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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.

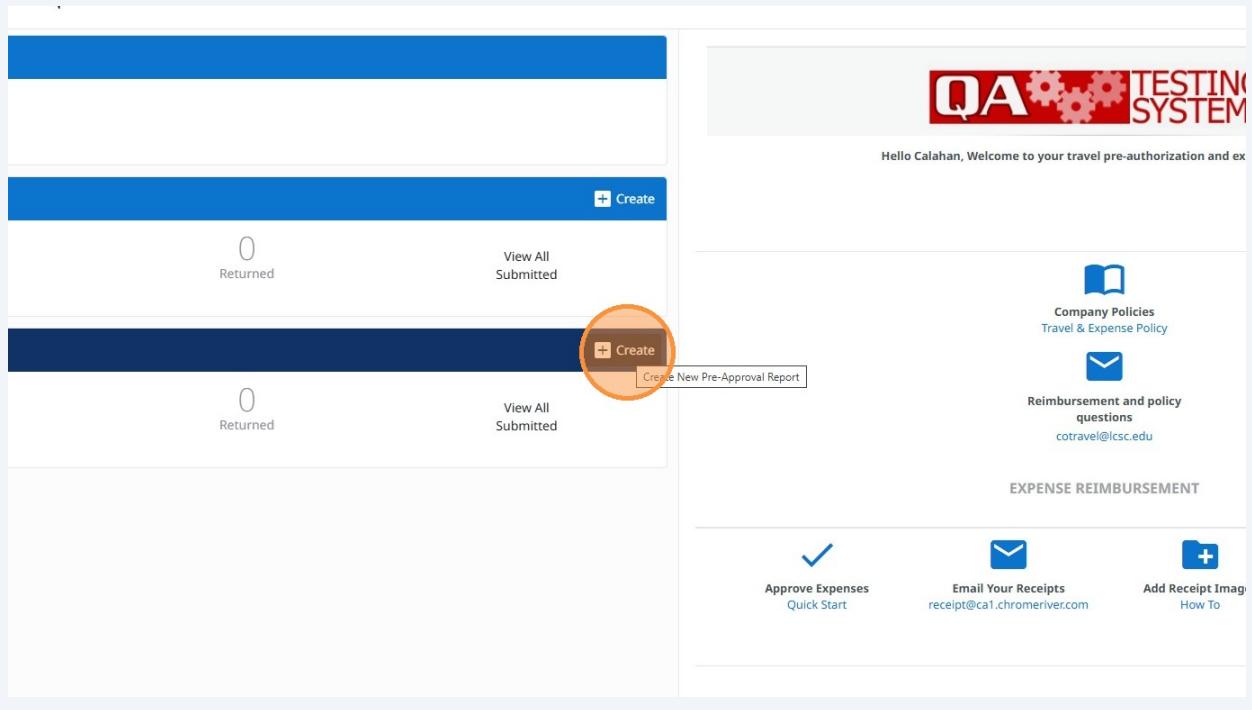
If hotel/logging for overnight occur add in comments Name of Hotel/logging, Address, and dates staying at location.

Start by creating a Pre-Approval like normal

- 2 Start by creating a standard Pre-Approval

A screenshot of the Emburse mobile application interface. The top navigation bar is blue with the text "eWallet" and "eWALLET" in white. Below the navigation bar, there are three main sections: "eWallet" (Unused Items: 0 Credit Card Items, 0 Receipts), "Expenses" (0 Draft, 0 Returned, View All, Submitted, + Create), and "Pre-Approval" (0 Draft, 0 Returned, View All, Submitted, + Create). The "Pre-Approval" section is highlighted with an orange circle around its header. To the right of the main interface, there is a sidebar with the text "Hello Calahan, Welcome to yo" and a red "QA" logo. At the bottom right, there are two buttons: "Approve Expenses" with a checkmark icon and "Email Your Receipt" with an envelope icon. The bottom of the screen shows a navigation bar with icons for "Tr", "Reir", and "EXPEN".

