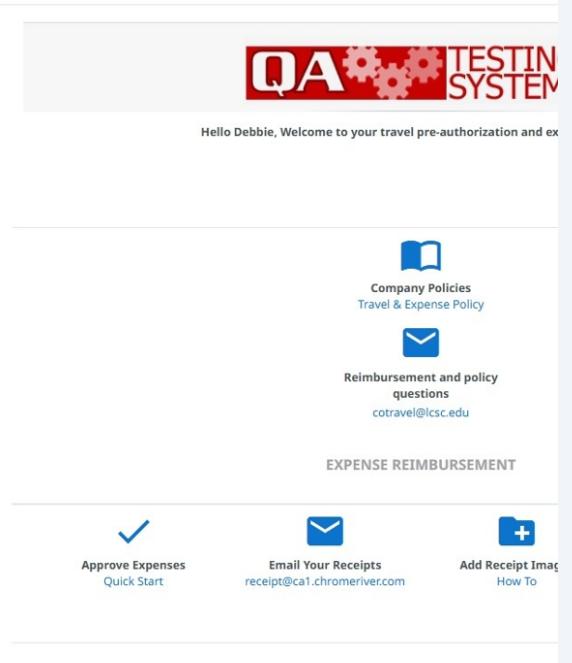
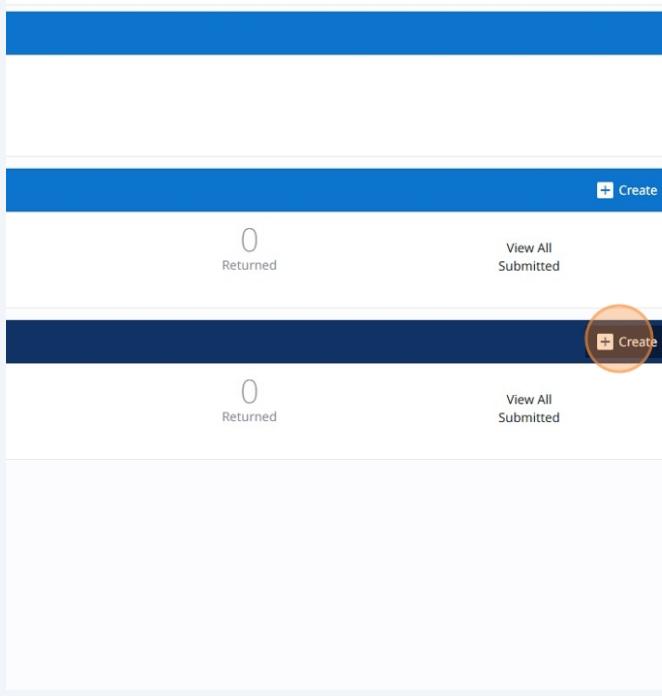


