Create Pre-Approval with Mileage and Full Day Per Diem

LEWIS CLARK
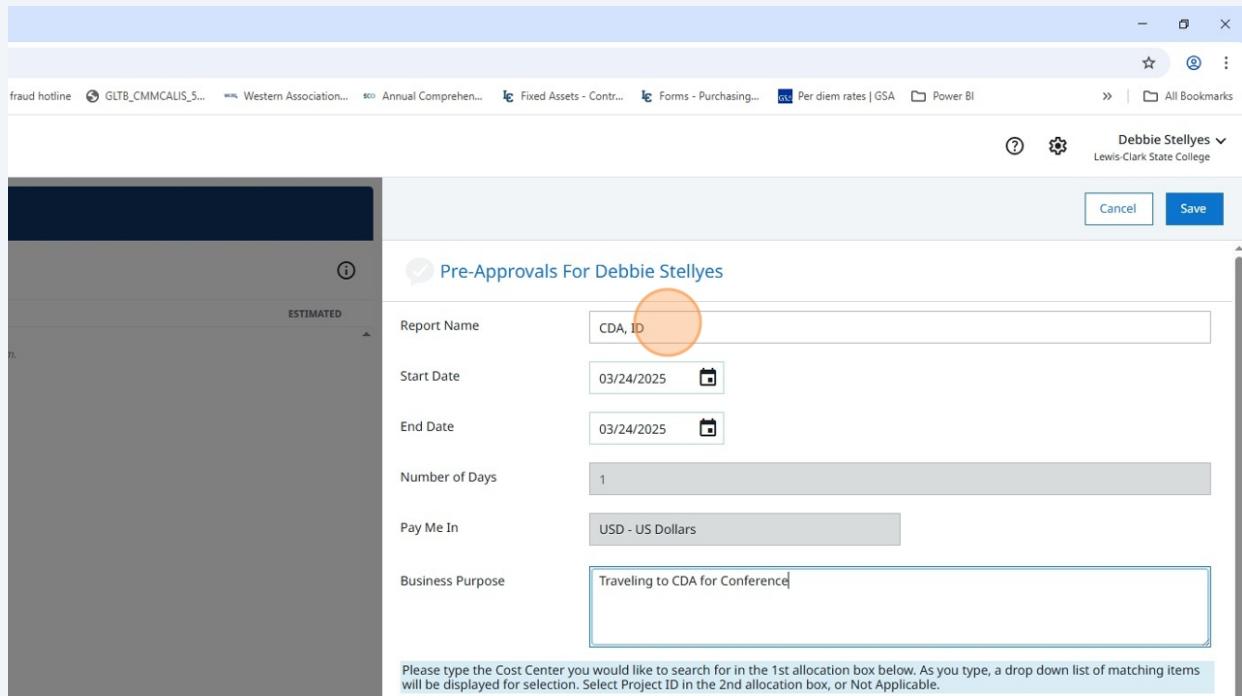STATE COLLEGE

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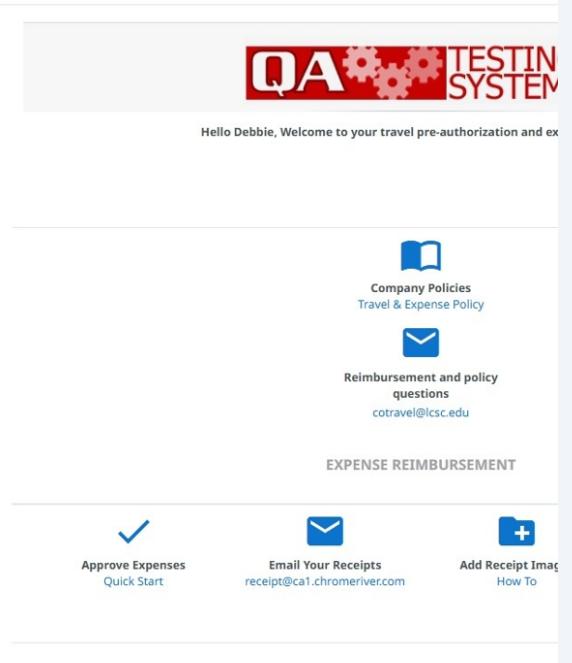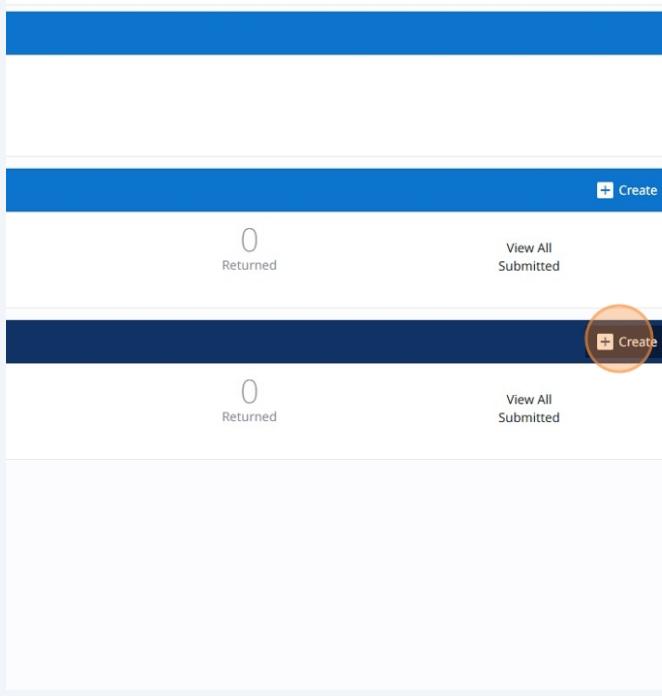
2 For Report Name = Location, First Date of Travel, Warrior ID # (EX CDA, ID 032425 1234567)