3 Click Create Pre-Approval.

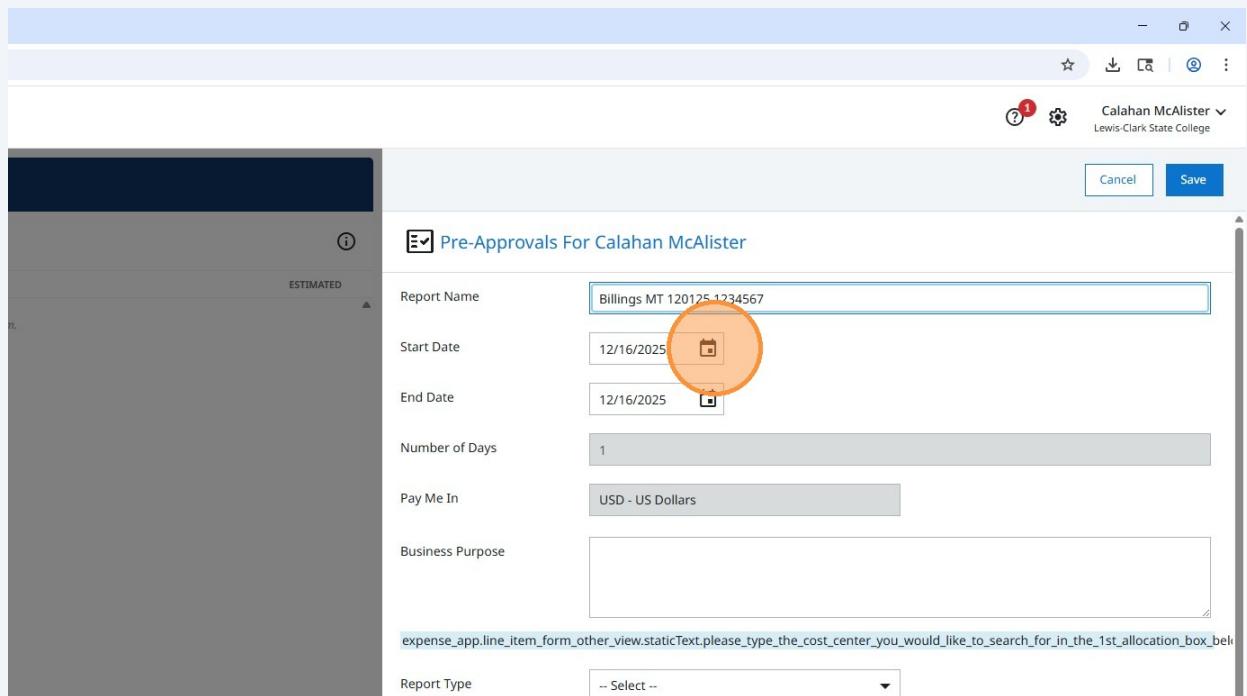


The screenshot shows a web-based application interface. At the top, there is a blue header bar with a 'Create' button. Below this, there are two sections, each with a 'Returned' count (0) and 'View All Submitted' links. The second section has a 'Create' button, which is highlighted with an orange circle. To the right of these sections, there is a 'QA TESTING SYSTEM' logo and a welcome message: 'Hello Calahan, Welcome to your travel pre-authorization and ex...'. Below the logo, there are links for 'Company Policies' (Travel & Expense Policy), 'Reimbursement and policy questions' (cotravel@lcsc.edu), and 'EXPENSE REIMBURSEMENT' with links for 'Approve Expenses' (Quick Start), 'Email Your Receipts' (receipt@ca1.chromeriver.com), and 'Add Receipt Images' (How To).