Create Pre-Approval with Mileage and Full Day Per Diem



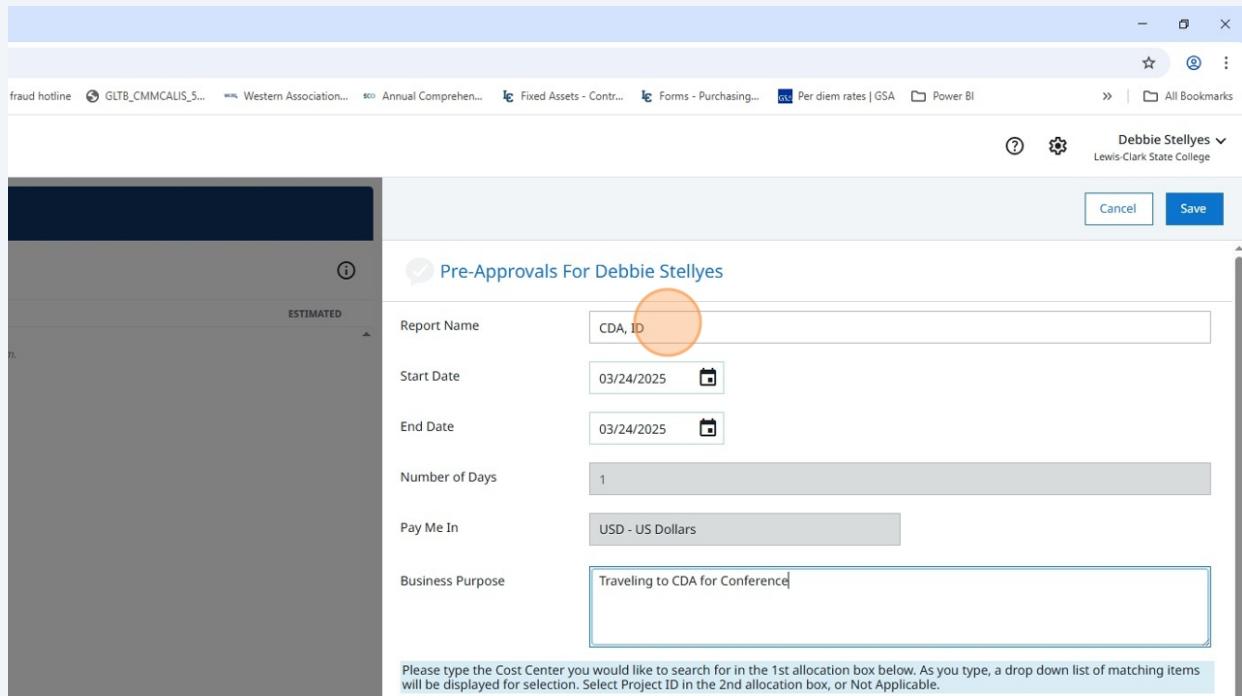
1

Click here



2

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



Pre-Approvals For Debbie Stellyes

Report Name: CDA, ID

Start Date: 03/24/2025

End Date: 03/24/2025

Number of Days: 1

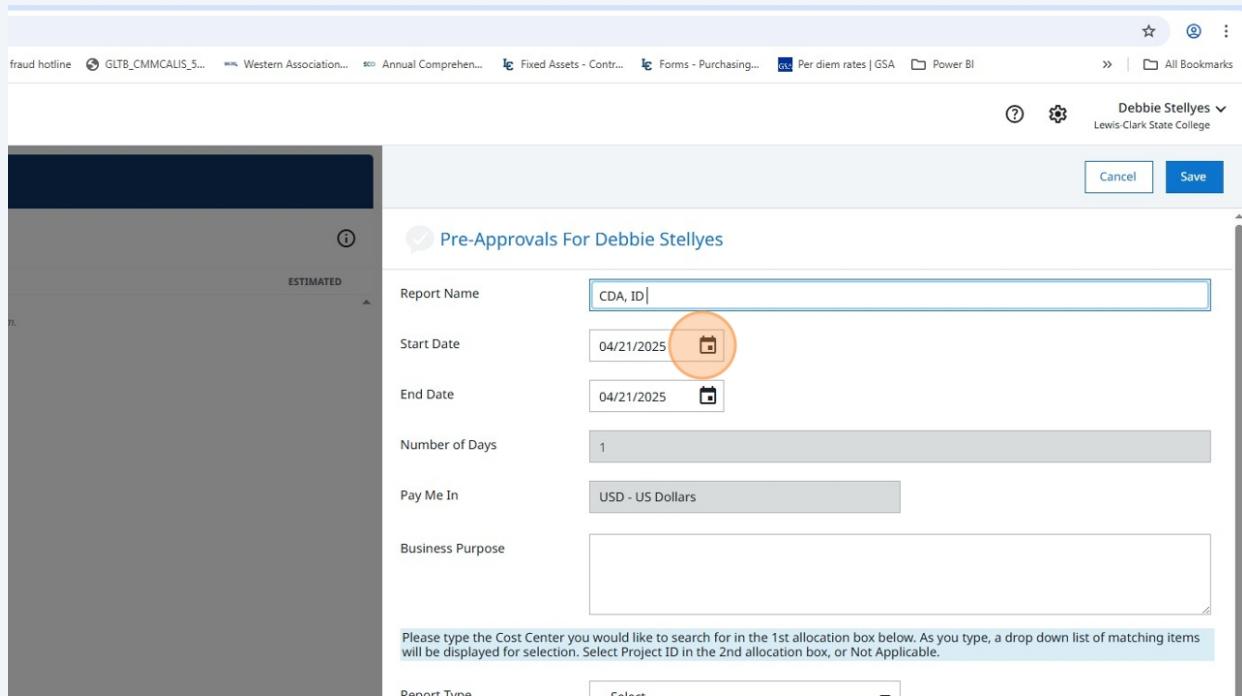
Pay Me In: USD - US Dollars

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



Pre-Approvals For Debbie Stellyes

Report Name: CDA, ID

Start Date: 04/21/2025

End Date: 04/21/2025

Number of Days: 1

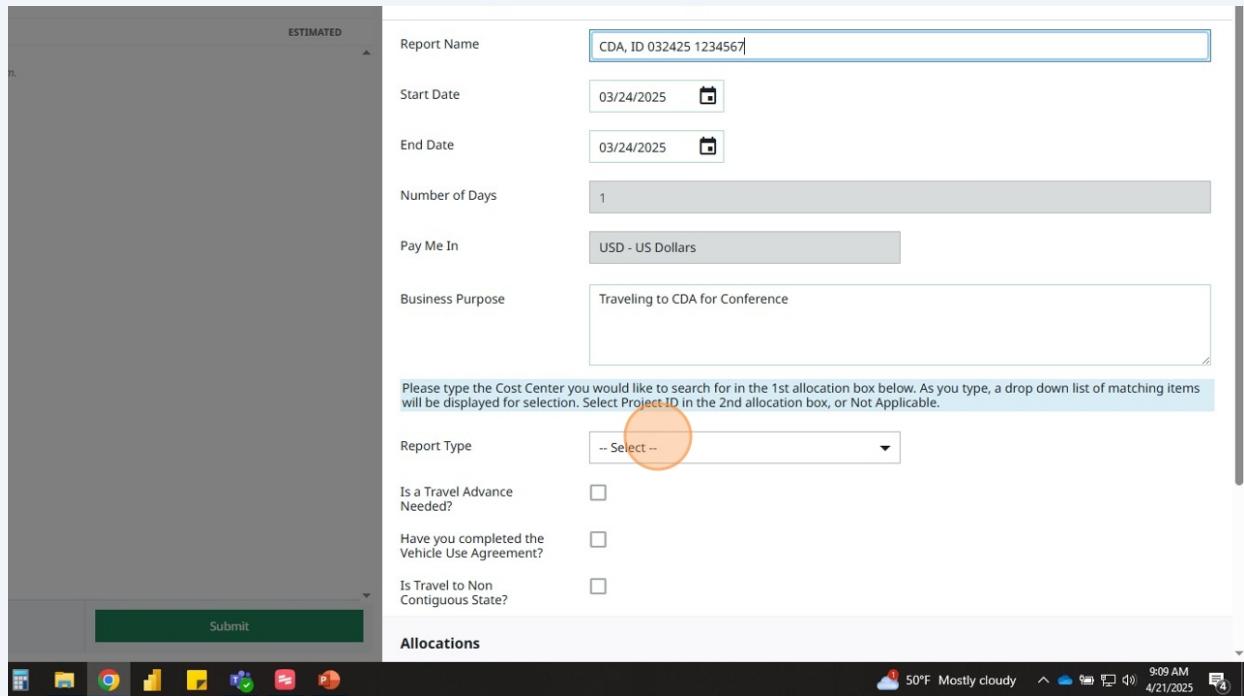
Pay Me In: USD - US Dollars

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.

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



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?

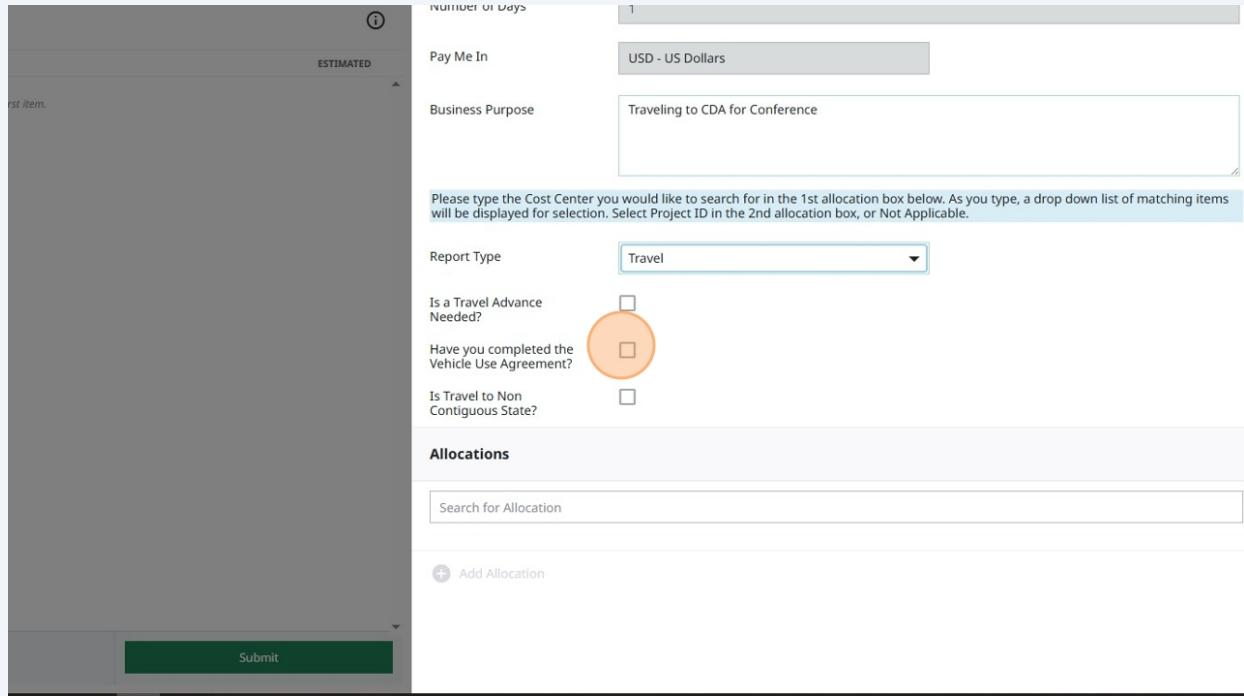
Allocations

Submit

50°F Mostly cloudy 9:09 AM 4/21/2025

5

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



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: 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

