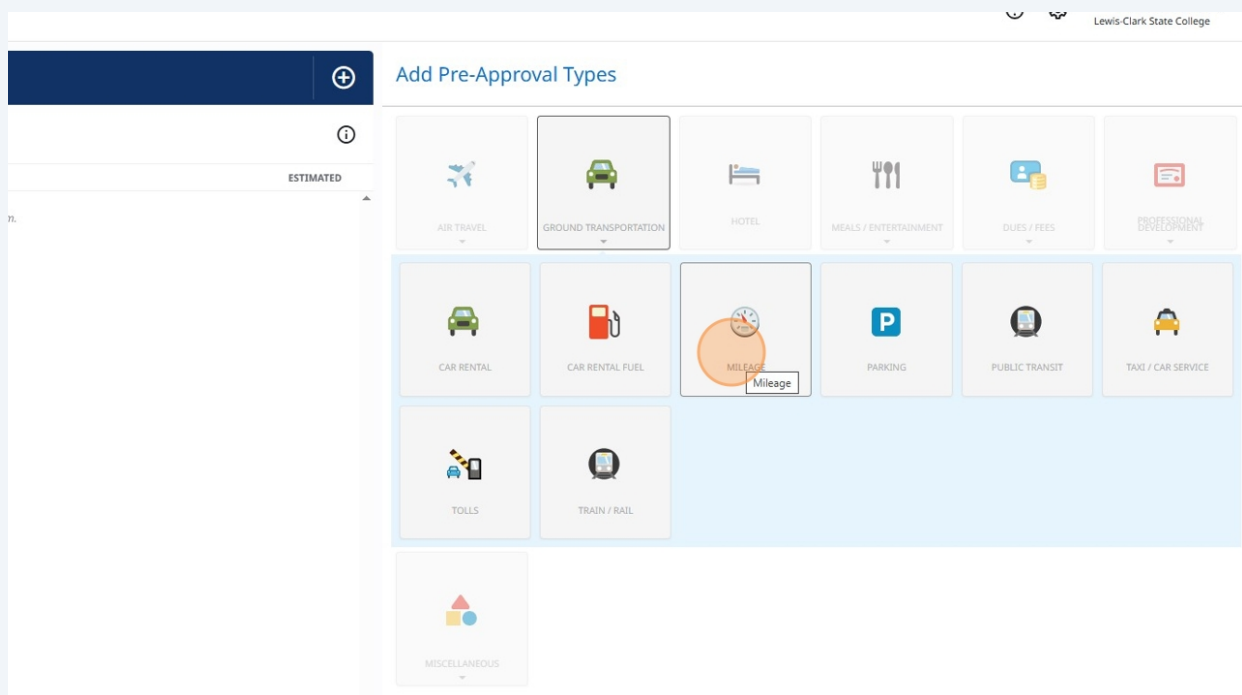
8

To start adding Expense to Pre-Approval click on proper mosaic



9

For Ground Transportation you can use mileage which has an automatic calculation from mileage form provided Google maps inside tile.



10 Select the correct date for the travel

The screenshot shows a web browser window with a URL bar containing a long alphanumeric string. The browser's address bar shows several tabs, including "fraud hotline", "GLTB_CMMCALIS_5...", "Western Association...", "Annual Comprehen...", "Fixed Assets - Contr...", "Forms - Purchasing...", "Per diem rates | GSA", and "Power BI". The user is logged in as "Debbie Stellyes" from "Lewis Clark State College". The "Mileage" form is displayed, with a calendar icon next to the "Date" field, which is highlighted with an orange circle. The "Date" field shows "04/21/2025". Other fields include "Estimated Amount" (0.00 USD), "Description" (Optional), "Rate" (0.7), "Miles" (0.00), and "Deduction" (None). A "Calculate Mileage" button is visible next to the "Miles" field.

4d6fe0729e4ddb038ef36ae1f6378df8b7e41dbc5e37569cc8243d15d2498c7d05a21

fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Debbie Stellyes
Lewis Clark State College

Cancel Save

Mileage

Date 04/21/2025

Estimated Amount 0.00 USD

Description
Optional

Rate 0.7

Miles 0.00 Calculate Mileage ⓘ

Deduction None

11 Click here "Calculate Mileage" to use built in Google maps to generate mileage map.

The screenshot shows the same "Mileage" form, but with the "Calculate Mileage" button highlighted by an orange circle. The "Date" field now shows "03/24/2025". The "Miles" field is still "0.00". A "Submit" button is visible at the bottom left of the form.