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

Example Billings MT 120125 1234567

5 Select Start date



Pre-Approvals For Calahan McAlister

Report Name: Billings MT 120125 1234567

Start Date: 12/16/2025 

End Date: 12/16/2025 

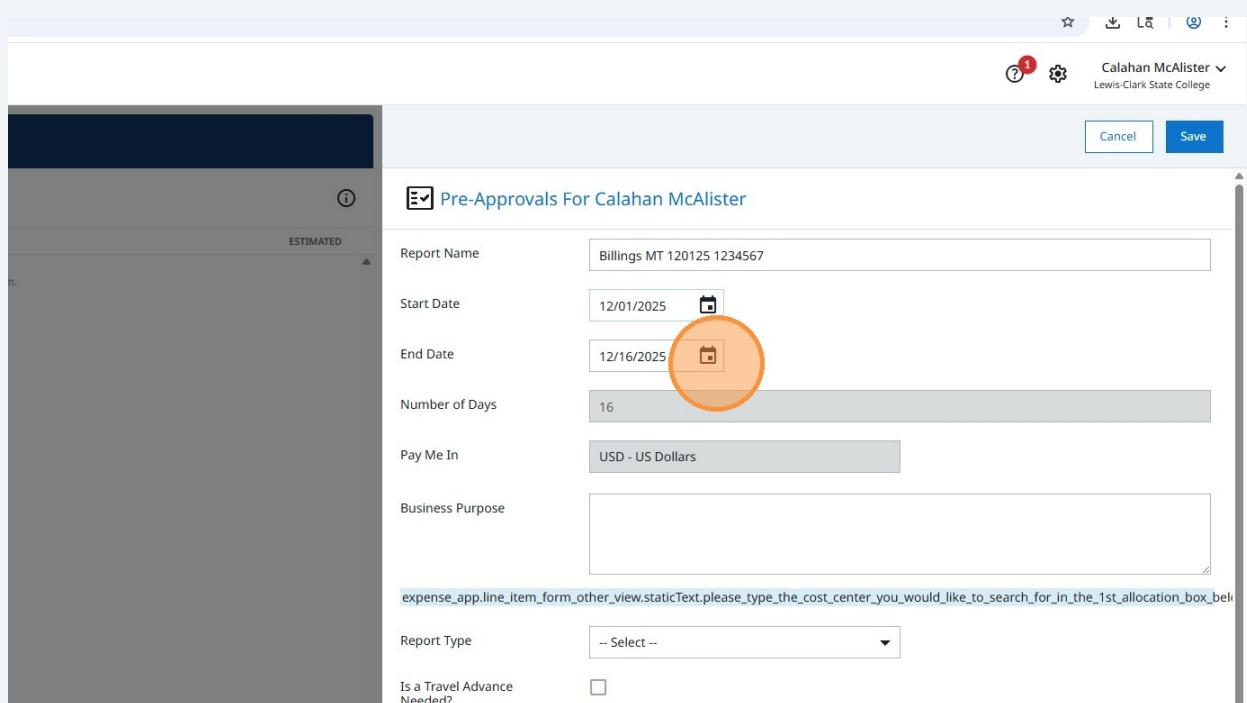
Number of Days: 1

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_below

Report Type: -- Select --

6 Select End Date



Pre-Approvals For Calahan McAlister

Report Name: Billings MT 120125 1234567