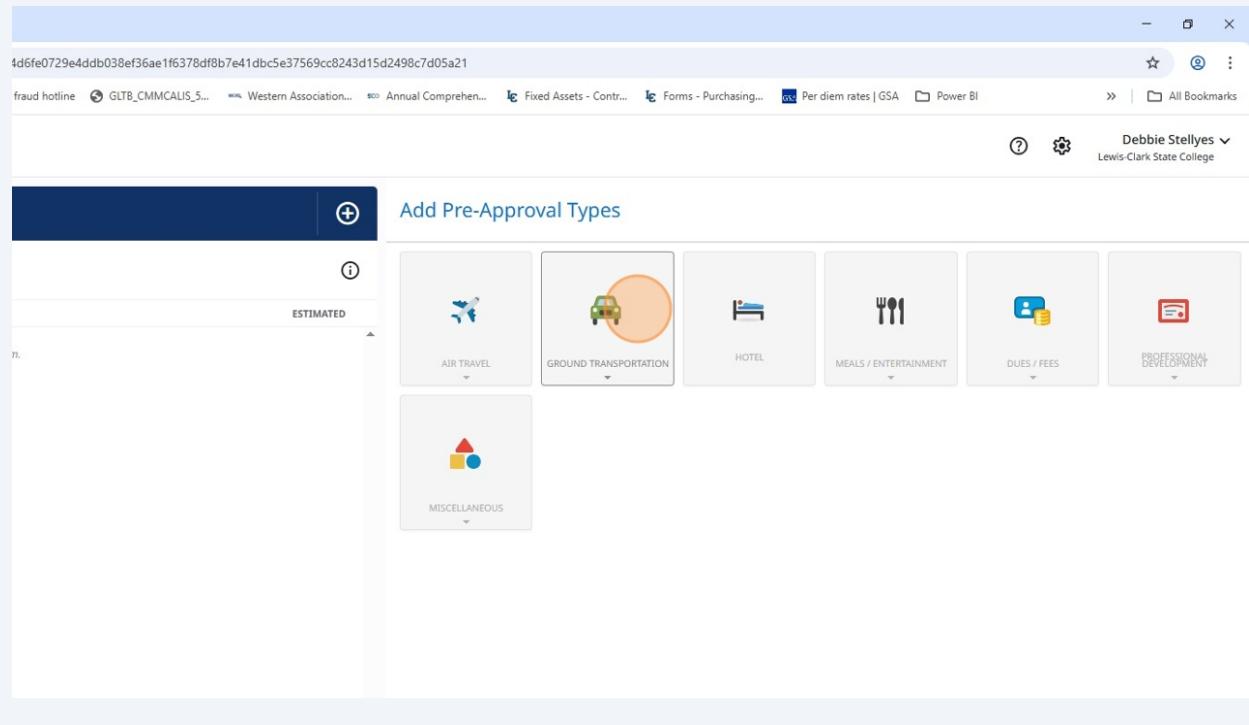
Submit

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

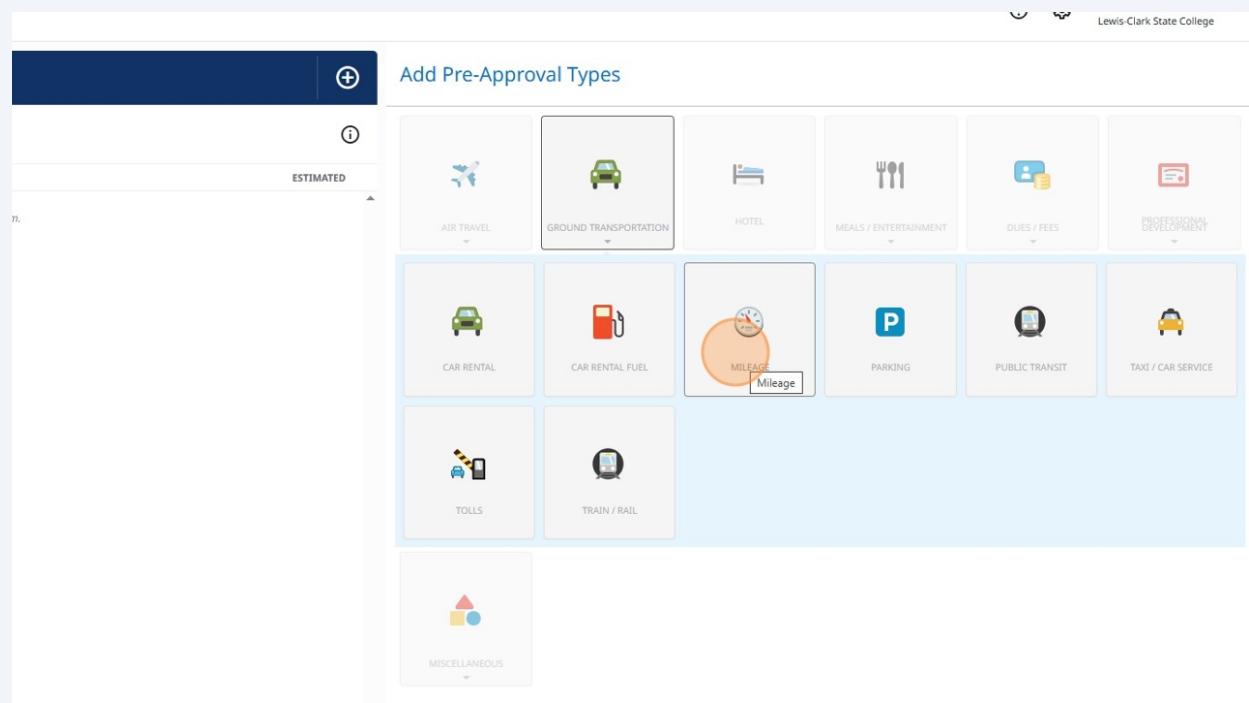
8

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

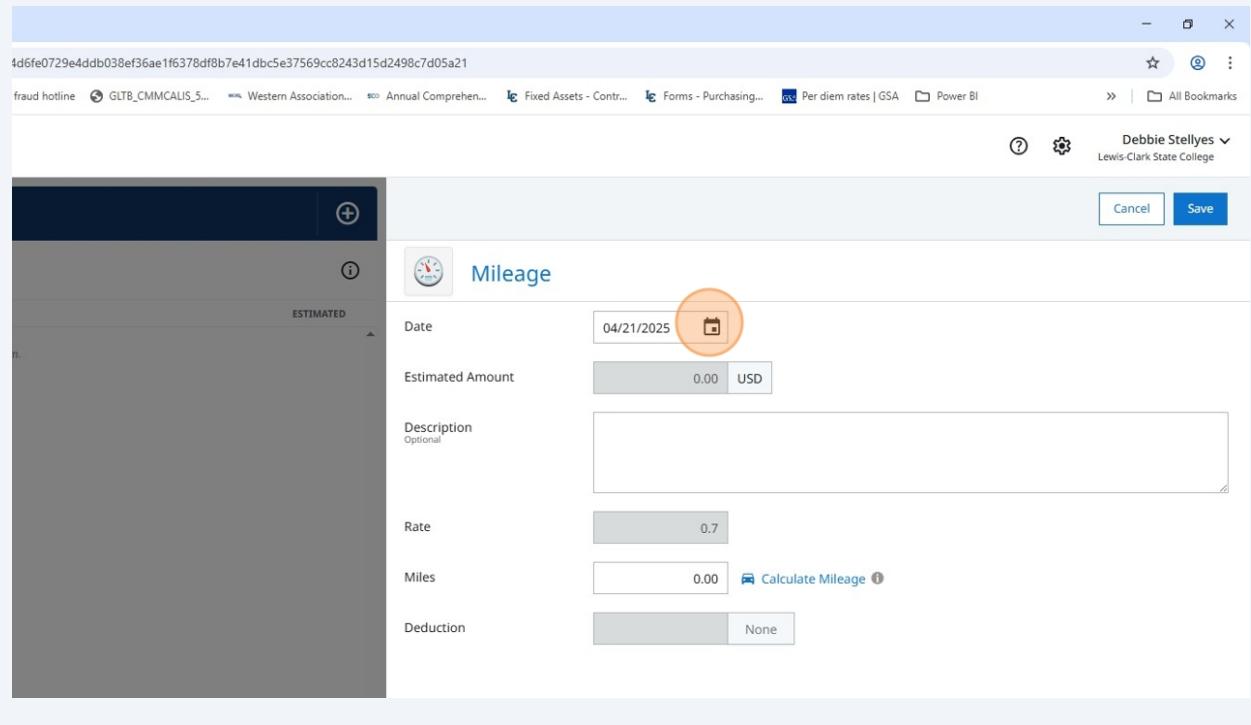


9

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



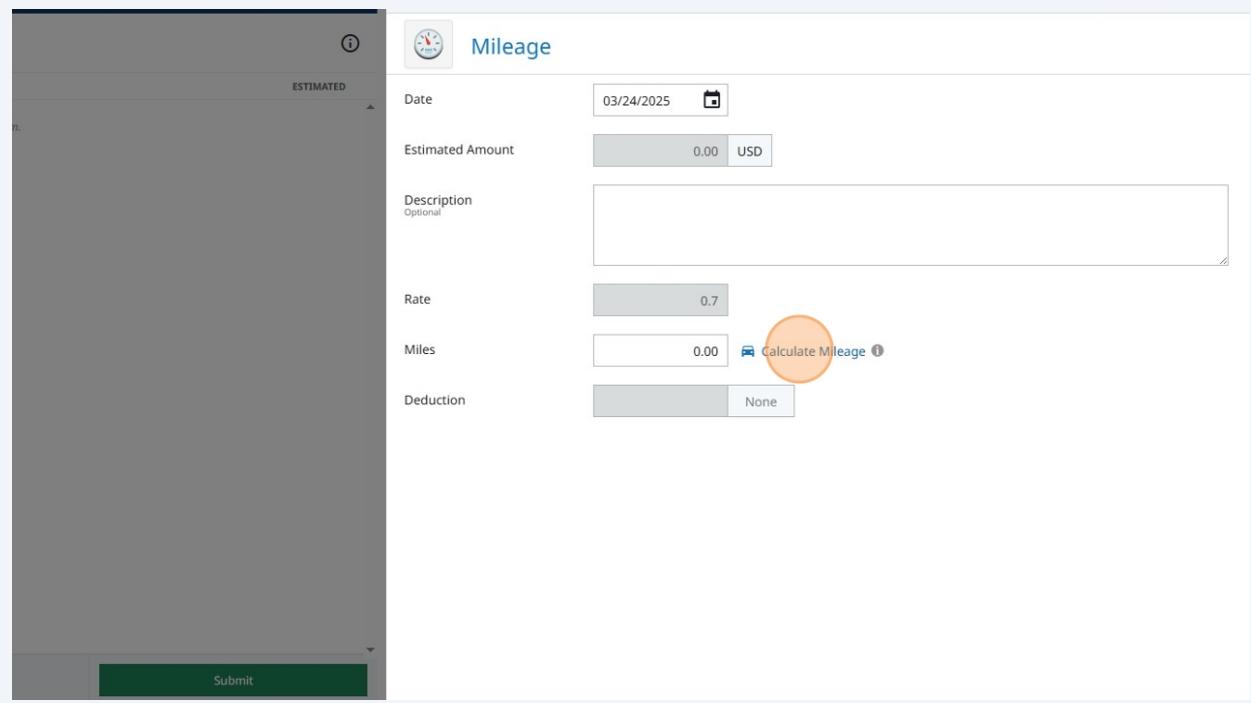
10 Select the correct date for the travel



The screenshot shows a Microsoft Dynamics 365 form titled "Mileage". The "Date" field is highlighted with an orange circle. The form includes fields for Estimated Amount, Description (Optional), Rate, Miles, and Deduction. Buttons for "Cancel" and "Save" are visible in the top right corner.