3 Select Start and End Date of Travel
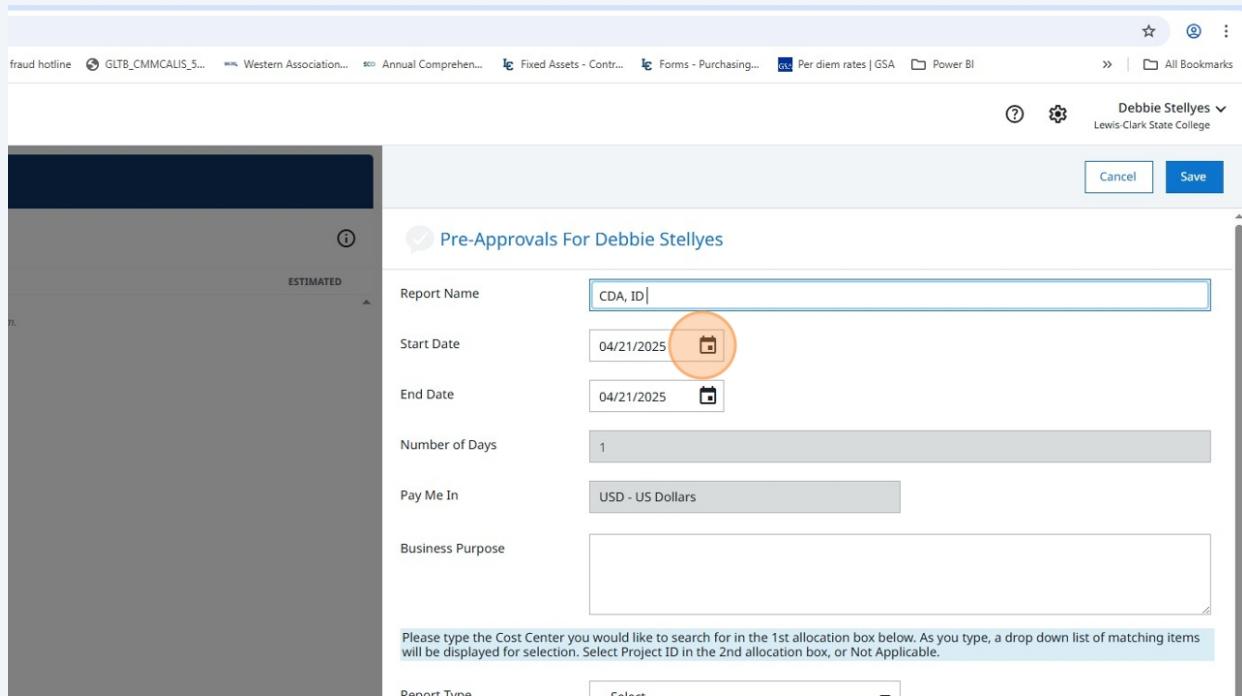
4 Make sure to fill in Business Purpose for the trip. Where you are going and why. Select type of report. This one will be Travel
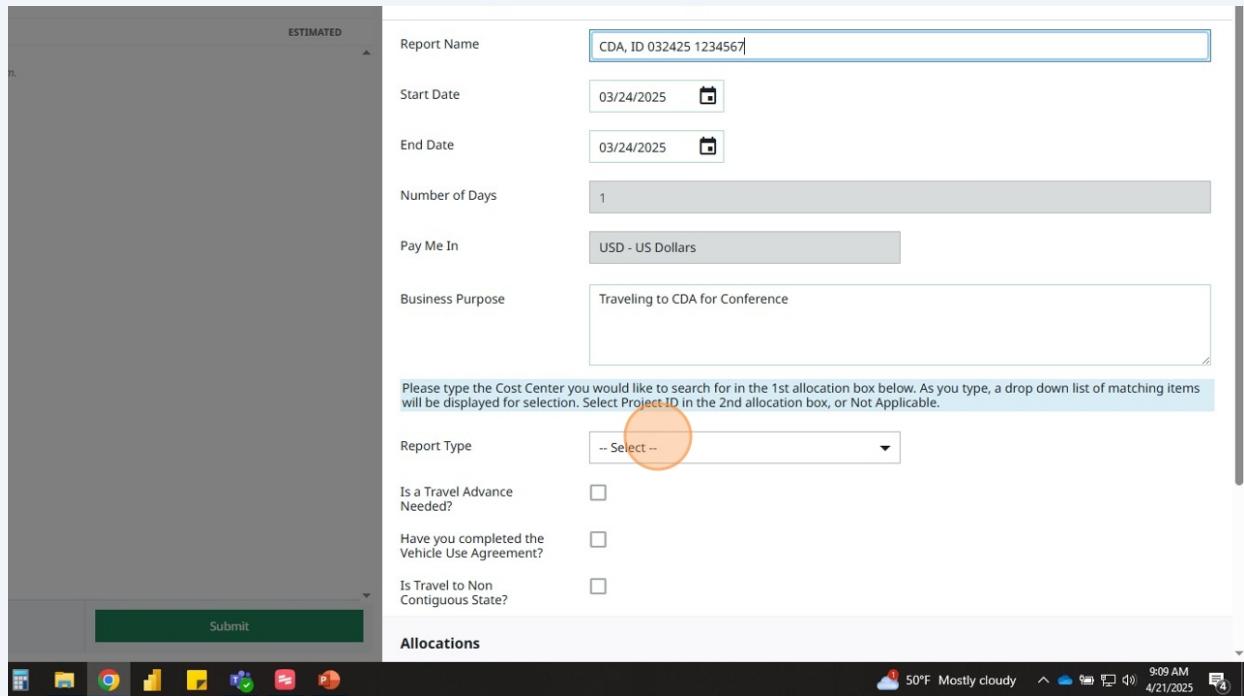
5 Select any of these that will be part of the Pre-Authorization.
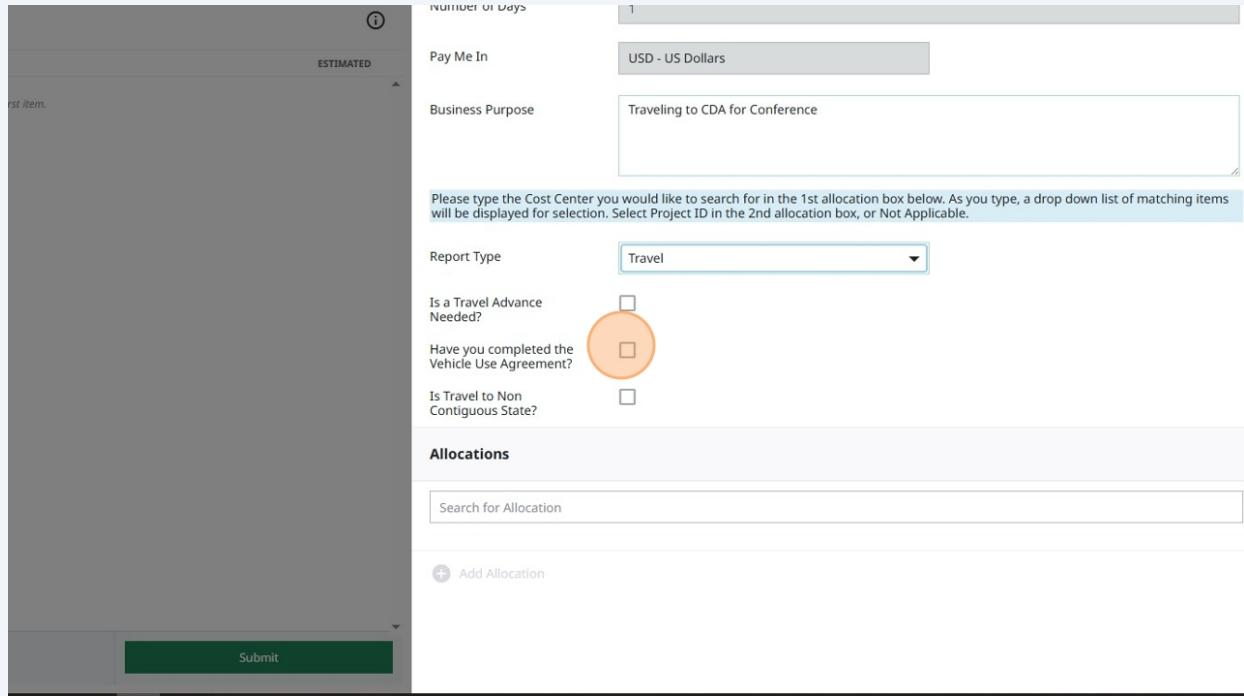
6 Type in Cost Center name or number to load. This will be the Cost Center that is getting charged for expenses.

