

For the latest version of this document, [click here](#)

# Quick Guide to Student Travel with Faculty in Emburse



1

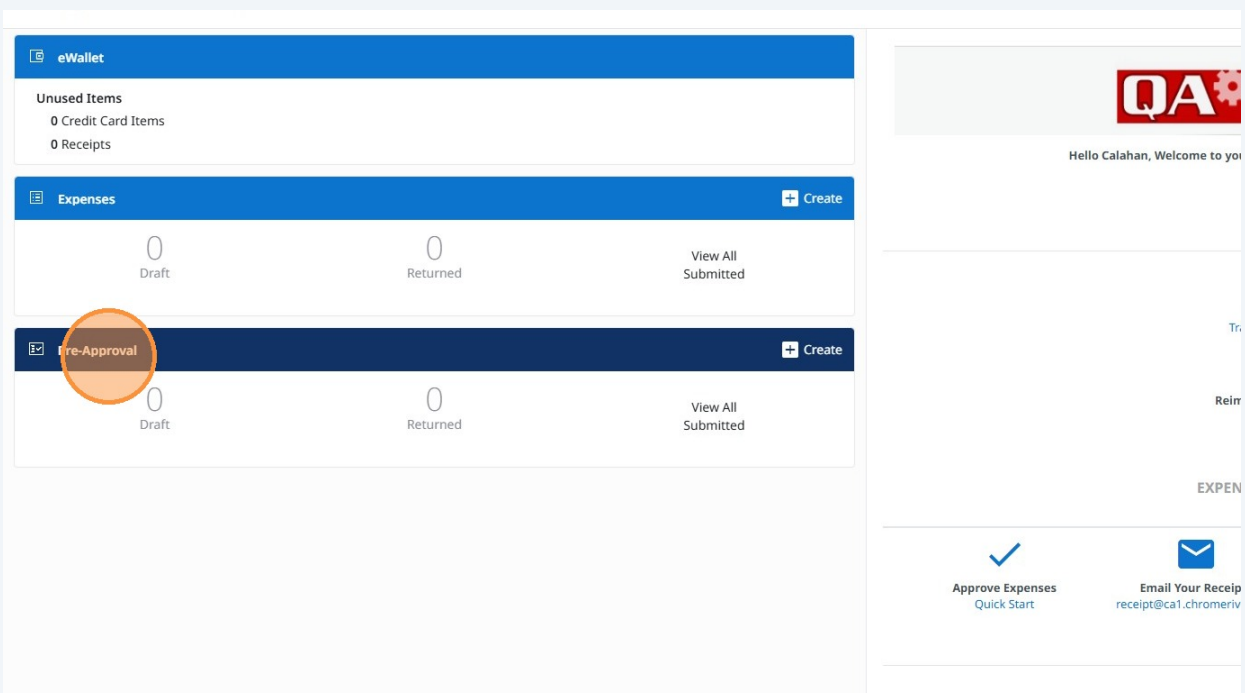
You will want to add information for student names traveling with Faculty in the comments of the Header page and select Student Travel with Faculty box on Pre-Approval.

If hotel/logging for overnight occur add in comments Name of Hotel/logging, Address, and dates staying at location.