Start Date: 12/01/2025 

End Date: 12/16/2025 

Number of Days: 16

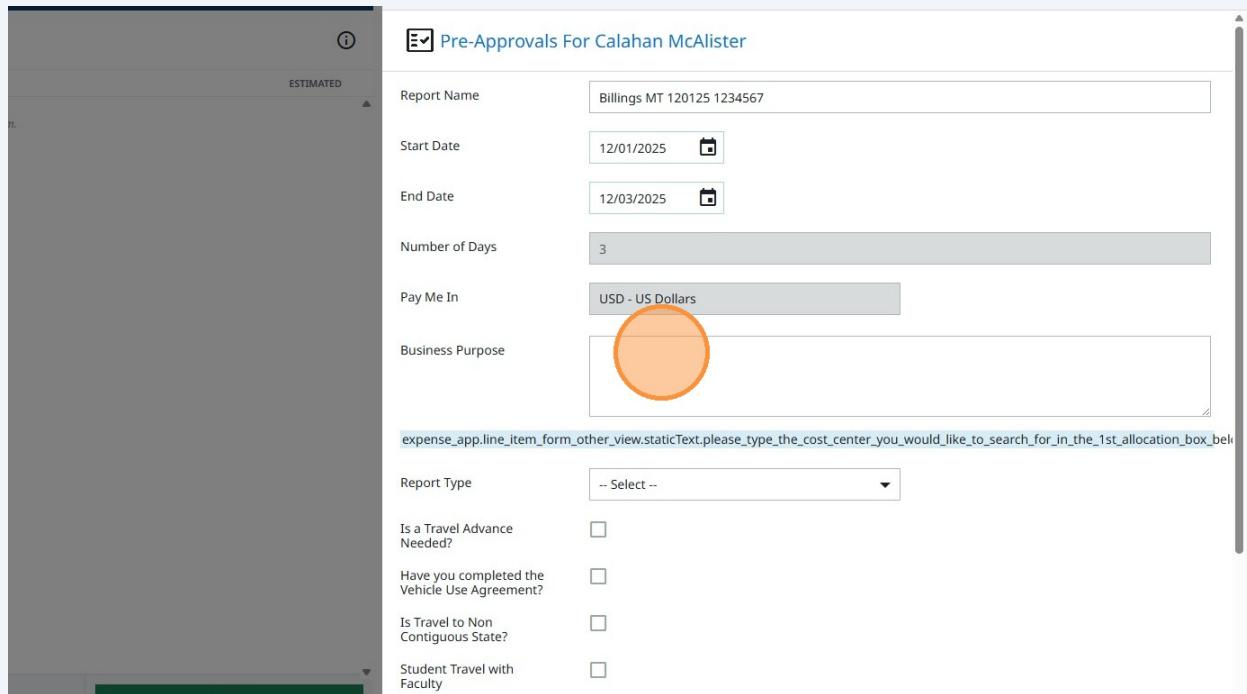
Pay Me In: USD - US Dollars

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_below

Report Type: -- Select --

Is a Travel Advance Needed?

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: (highlighted with an orange circle)

Report Type: -- Select --

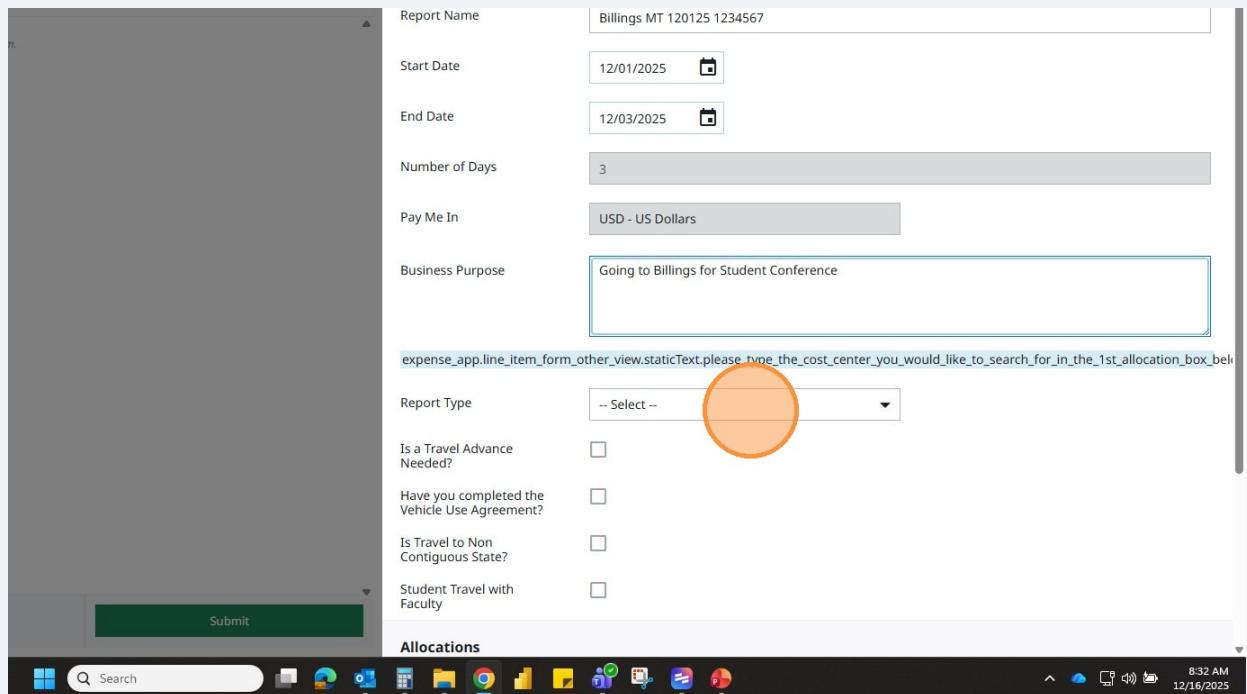
Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Student Travel with Faculty