Mileage

Date 03/24/2025

Estimated Amount 0.00 USD

Description
Optional

Rate 0.7

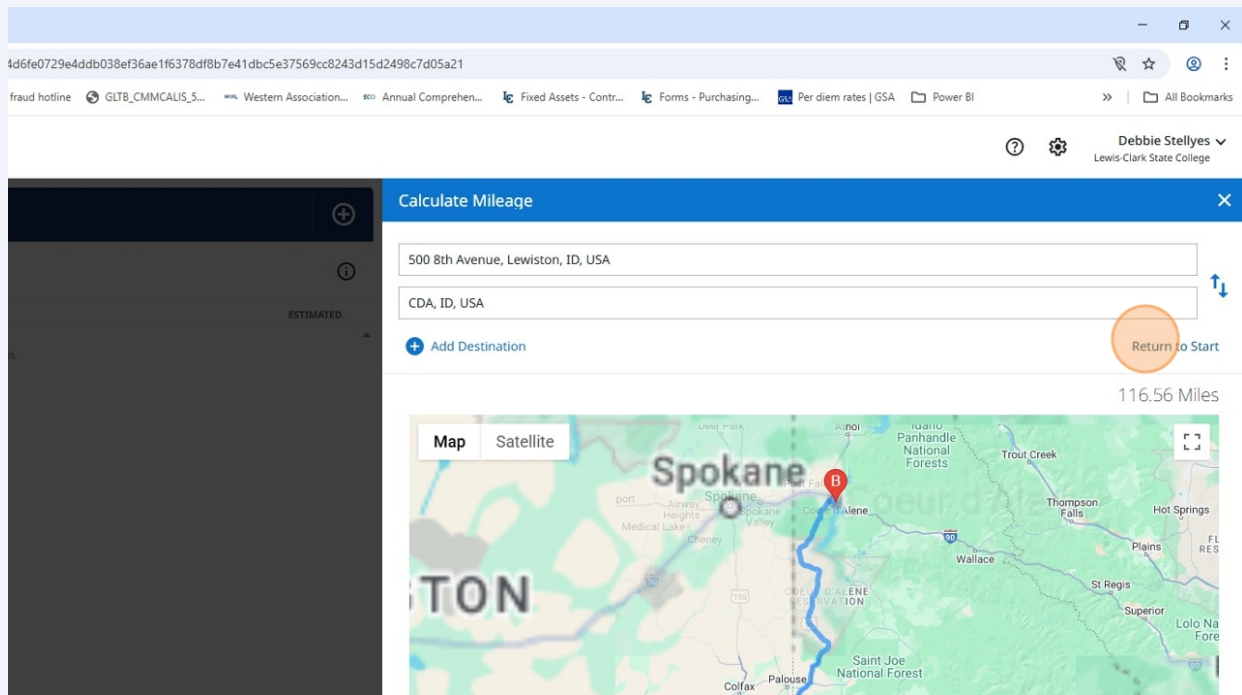
Miles 0.00 Calculate Mileage ⓘ

Deduction None

Submit

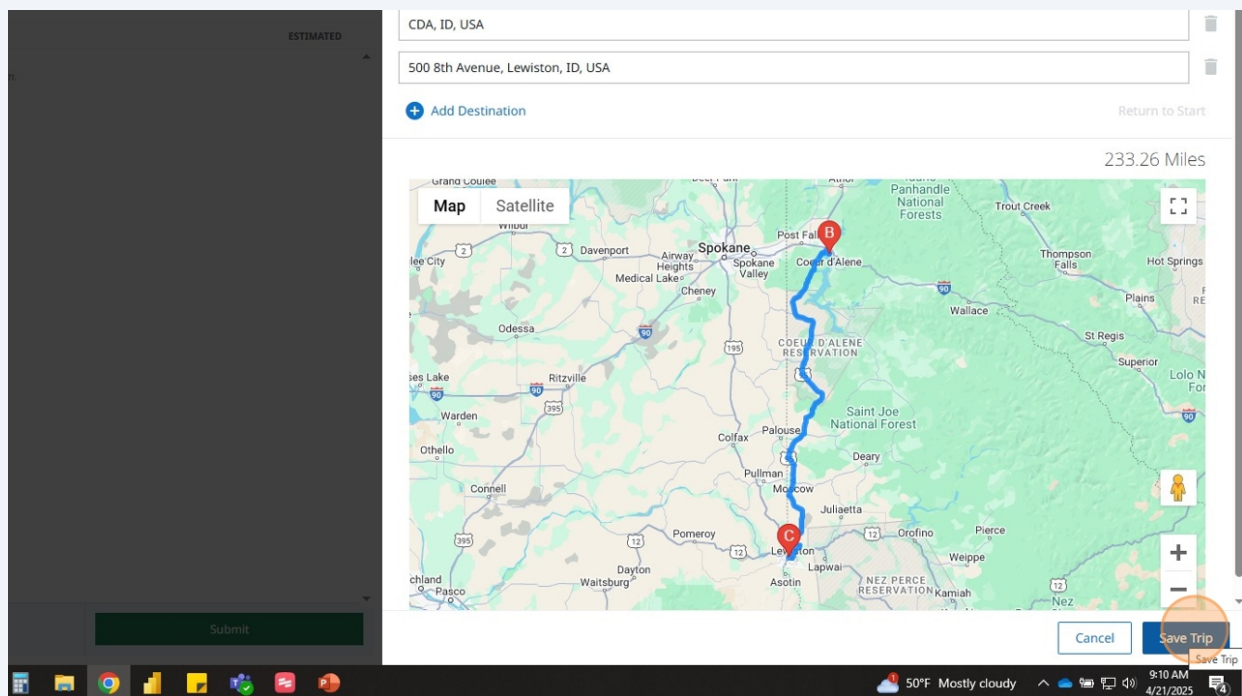
12

Type in start address and end address. Use the "Return to Start" to add return destination the same as start address.



13

Click Save and map will auto save to Pre-Authorization with descriptions of travel locations



14 Click save

The screenshot shows a web application interface for a 'Mileage' form. The browser's address bar displays a long alphanumeric string. The top navigation bar includes links for 'fraud hotline', 'GLTB_CMMCALIS_5...', 'Western Association...', 'Annual Comprehen...', 'Fixed Assets - Contr...', 'Forms - Purchasing...', 'Per diem rates | GSA', and 'Power BI'. The user's name 'Debbie Stellyes' and affiliation 'Lewis Clark State College' are shown in the top right corner. The form itself has a dark blue header with a plus icon and an information icon. The main content area is titled 'Mileage' and contains the following fields:

- Date:** 03/24/2025
- Estimated Amount:** 163.28 USD