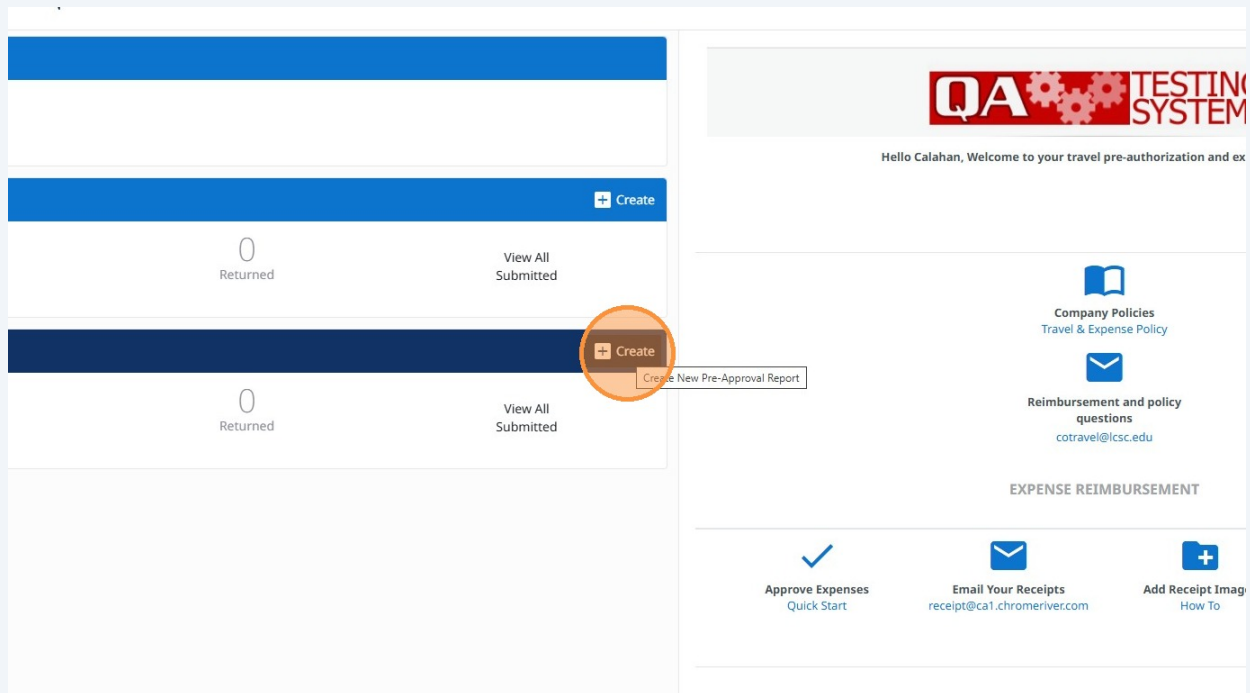
Start by creating a Pre-Approval like normal

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

The screenshot shows a web application interface for 'Pre-Approvals For Calahan McAlister'. The form is titled 'Pre-Approvals For Calahan McAlister' and includes a 'Cancel' button and a 'Save' button. The form fields are as follows:

- Report Name: Billings MT 120125 1234567
- Start Date: 12/16/2025 (highlighted with an orange circle)
- End Date: 12/16/2025
- Number of Days: 1
- Pay Me In: USD - US Dollars
- Business Purpose: (empty text area)
- Report Type: -- Select --

The 'Start Date' field is highlighted with an orange circle, indicating the step to select the start date.