8 Select "Report Type"



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 -- (highlighted with an orange circle)

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

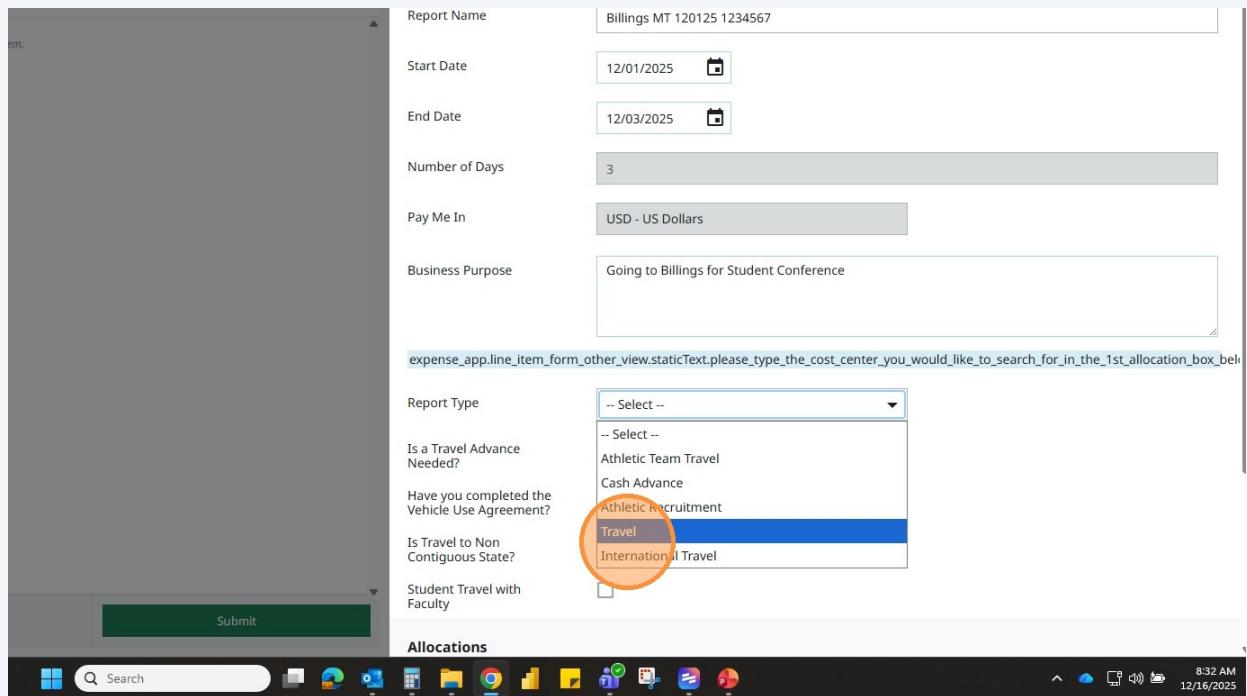
Is Travel to Non Contiguous State?