7 Click here

8 To start adding Expense to Pre-Approval click on proper mosaic
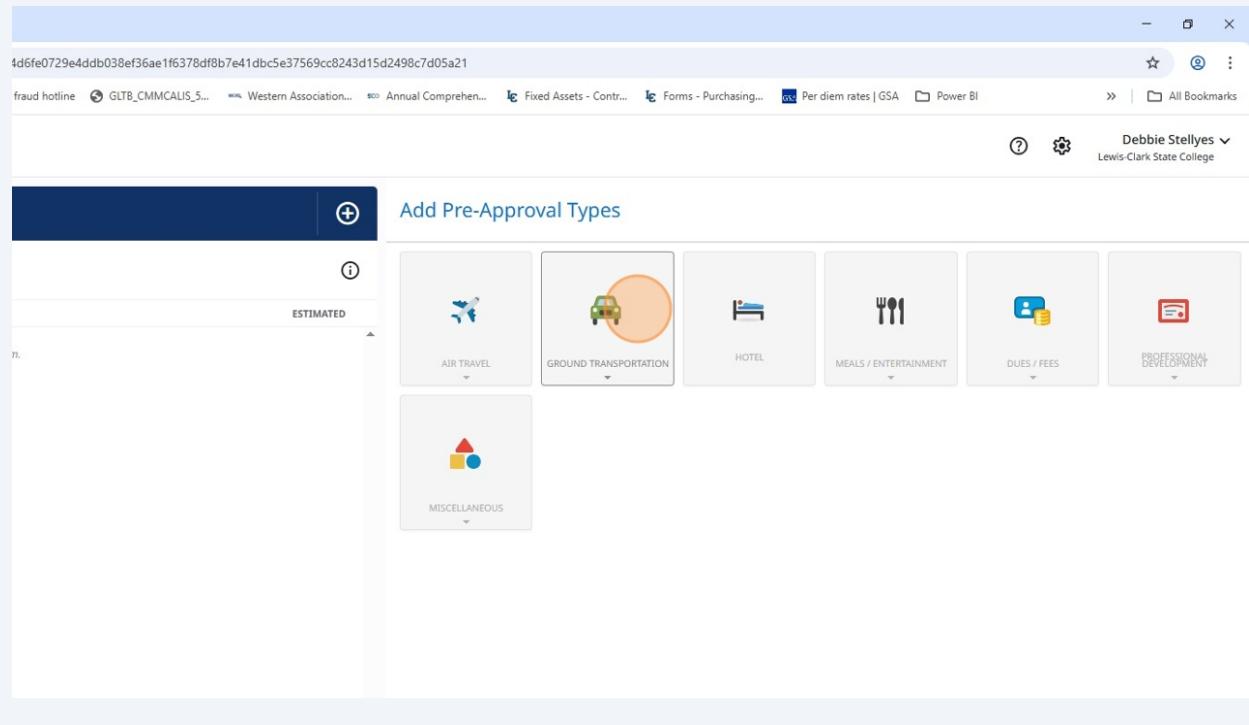
9 For Ground Transportation you can use mileage which has an automatic calculation from mileage form provided Google maps inside tile.
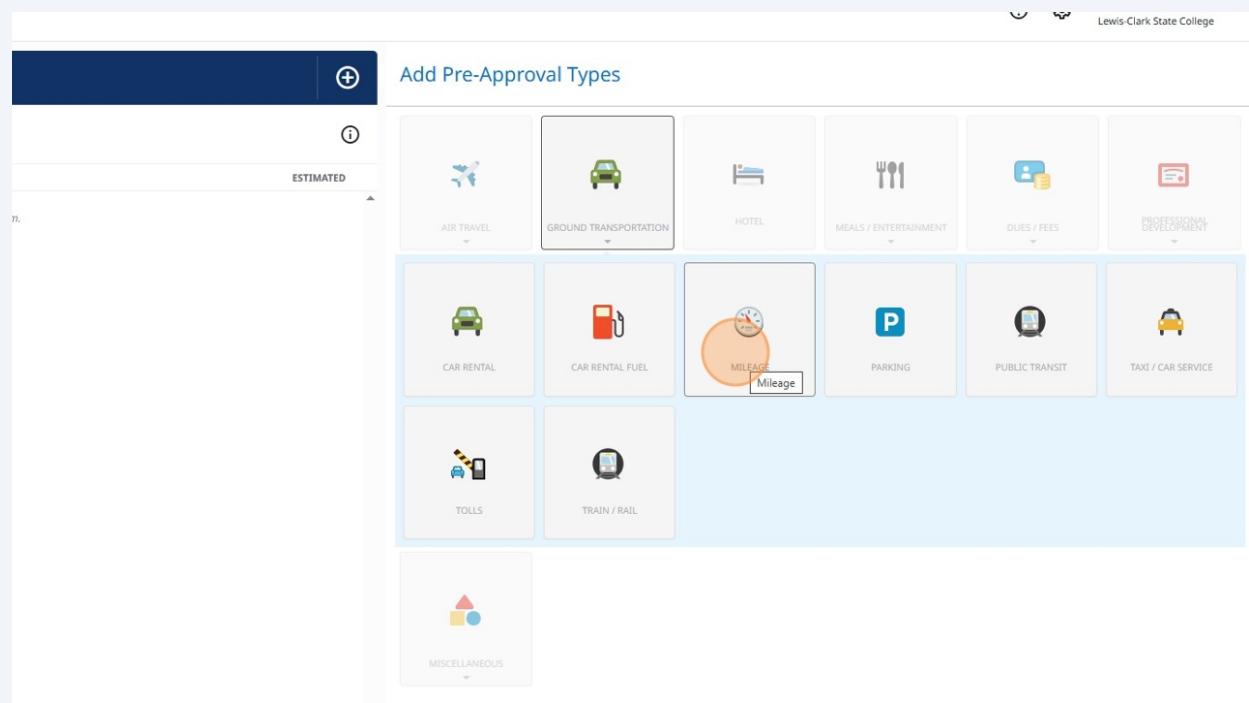
10 Select the correct date for the travel
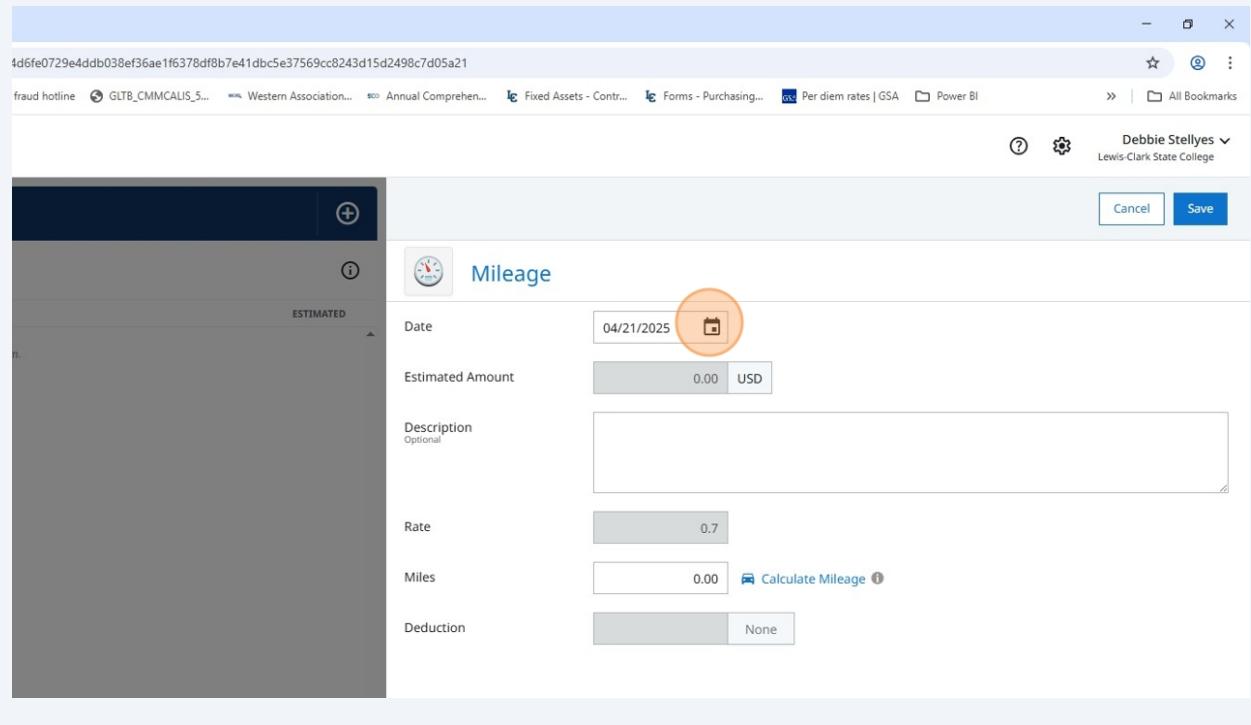