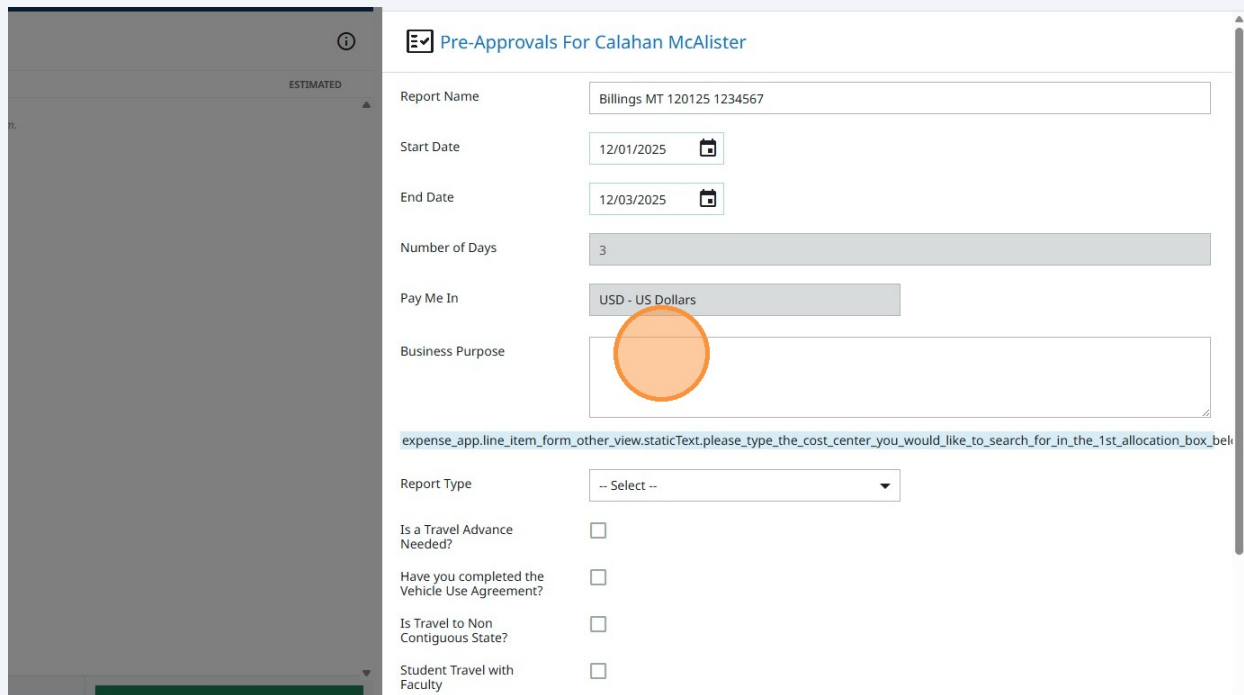
## 6 Select End Date

The screenshot shows the same web application interface for 'Pre-Approvals For Calahan McAlister'. The form is titled 'Pre-Approvals For Calahan McAlister' and includes a 'Cancel' button and a 'Save' button. The form fields are as follows:

- Report Name: Billings MT 120125 1234567
- Start Date: 12/01/2025
- End Date: 12/16/2025 (highlighted with an orange circle)
- Number of Days: 16
- Pay Me In: USD - US Dollars
- Business Purpose: (empty text area)
- Report Type: -- Select --
- Is a Travel Advance Needed?: ☐

The 'End Date' field is highlighted with an orange circle, indicating the step to select the end date.

## 7 Type in "Business Purpose"



**Pre-Approvals For Calahan McAlister**

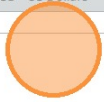
Report Name: Billings MT 120125 1234567

Start Date: 12/01/2025

End Date: 12/03/2025

Number of Days: 3

Pay Me In: USD - US Dollars

Business Purpose: 

expense\_app.line\_item\_form\_other\_view.staticText.please\_type\_the\_cost\_center\_you\_would\_like\_to\_search\_for\_in\_the\_1st\_allocation\_box\_bek

