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Quick Guide to Student Travel with Faculty in Emburse

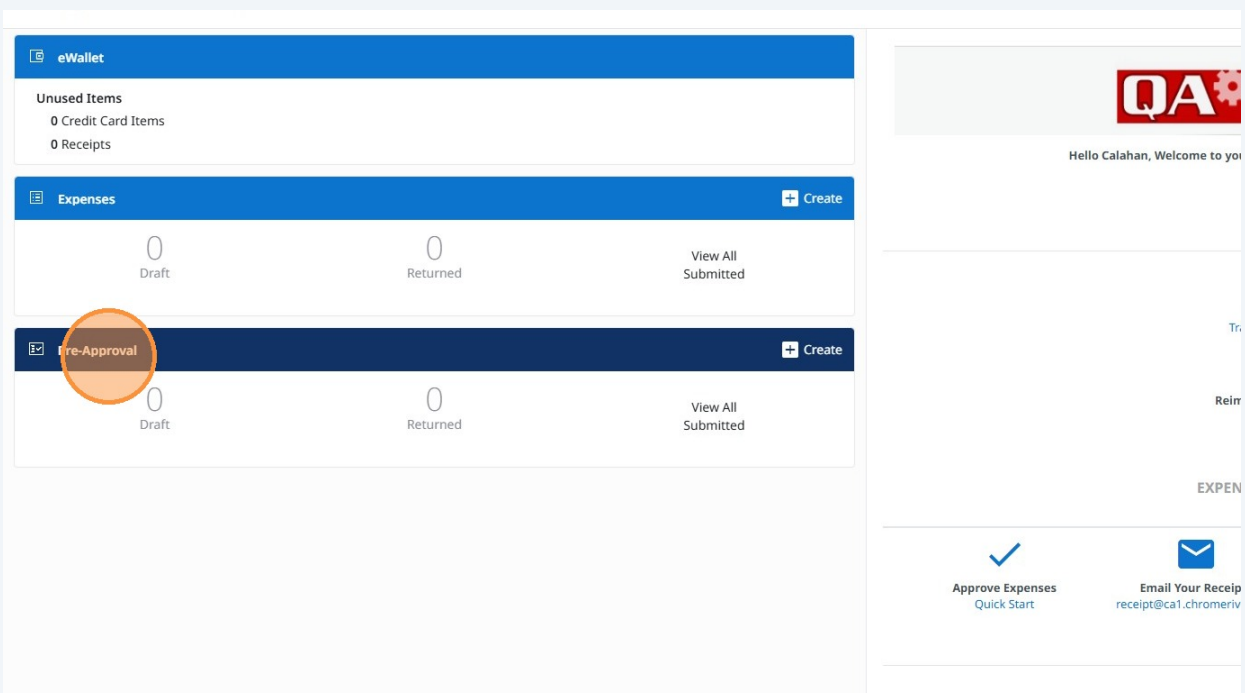**LEWIS CLARK**
STATE COLLEGE

1 You will want to add information for student names traveling with Faculty in the comments of the Header page and select Student Travel with Faculty box on Pre-Approval.

If hotel/logging for overnight occur add in comments Name of Hotel/logging, Address, and dates staying at location.
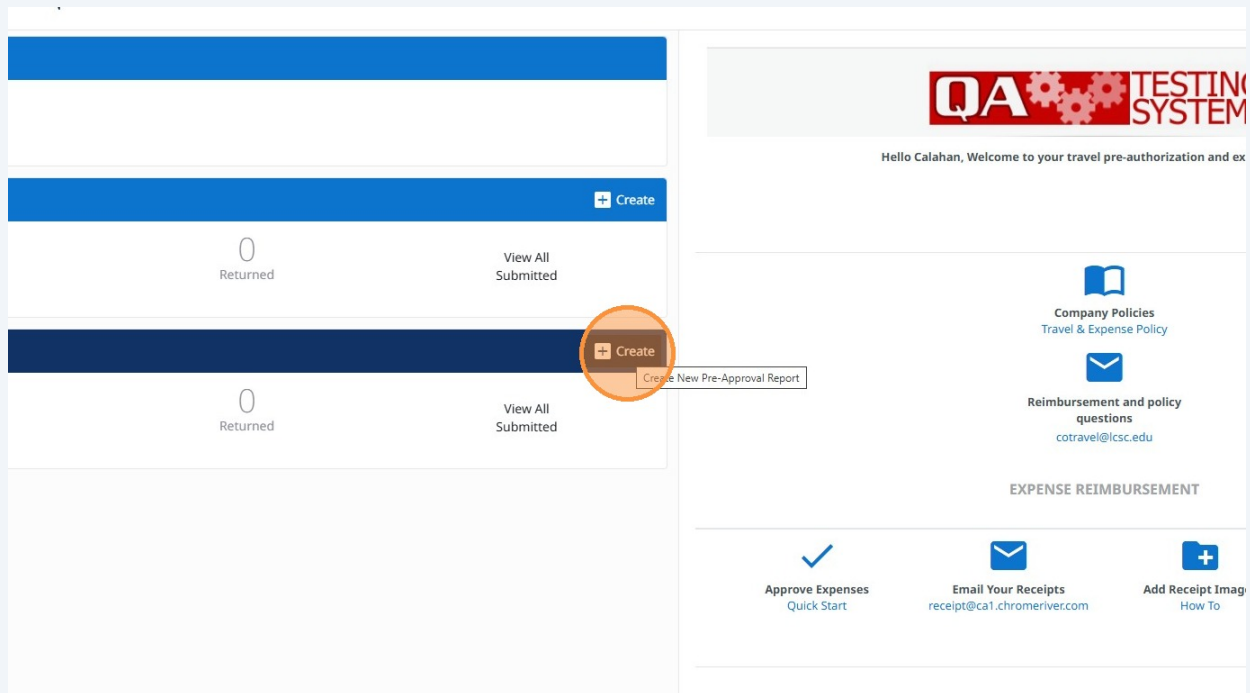
Start by creating a Pre-Approval like normal