Student Travel with Faculty

Allocations

Submit

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

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

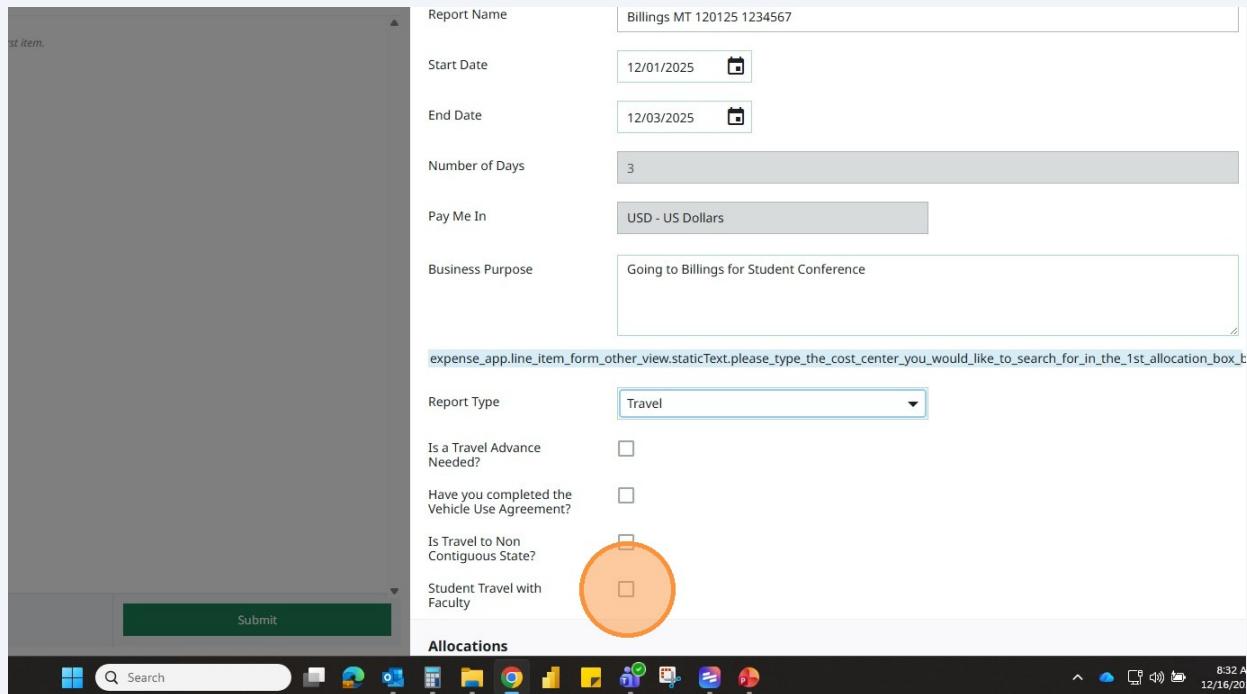
Is Travel to Non Contiguous State?

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?