Report Type: -- Select --

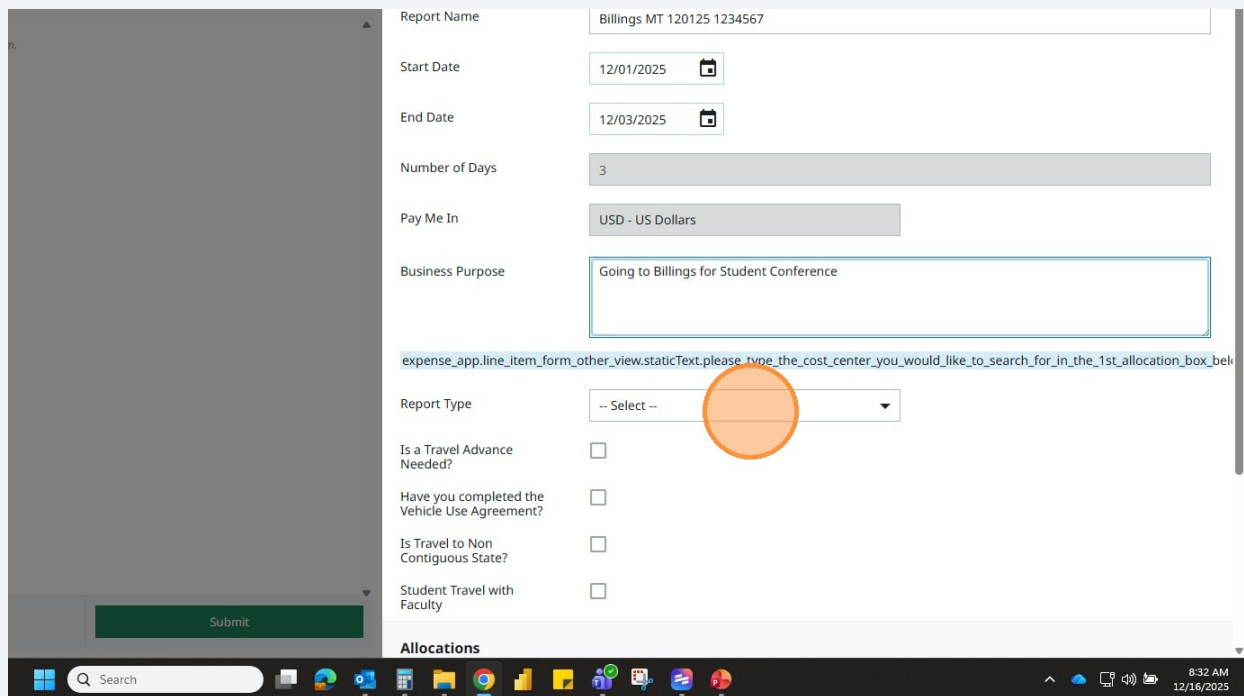
Is a Travel Advance Needed? ☐

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐

Student Travel with Faculty ☐

## 8 Select "Report Type"



**Pre-Approvals For Calahan McAlister**

Report Name: Billings MT 120125 1234567

Start Date: 12/01/2025

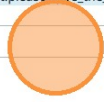
End Date: 12/03/2025

Number of Days: 3

Pay Me In: USD - US Dollars

Business Purpose: Going to Billings for Student Conference

expense\_app.line\_item\_form\_other\_view.staticText.please\_type\_the\_cost\_center\_you\_would\_like\_to\_search\_for\_in\_the\_1st\_allocation\_box\_bek

Report Type:  -- Select --

Is a Travel Advance Needed? ☐

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐

Student Travel with Faculty ☐

Submit

Allocations

8:32 AM 12/16/2025

9 Click here and select correct Report Type.

Report Name: Billings MT 120125 1234567

Start Date: 12/01/2025

End Date: 12/03/2025

Number of Days: 3

Pay Me In: USD - US Dollars

Business Purpose: Going to Billings for Student Conference

Report Type: -- Select --

Is a Travel Advance Needed? ☐

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐

Student Travel with Faculty ☐

Submit

Allocations

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.

Report Name: Billings MT 120125 1234567

Start Date: 12/01/2025

End Date: 12/03/2025

Number of Days: 3

Pay Me In: USD - US Dollars

Business Purpose: Going to Billings for Student Conference

Report Type: Travel

Is a Travel Advance Needed? ☐

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐

Student Travel with Faculty ☒

Submit

Allocations

## 11 Type in cost center to use

The screenshot shows a web application interface for submitting an expense report. On the left is a dark sidebar with a search bar and a 'Submit' button. The main content area contains the following fields:

- Business Purpose:** A text box containing 'Going to Billings for Student Conference'.
- Report Type:** A dropdown menu set to 'Travel'.
- Is a Travel Advance Needed?:** ☐
- Have you completed the Vehicle Use Agreement?:** ☐
- Is Travel to Non Contiguous State?:** ☐
- Student Travel with Faculty:** ☒
- Allocations:** A section with a search bar labeled 'Search for Allocation' and an 'Add Allocation' button below it. The search bar is highlighted with an orange circle.

At the bottom of the sidebar, there is an 'Amount' field and a 'Submit' button. The Windows taskbar is visible at the very bottom.

## 12 Click "Save "

This screenshot shows the same expense report form as in step 11, but with additional fields filled out and the 'Save' button highlighted. The fields include:

- Number of Days:** 3
- Pay Me In:** USD - US Dollars
- Business Purpose:** Going to Billings for Student Conference
- Report Type:** Travel
- Is a Travel Advance Needed?:** ☐
- Have you completed the Vehicle Use Agreement?:** ☐
- Is Travel to Non Contiguous State?:** ☐
- Student Travel with Faculty:** ☒
- Allocations:** The section is visible but empty.