11 Click here "Calculate Mileage" to use built in Google maps to generate mileage map.
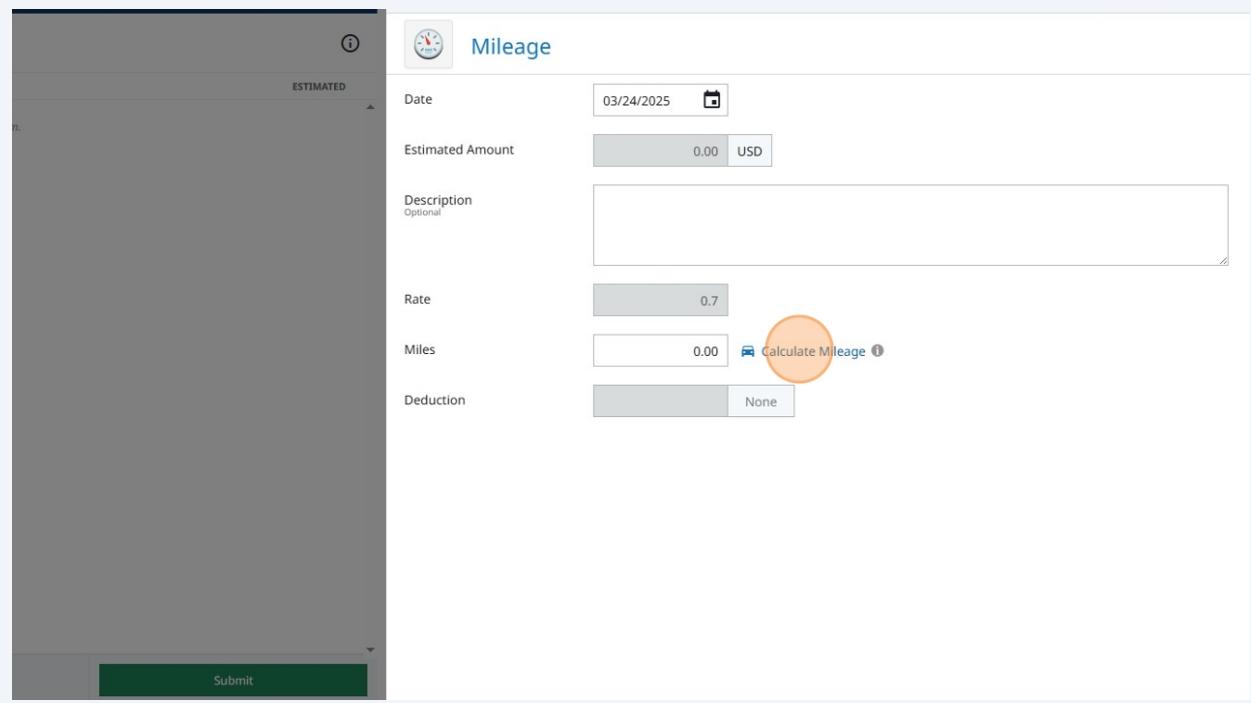
12 Type in start address and end address. Use the "Return to Start" to add return destination the same as start address.
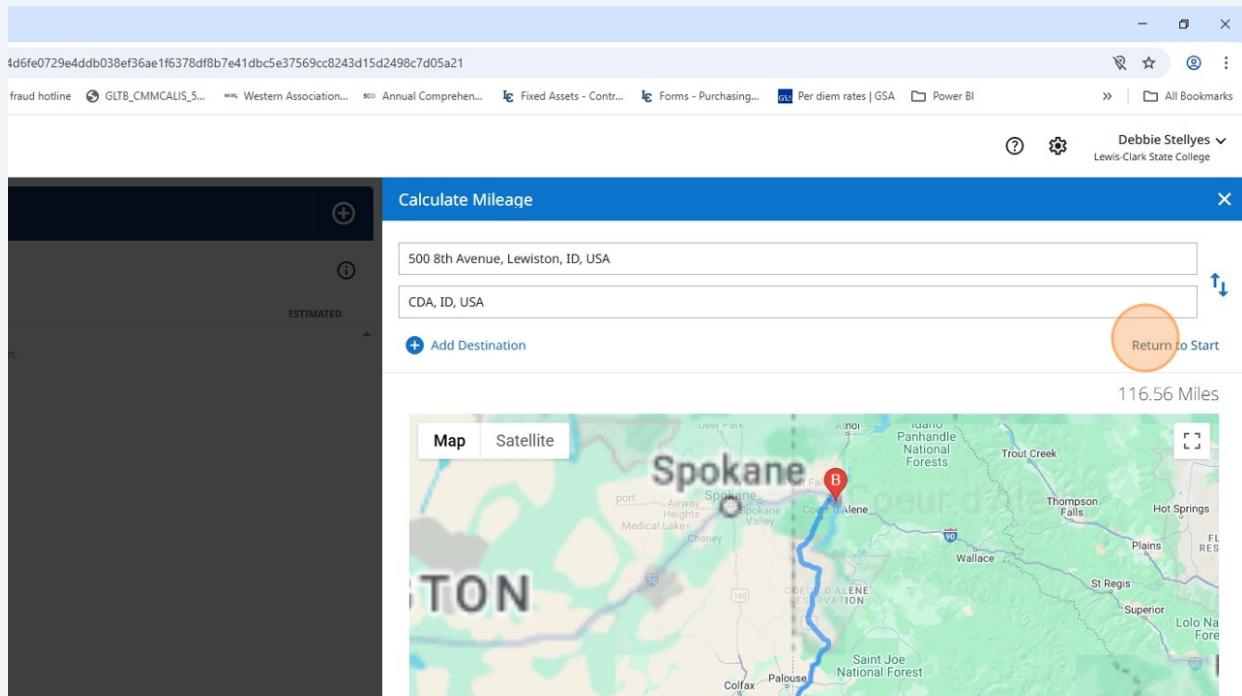
13 Click Save and map will auto save to Pre-Authorization with descriptions of travel locations