- Description:** From: 500 8th Avenue, Lewiston, ID, USA
To: CDA, ID, USA
To: 500 8th Avenue, Lewiston, ID, USA
- Rate:** 0.7
- Miles:** 233.26 [Calculate Mileage](#)
- Deduction:** None

The 'Save' button is highlighted with a red circle.

15 Add Per Diem Wizard to Pre-Authorization

The screenshot shows a web application interface for the 'Add Pre-Approval Types' form. The browser's address bar displays a long alphanumeric string. The top navigation bar includes links for 'fraud hotline', 'GLTB_CMMCALIS_5...', 'Western Association...', 'Annual Comprehen...', 'Fixed Assets - Contr...', 'Forms - Purchasing...', 'Per diem rates | GSA', and 'Power BI'. The user's name 'Debbie Stellyes' and affiliation 'Lewis Clark State College' are shown in the top right corner. The form has a dark blue header with a plus icon and an information icon. The main content area is titled 'Add Pre-Approval Types' and displays a list of categories:

- AIR TRAVEL
- GROUND TRANSPORTATION
- HOTEL
- MEALS / ENTERTAINMENT
- DUES / FEES
- PROFESSIONAL DEVELOPMENT
- MISCELLANEOUS

The 'MEALS / ENTERTAINMENT' category is highlighted with a red circle.