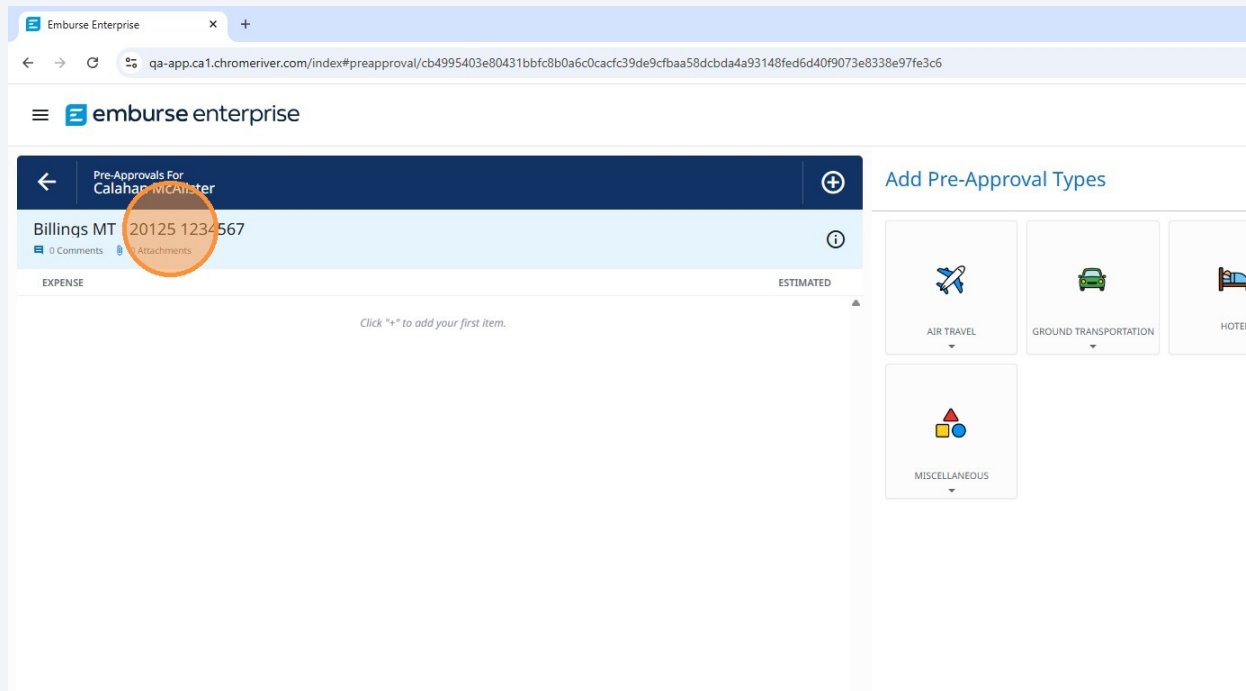
In the top right corner, there is a user profile for 'Calahan McAlister' from 'Lewis Clark State College'. Below the profile are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange circle.

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.