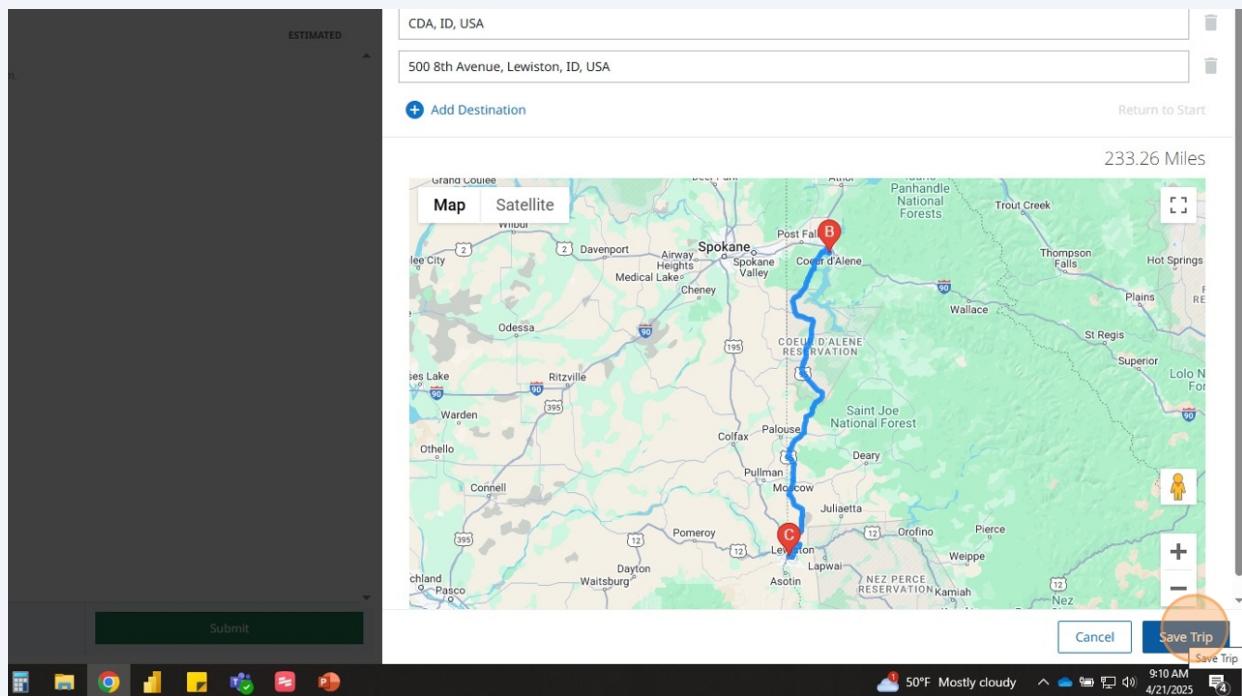
14 Click save
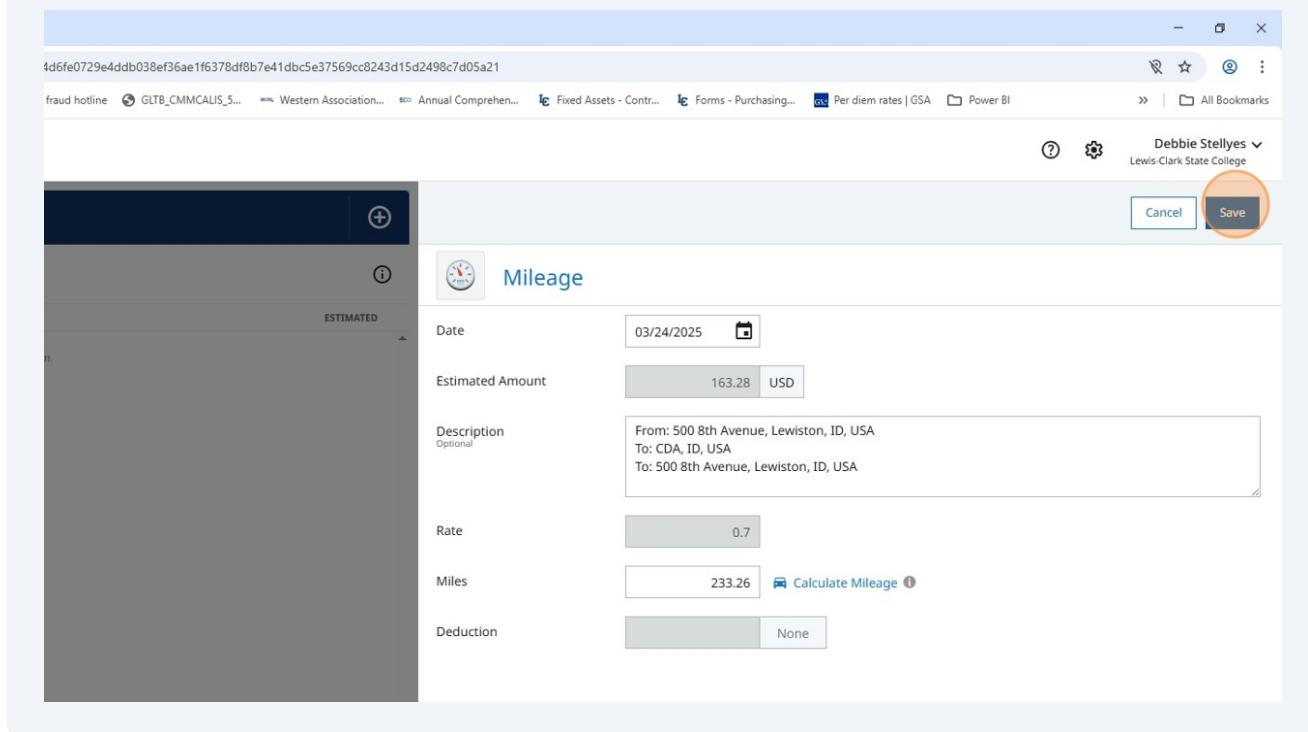
15 Add Per Diem Wizard to Pre-Authorization
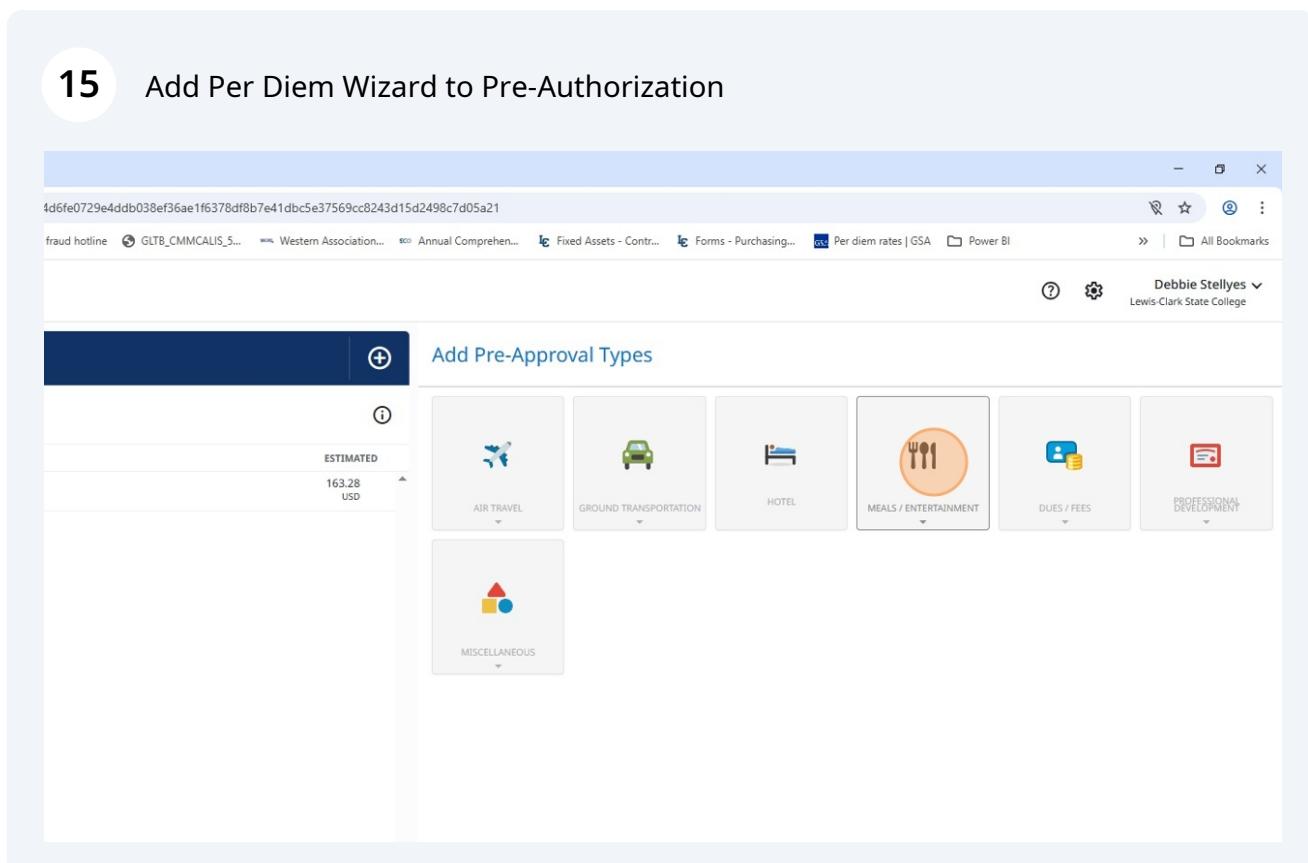
16 Click here
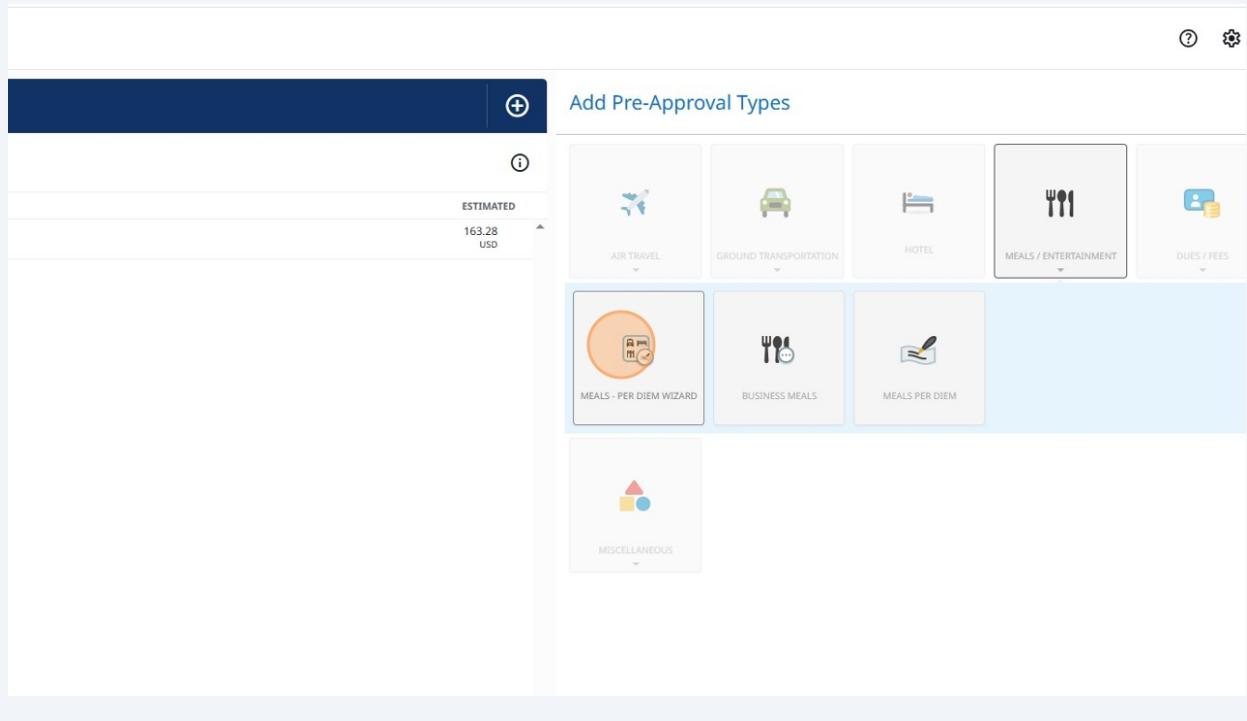
17 Fill out start date with time and end date with time. Remember that the time is a 24 hour clock. Anything past noon (12 pm) you will need to add 12 to the number