Field	Value
Date	04/21/2025
Estimated Amount	0.00 USD
Description (Optional)	
Rate	0.7
Miles	0.00
Deduction	None

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

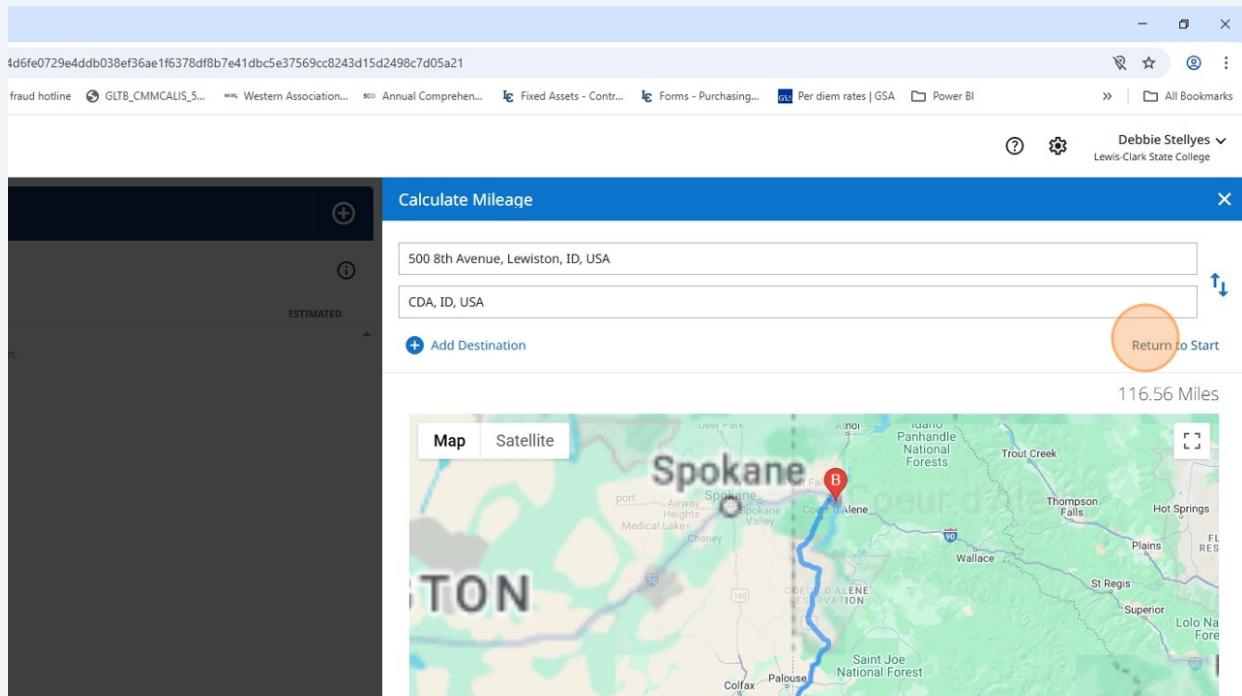


The screenshot shows the same Microsoft Dynamics 365 "Mileage" form as the previous one, but the "Calculate Mileage" button is highlighted with an orange circle. The "Submit" button is visible at the bottom.

Field	Value
Date	03/24/2025
Estimated Amount	0.00 USD
Description (Optional)	
Rate	0.7
Miles	0.00
Deduction	None