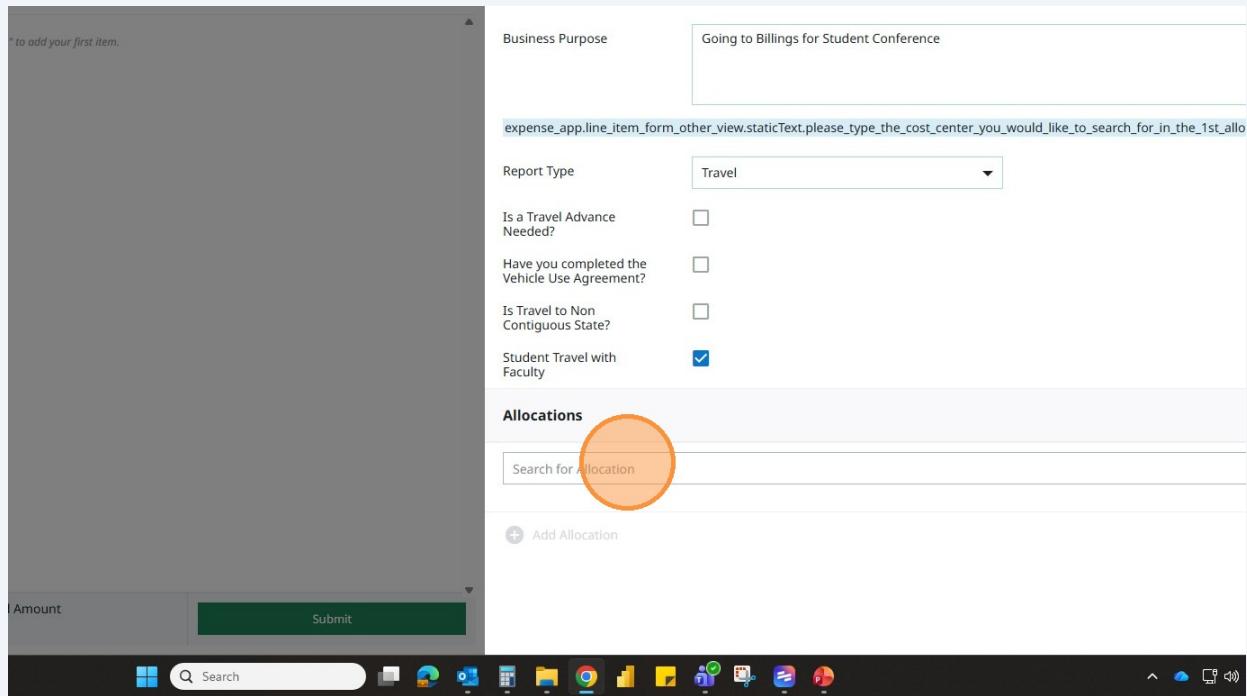
Is Travel to Non Contiguous State?