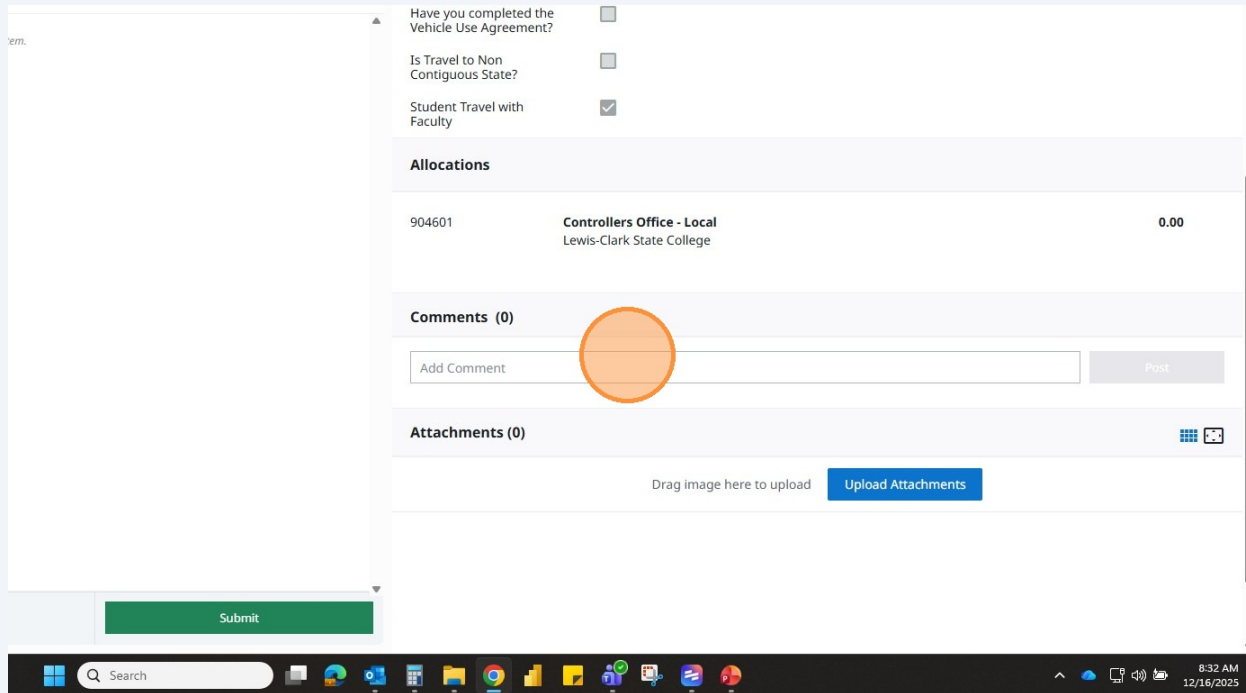
14

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.



em.

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐



Student Travel with Faculty ☒

**Allocations**

904601	<b>Controllers Office - Local</b> Lewis-Clark State College	0.00
--------	--	------

**Comments (0)**

Add Comment

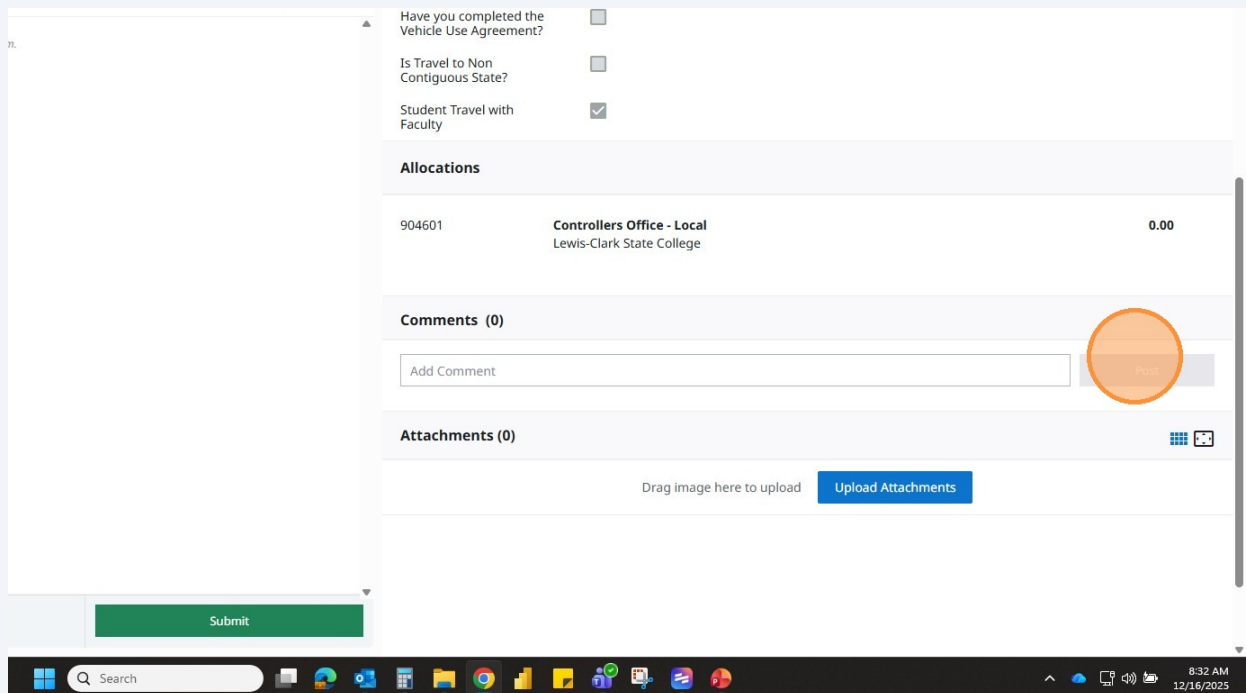
**Attachments (0)**  

Drag image here to upload

Windows taskbar: Search, 8:32 AM 12/16/2025

16

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



ni.

Have you completed the Vehicle Use Agreement? ☐

Is Travel to Non Contiguous State? ☐



Student Travel with Faculty ☒

**Allocations**

904601	<b>Controllers Office - Local</b> Lewis-Clark State College	0.00
--------	--	------

**Comments (0)**

Add Comment

**Attachments (0)**  

Drag image here to upload


Windows taskbar: Search, 8:32 AM 12/16/2025

## 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