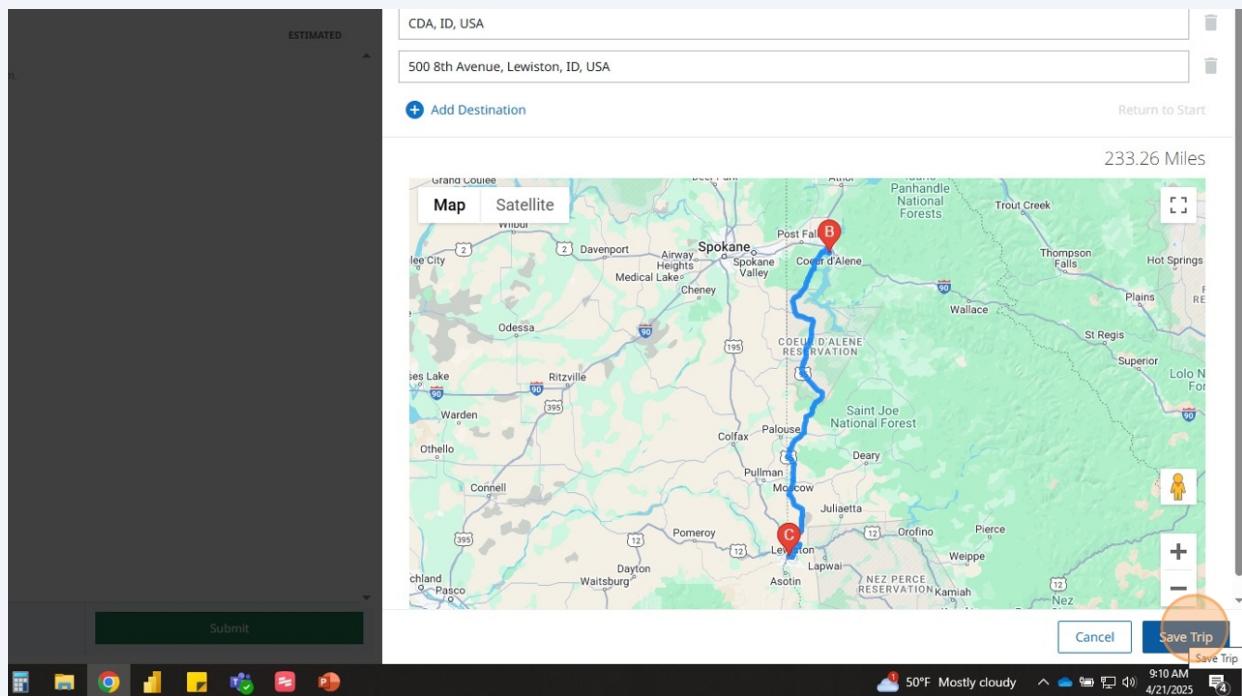
12

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

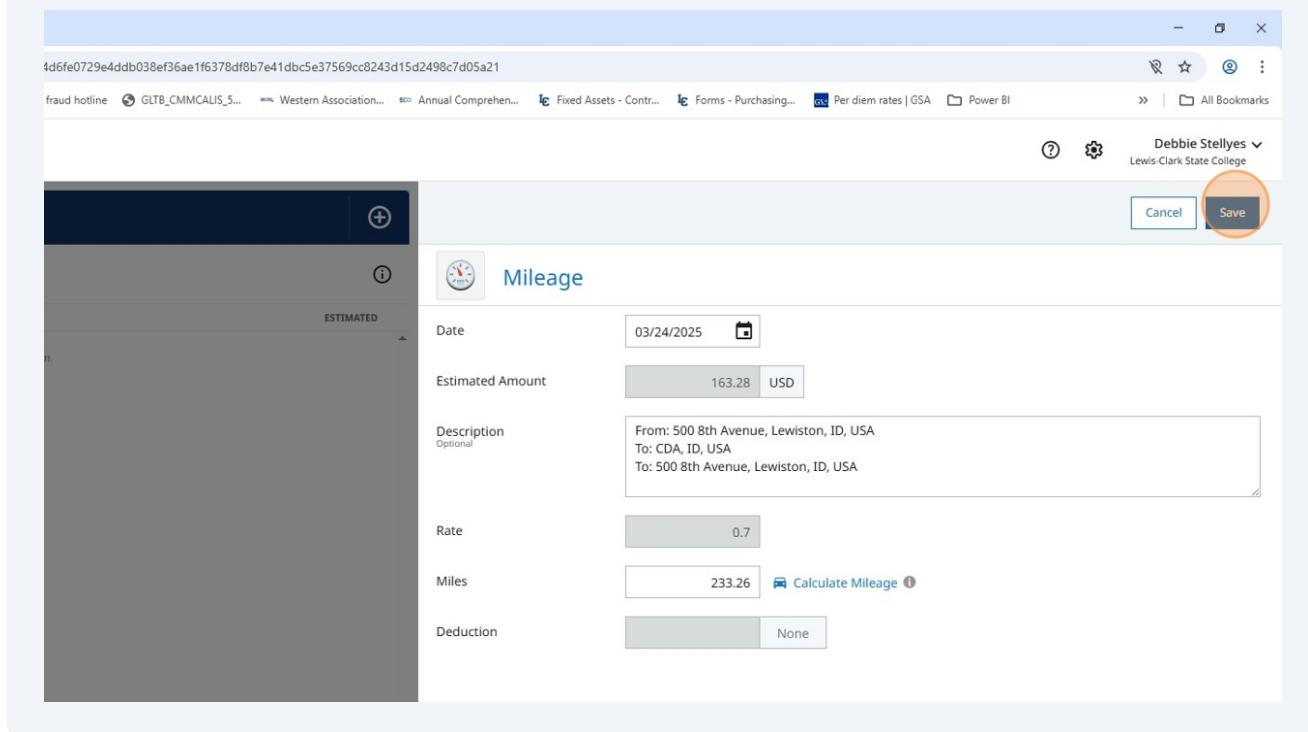


13

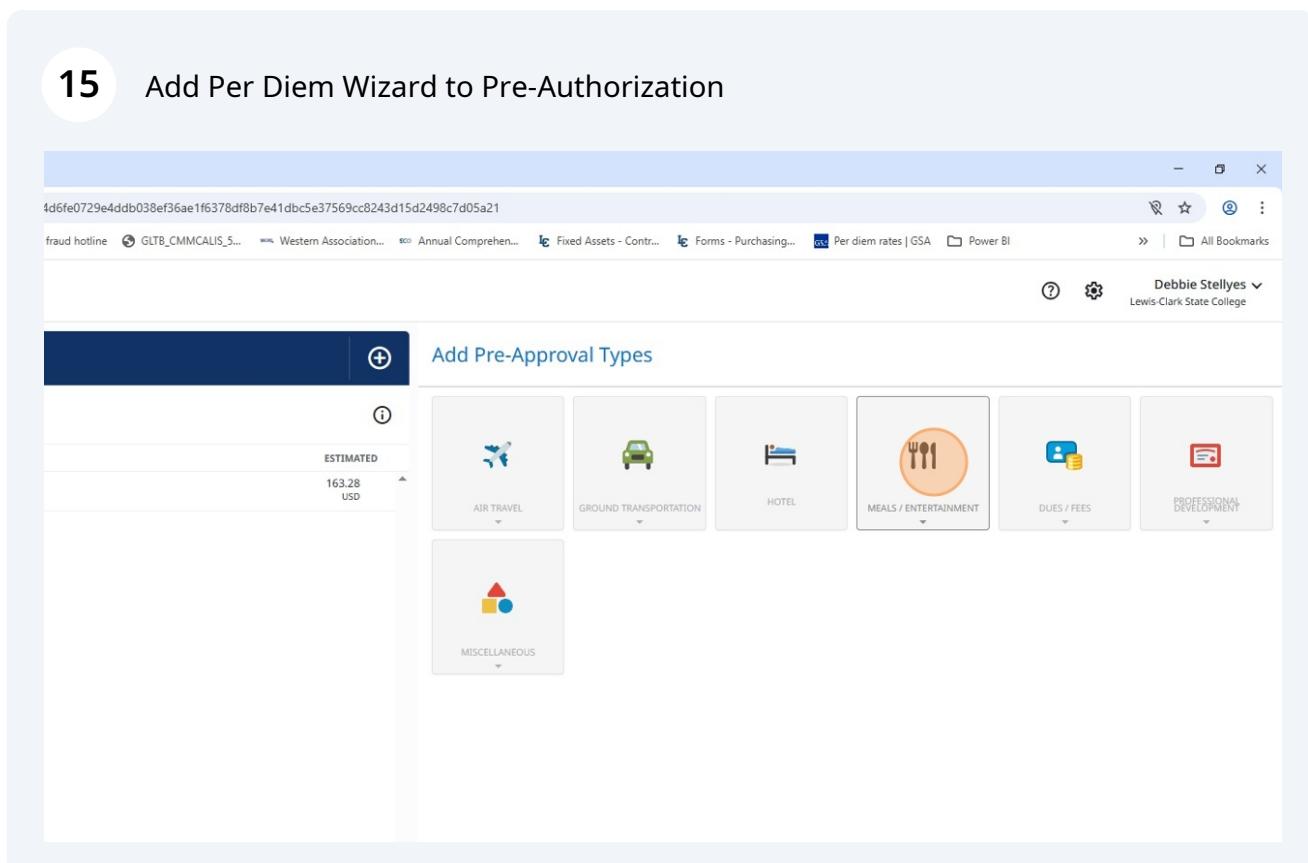
Click Save and map will auto save to Pre-Authorization with descriptions of travel locations