2 Start by creating a standard Pre-Approval

3 Click Create Pre-Approval.

4 **Report Name Format is Location, First Date of Travel, & Warrior ID #**

Example Billings MT 120125 1234567

5 Select Start date

6 Select End Date

7 Type in "Business Purpose"

8 Select "Report Type"

9   Click here and select correct Report Type.

10   Click here to select Student Travel with Faculty. This will help a report to generate for Risk Management and Public Safety with information they need.

11 Type in cost center to use

12 Click "Save "

13 These next steps can be done before or after the estimated Pre-Approval expenses are added. The information must be typed in the Header Page under comments.

14 Click on the report name near the top left hand corner.

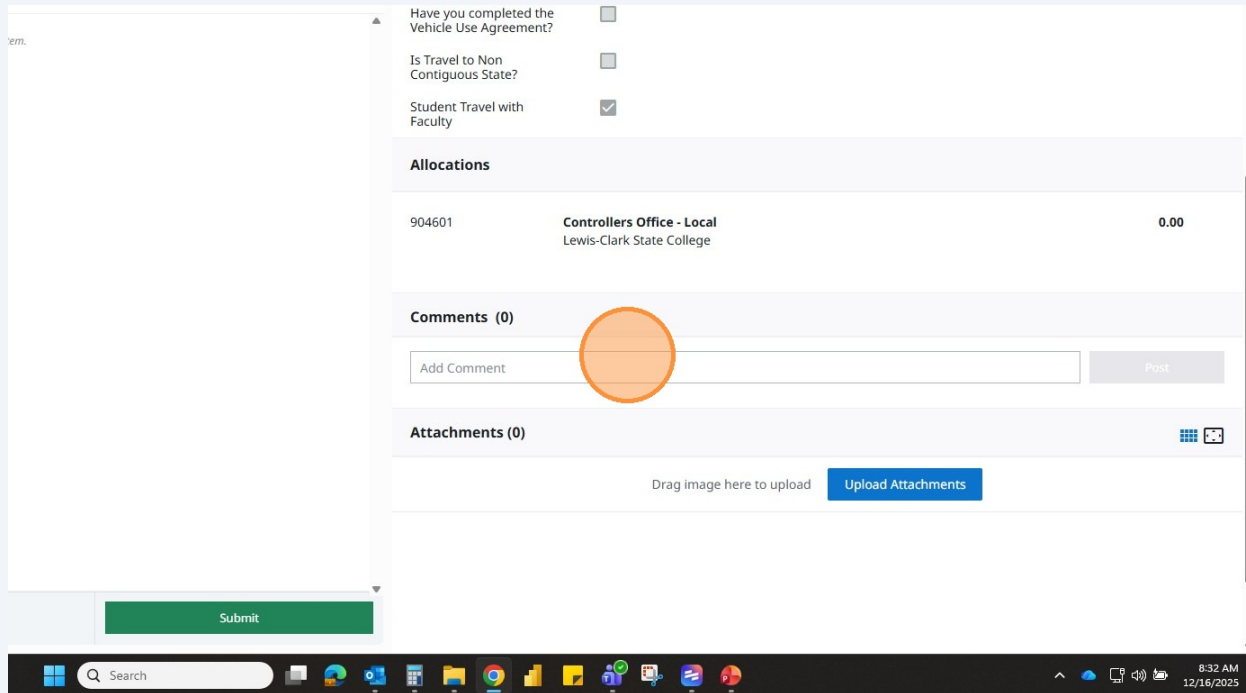**15** On the right hand side of the page, scroll down until "Add Comment" appears. This is where you will need to place student names and Hotel/Logging information if applicable.

16 Create a list of students after Students traveling. Add information after Hotel, if overnight stays occur.

17 Example of list

Students Traveling- with a list of names below

Hotel- with Hotel Name, Address, and dates staying at location

Comments (2)

Calahan McAlister 12/16/2025 08:36 AM

Students Traveling
Steve Smith
Cal Miller
Dave Garcia
Chris Brown

Hotel
Best Western
123 10th St
Billings, MT
12/01 - 12/03

Add Comment