1 PM = 13:00 (12+1), 2PM = 14:00 (12+2), 3PM = 15:00 (12+3), etc....
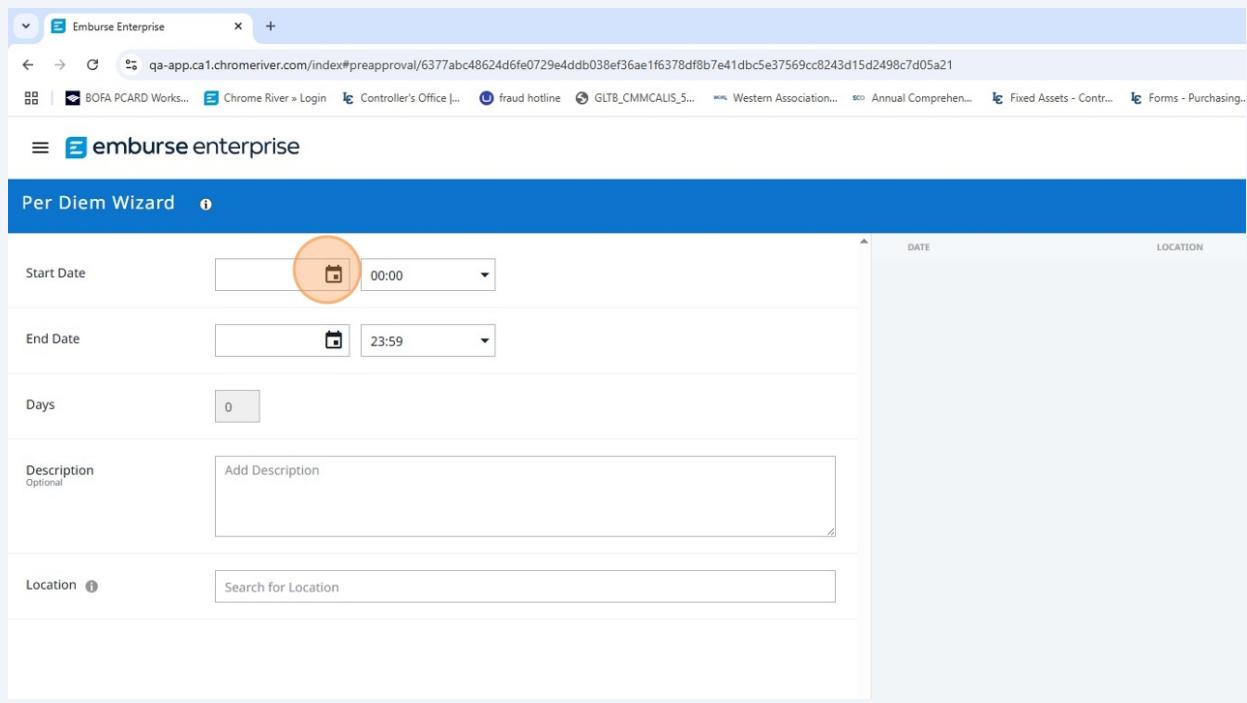
18 Add description to what meals will need to be covered by per diem