16 Click here

The screenshot shows the 'Add Pre-Approval Types' interface. On the left, a summary box displays 'ESTIMATED' and '163.28 USD'. The main area contains a grid of pre-approval type buttons: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT (highlighted), DUES / FEES, MEALS - PER DIEM WIZARD, BUSINESS MEALS, MEALS PER DIEM, and MISCELLANEOUS.

17 Fill out start date with time and end date with time. Remember that the time is a 24 hour clock. Anything past noon (12 pm) you will need to add 12 to the number 1 PM = 13:00 (12+1), 2PM = 14:00 (12+2), 3PM = 15:00 (12+3), etc....

The screenshot shows the 'Per Diem Wizard' form. The 'Start Date' field is highlighted with a red circle, showing a date picker icon and the time 00:00. The 'End Date' field shows 23:59. The 'Days' field shows 0. The 'Description' field has a placeholder 'Add Description'. The 'Location' field has a placeholder 'Search for Location'.

18 Add description to what meals will need to be covered by per diem

emburse enterprise

Per Diem Wizard

Start Date: 03/24/2025 07:00

End Date: 03/24/2025 19:00

Days: 1

Description: Add Description

Location: Search for Location

DATE	LOCATION
------	----------

19 Type in the location that Per Diem is going to be covered at. This will generate the cost for the day.

emburse enterprise

Per Diem Wizard

Start Date: 03/24/2025 07:00

End Date: 03/24/2025 19:00

Days: 1

Description: Traveling to CDA for Conference where no meals are covered

Location: Search for Location

DATE	LOCATION
------	----------

Add Entries Cancel

20 Click here

End Date: 03/24/2025 19:00

Days: 1

Description: Traveling to CDA for Conference where no meals are covered

Location: Coeur D'Alene-Kootenai County, Idaho (ID), United States

Add Entries Cancel

21 This will load information on the right hand side for the Pre-Approval expenses. click "Add Entries" to add to report.

03/24/2025 Idaho (ID), United States USD

als are covered

ited States

ancel

Clear All **Add to Report**

22 Double check that expense are place correctly.

Emburse Enterprise

Pre-Approvals For Debbie Stellyes

CDA, ID 032425 1234567

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Mileage	163.28 USD
Meals Per Diem	58.00 USD

Add Pre-Approval Types

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MISCELLANEOUS

23 This is one location you can find the Pre-Approval Report ID

EXPENSE	ESTIMATED
Mileage	163.28 USD
Meals Per Diem	58.00 USD

Date 03/24/2025

Start Time 07:00

End Time 19:00

Estimated Amount 58.00 USD

Description Traveling to CDA for Confere

Location Coeur D'Alene, Idaho (ID), U

Deductibles

☐ Breakfast

☐ Lunch

PA Report ID QA0001734441

Total Estimated Amount 221.28 USD

Submit

Previous

24 This is the total of the Estimate amount.

EXPENSE	ESTIMATED
Mileage	163.28 USD
Meals Per Diem	58.00 USD

PA Report ID
QA0001734441

Total Estimated Amount
221.28 USD

Submit

< Previous

Date: 03/24/2025

Start Time: 07:00

End Time: 19:00

Estimated Amount: 58.00 USD

Description: Traveling to CDA for Confere

Location: Coeur D'Alene, Idaho (ID), U

Deductibles

☐ Breakfast

☐ Lunch

25 Click Submit when done.

EXPENSE	ESTIMATED
Meals Per Diem	58.00 USD

Total Estimated Amount
221.28 USD

Submit

< Previous

Date: 03/24/2025

Start Time: 07:00

End Time: 19:00

Estimated Amount: 58.00 USD

Description: Traveling to CDA for Conference where no me

Location: Coeur D'Alene, Idaho (ID), United States

Deductibles

☐ Breakfast

☐ Lunch

26

This verifies that you are complete with process and want to submit this form.

4d6fe0729e4ddb038ef36ae1f6378df8b7e41dbc5e37569cc8243d15d2498c7d05a21

fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Debbie Stellyes
Lewis Clark State College

Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel Submit

CDA, ID 032425 1234567

Report Owner	Debbie Stellyes
Created By	Calahan McAlister
Create Date	04/21/2025
Pay Me Amount	221.28 USD
PA Report ID	QA0001734441
From Date	03/24/2025
To Date	03/24/2025

ESTIMATED
163.28 USD
58.00 USD