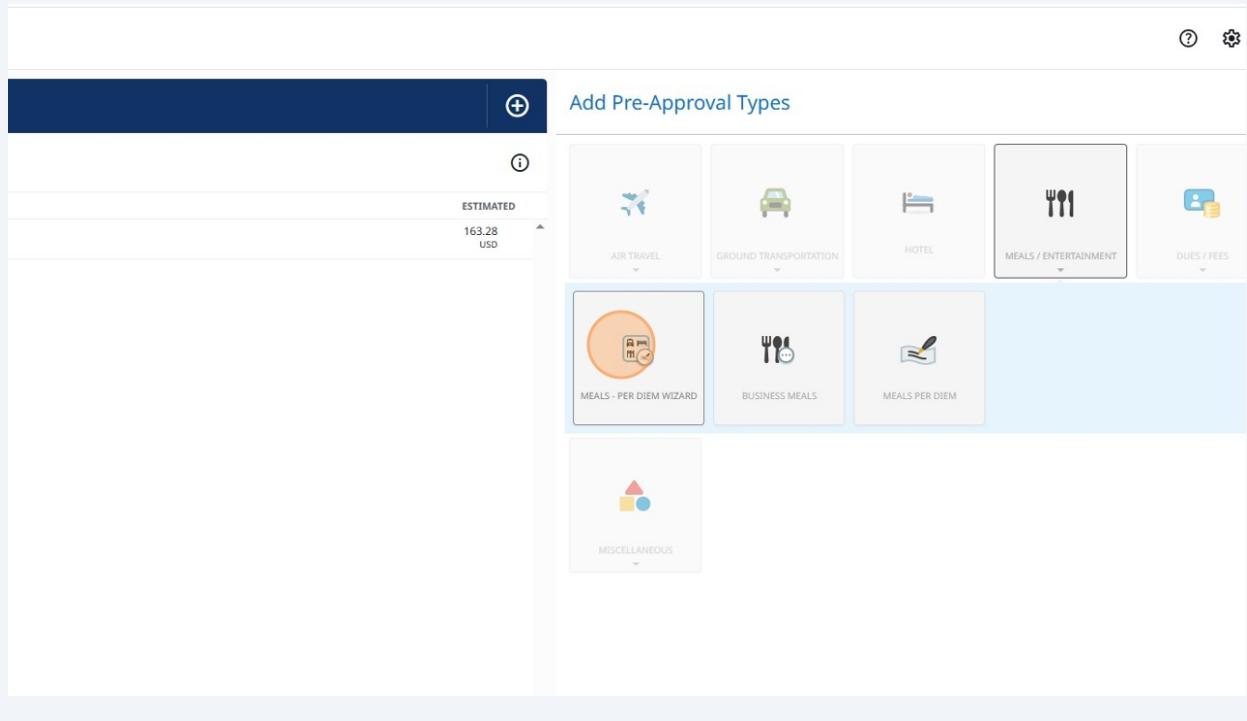
14 Click save



15 Add Per Diem Wizard to Pre-Authorization

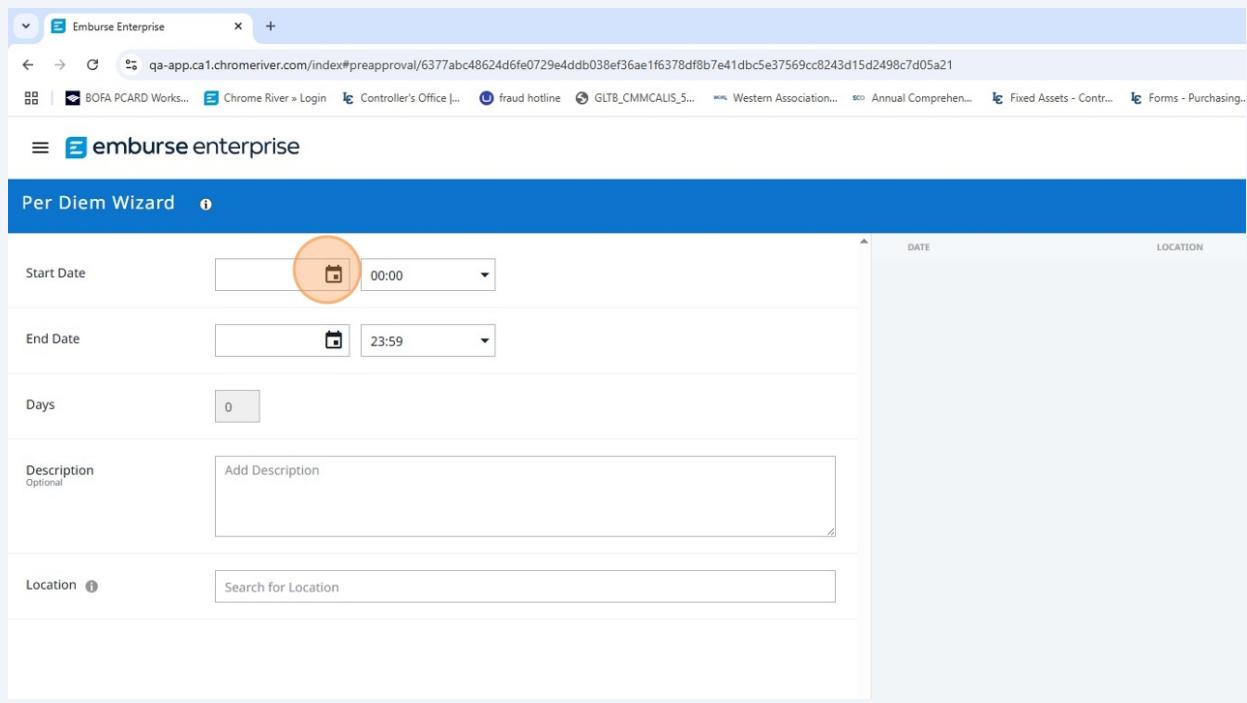


16 Click here



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 ?

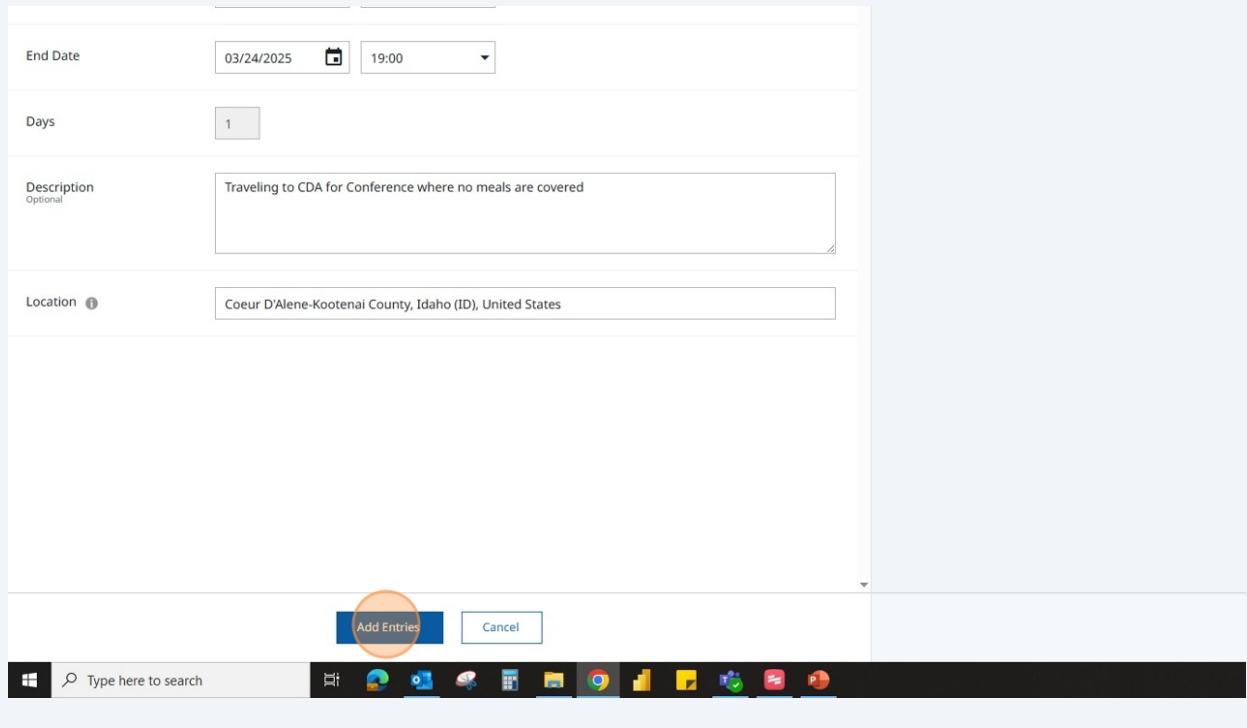
	DATE	LOCATION
Start Date	03/24/2025  07:00	
End Date	03/24/2025  19:00	
Days	1	
Description <small>Optional</small>	Add Description	
Location ?	Search for Location	