≡ **emburse** enterprise

Per Diem Wizard ⓘ

			DATE	LOCATION
Start Date	03/24/2025 📅 07:00 ▾			
End Date	03/24/2025 📅 19:00 ▾			
Days	1			
Description Optional	Add Description			
Location ⓘ	Search for Location			

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

|			DATE	LOCATION
Start Date	03/24/2025 📅 07:00 ▾			
End Date	03/24/2025 📅 19:00 ▾			
Days	1			
Description Optional	Traveling to CDA for Conference where no meals are covered			
Location ⓘ	Search for Location			

Add Entries   Cancel

20 Click here
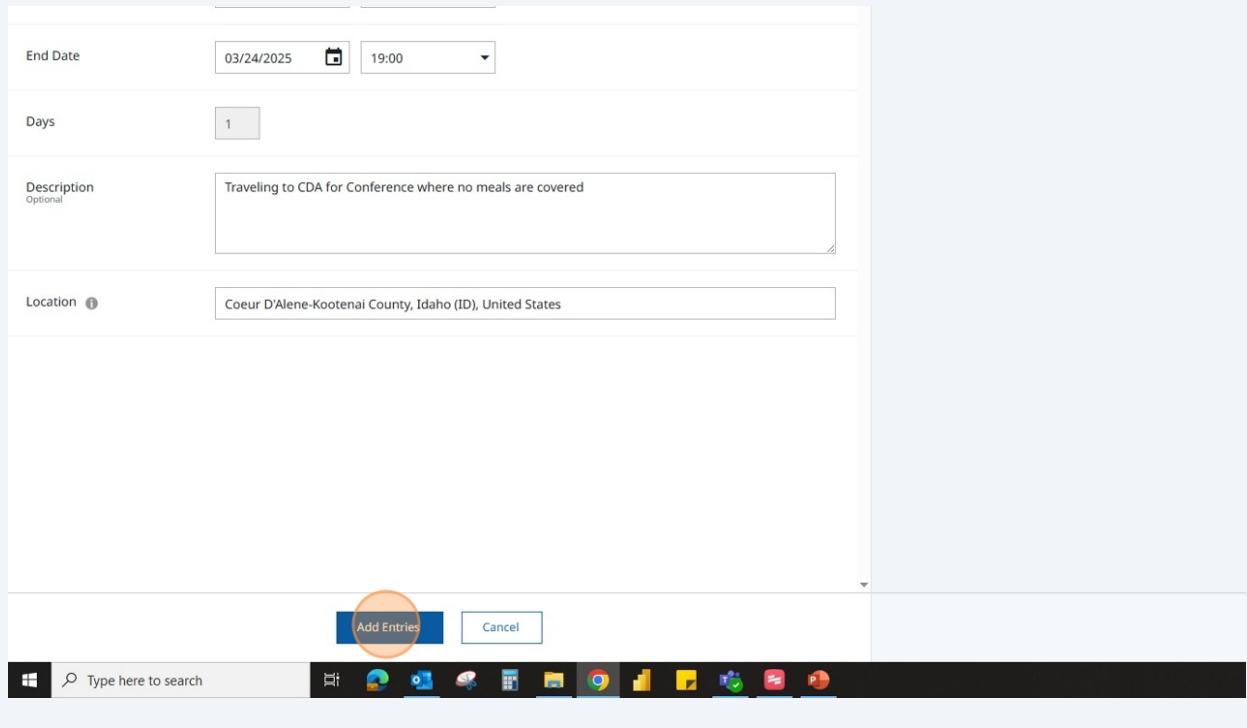
End Date | 03/24/2025 | 19:00

Days | 1

Description
Optional | Traveling to CDA for Conference where no meals are covered

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

Add Entries   Cancel

Type here to search

21 This will load information on the right hand side for the Pre-Approval expenses. click "Add Entries" to add to report.
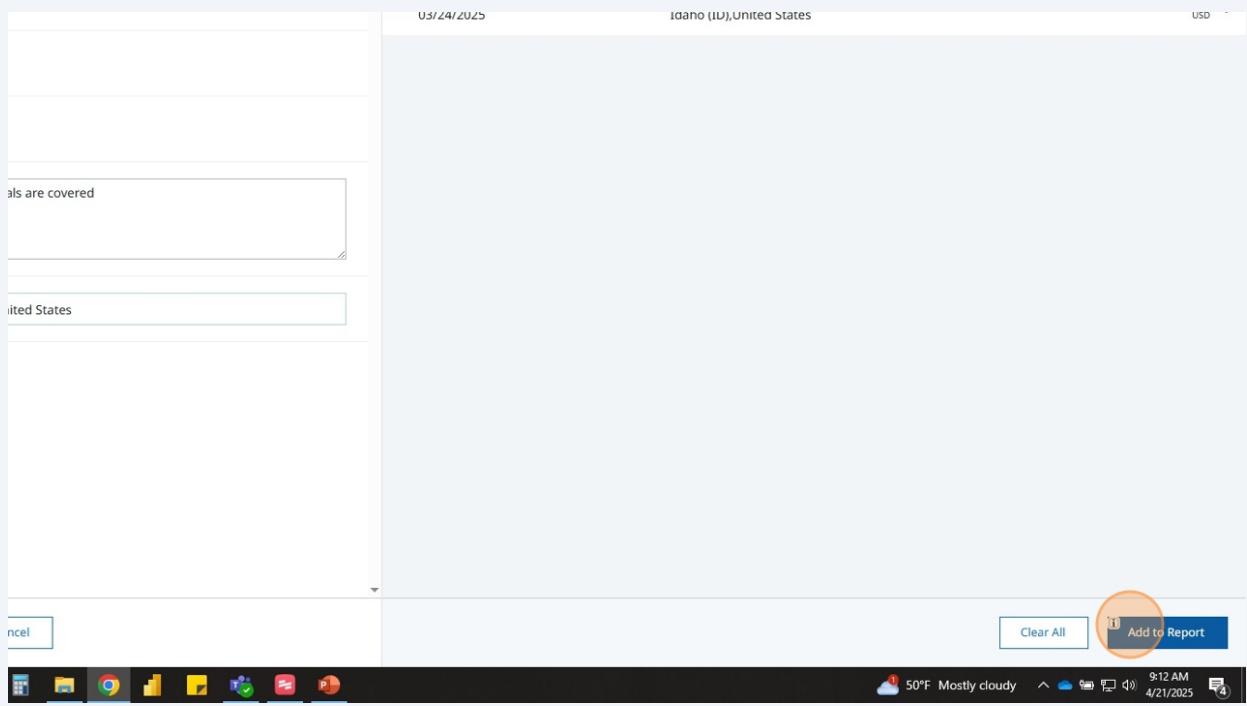
03/24/2025   Idaho (ID),United States   USD

als are covered

ited States

ncel   Clear All   Add to Report

50°F Mostly cloudy   9:12 AM 4/21/2025

22 Double check that expense are place correctly.

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

24 This is the total of the Estimate amount.

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	Total Estimated Amount	
QA0001734441	221.28 USD	Submit

‹ Previous

🔍 Type here to search

---

25 Click Submit when done.

	ESTIMATED
	163.28 USD
r 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 Conference where no me
Location ⓘ	Coeur D'Alene, Idaho (ID), United States

Deductibles

☐ Breakfast   ☐ Dir
☐ Lunch

Total Estimated Amount		
221.28 USD	Submit	

Submit

‹ Previous   2 of 2

here to search

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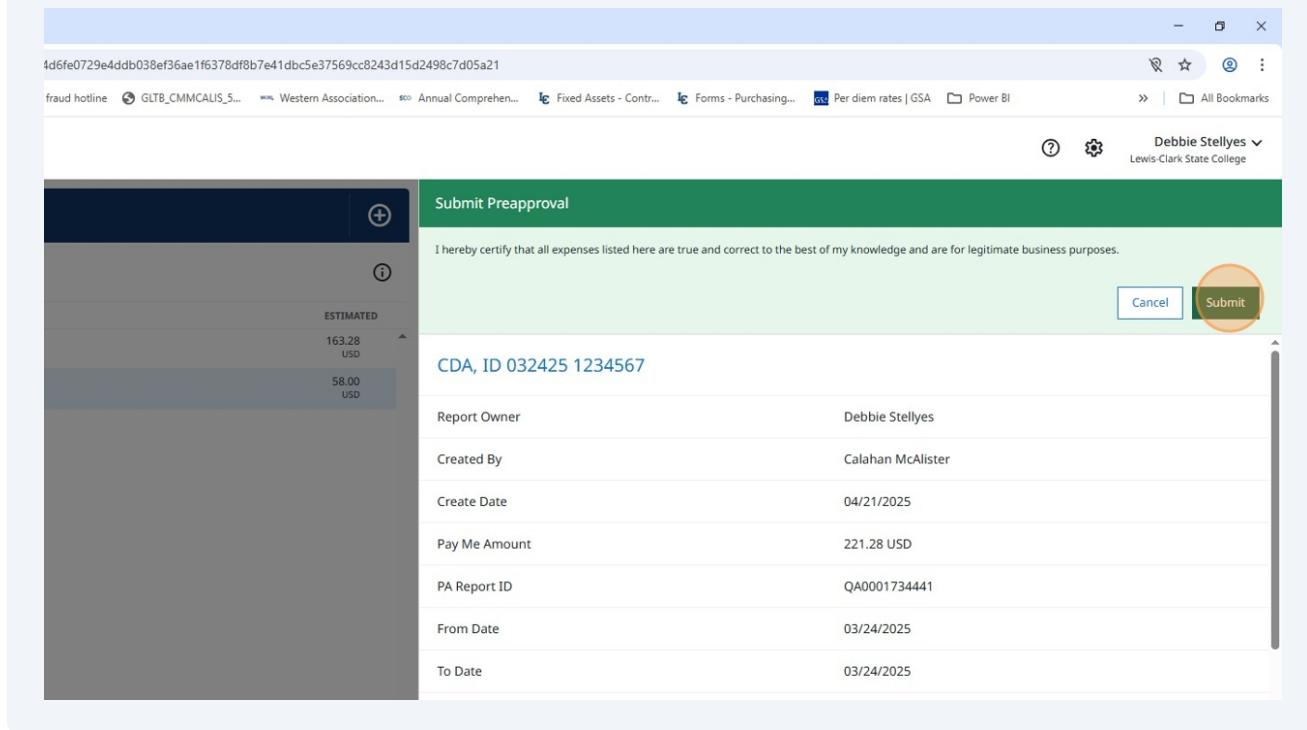
Submit Preapproval

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