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 <small>Optional</small>	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

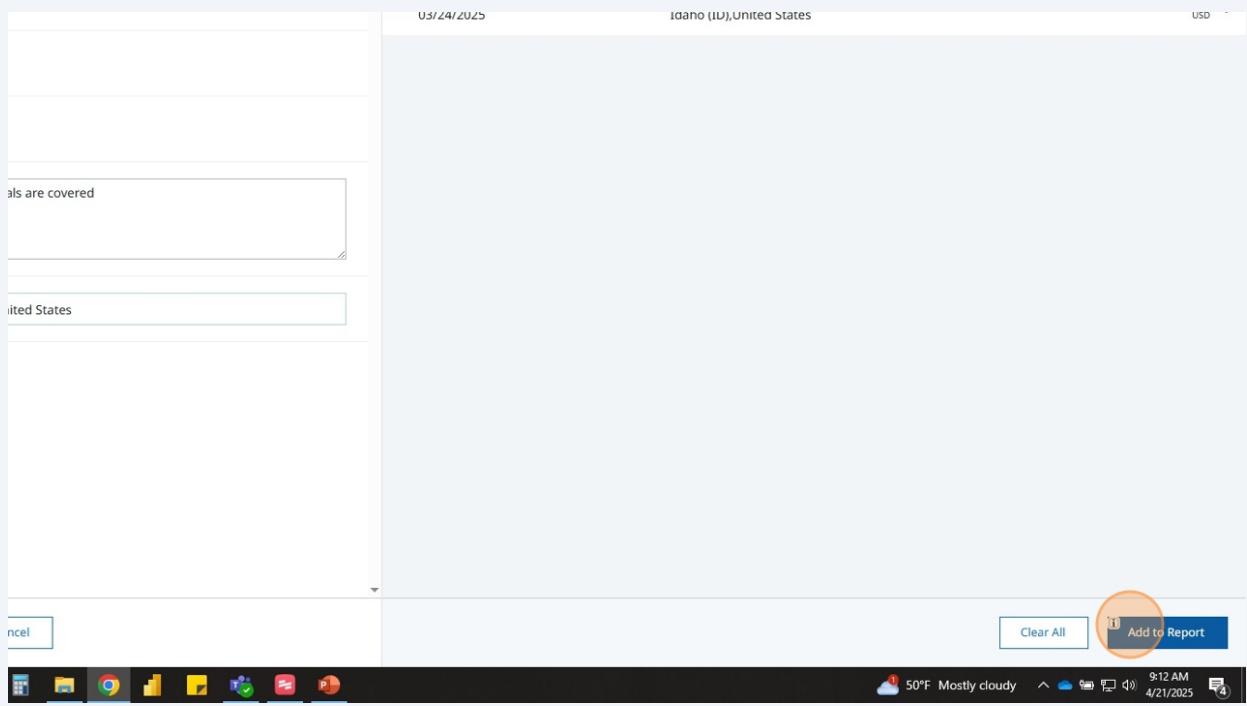
Days 1

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

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

Cancel Clear All Add to Report

50°F Mostly cloudy 9:12 AM 4/21/2025

22 Double check that expense are place correctly.

Emburse Enterprise

qa-app.ca1.chromeriver.com/index#preapproval/6377abc48624d6fe0729e4ddb038ef36ae1f6378df8b7e41dbc5e37569cc8243d15d2498c7d05a21

BOFA PCARD Works... Chrome River > Login Controller's Office |... fraud hotline GLTB_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing...

emburse enterprise

Pre-Approvals For Debbie Stellyes

CDA, ID 032425 1234567

0 Comments 0 Attachments

EXPENSE

Mileage	ESTIMATED	163.28 USD
Meals Per Diem		58.00 USD

+

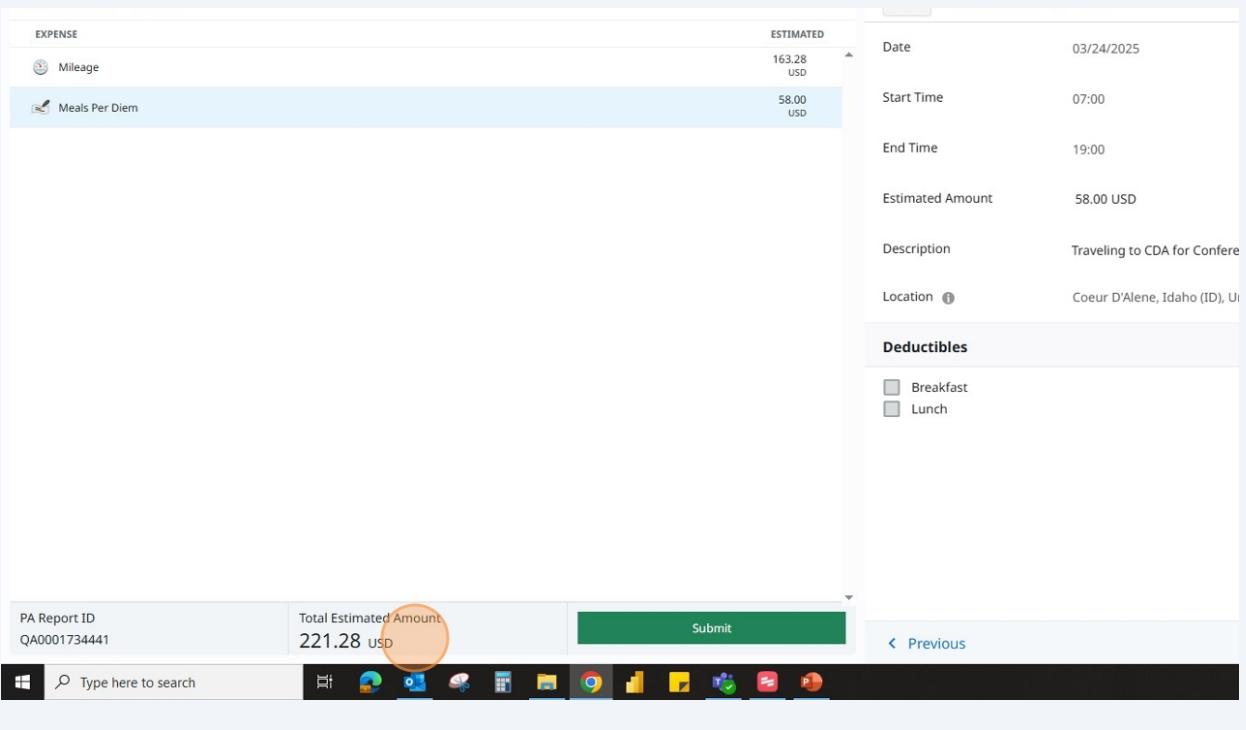
Add Pre-Approval Types

- AIR TRAVEL
- GROUND TRANSPORTATION
- HOTEL
- MISCELLANEOUS

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

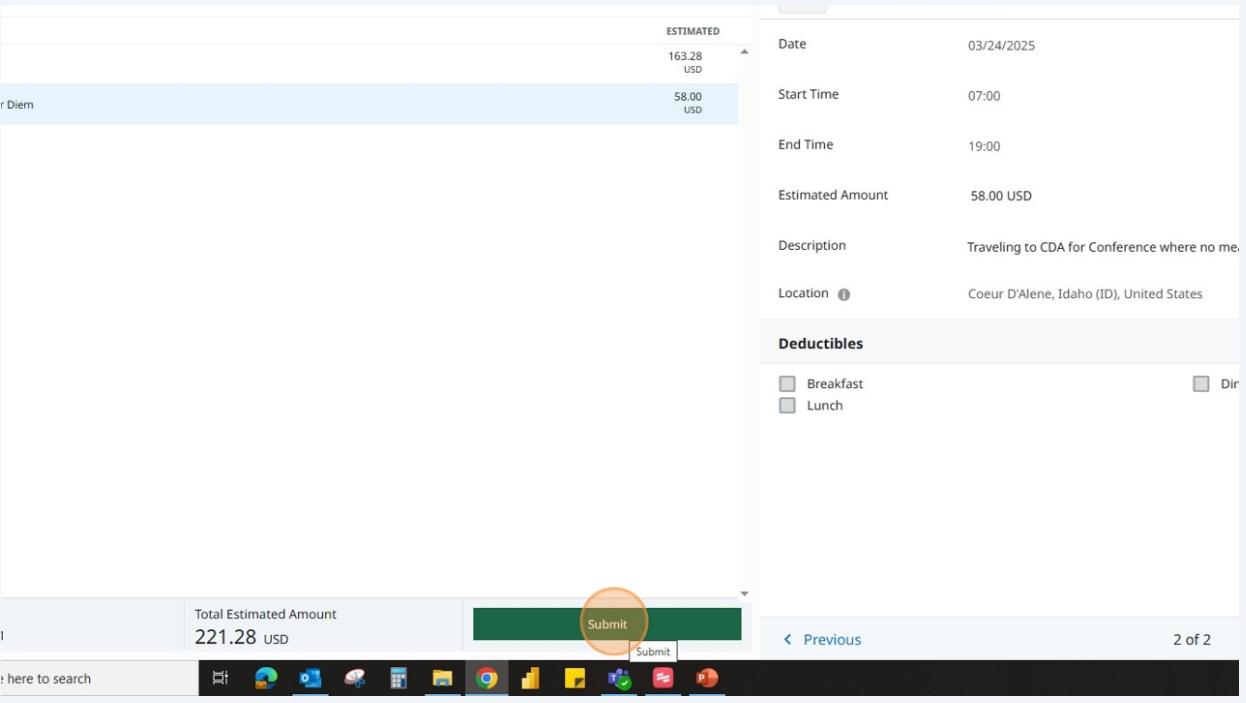
EXPENSE	ESTIMATED	
 Mileage	163.28 USD	Date 03/24/2025
 Meals Per Diem	58.00 USD	Start Time 07:00
		End Time 19:00
		Estimated Amount 58.00 USD
		Description Traveling to CDA for Conference
		Location  Coeur D'Alene, Idaho (ID), United States
Deductibles		
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch		
PA Report ID QA0001734441	Total Estimated Amount 221.28 USD	
		 Previous

24 This is the total of the Estimate amount.



EXPENSE		ESTIMATED	Date	03/24/2025
	Mileage	163.28 USD	Start Time	07:00
	Meals Per Diem	58.00 USD	End Time	19:00
		Estimated Amount	58.00 USD	
		Description	Traveling to CDA for Conference	
		Location	Coeur D'Alene, Idaho (ID), United States	
Deductibles				
<input type="checkbox"/> Breakfast				
<input type="checkbox"/> Lunch				
PA Report ID	QA0001734441	Total Estimated Amount 221.28 USD	Submit	

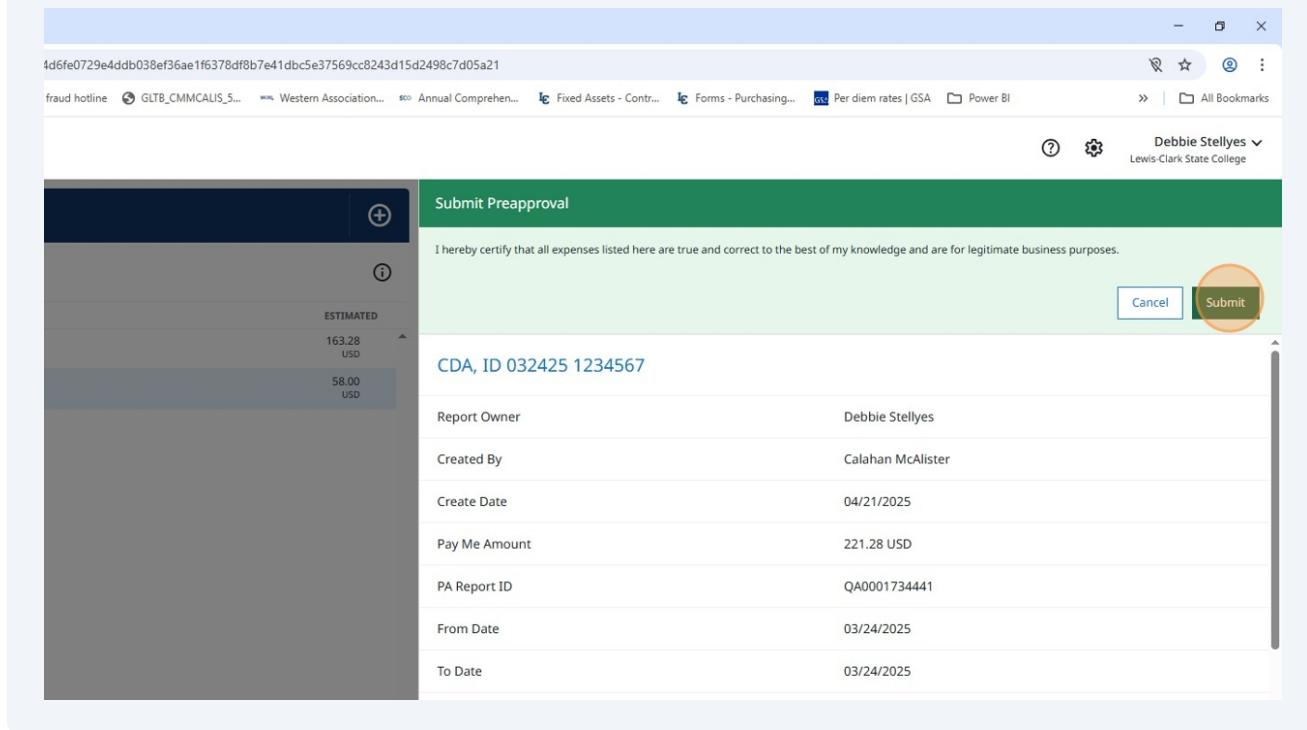
25 Click Submit when done.



EXPENSE		ESTIMATED	Date	03/24/2025
	Mileage	163.28 USD	Start Time	07:00
	Meals Per Diem	58.00 USD	End Time	19:00
		Estimated Amount	58.00 USD	
		Description	Traveling to CDA for Conference where no meals were provided	
		Location	Coeur D'Alene, Idaho (ID), United States	
Deductibles				
<input type="checkbox"/> Breakfast				
<input type="checkbox"/> Lunch				
PA Report ID	QA0001734441	Total Estimated Amount 221.28 USD	Submit	

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 All Bookmarks

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.

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

Cancel Submit