Student Travel with Faculty

Submit

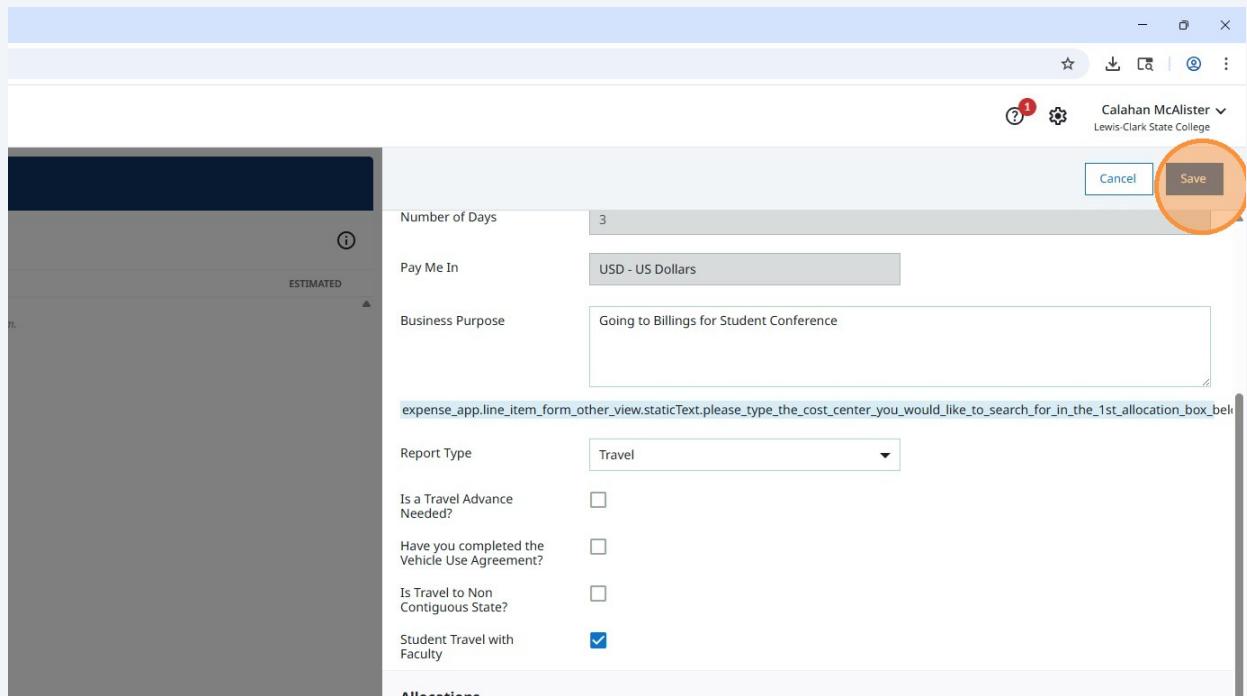
Allocations

11 Type in cost center to use



The screenshot shows a software application window for expense reporting. The 'Allocations' section is highlighted with an orange circle. It contains a search bar labeled 'Search for Allocation' and a 'Add Allocation' button. The rest of the form includes fields for Business Purpose (set to 'Going to Billings for Student Conference'), Report Type (set to 'Travel'), and several checkboxes for travel details, with 'Student Travel with Faculty' checked. A note at the top left says '* to add your first item.'

12 Click "Save"



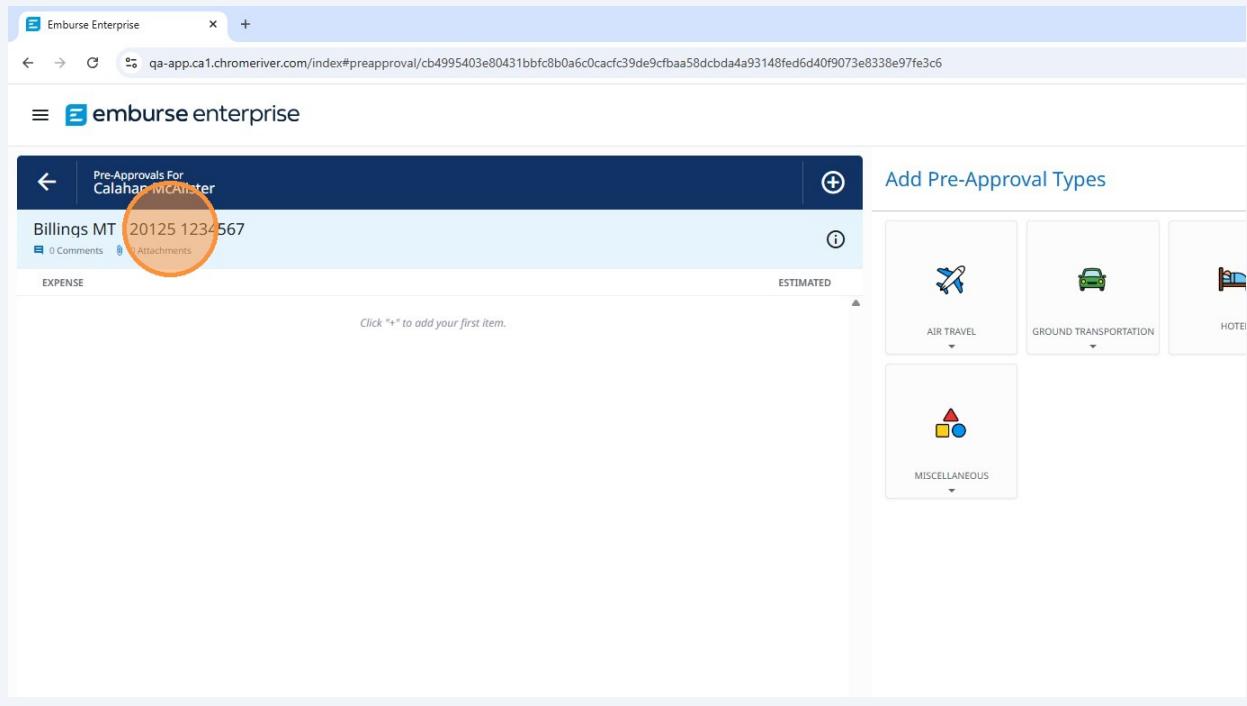
The screenshot shows the same expense application window. The 'Save' button in the top right corner is highlighted with an orange circle. The rest of the form is identical to the previous screenshot, showing the 'Allocations' section and travel details.

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

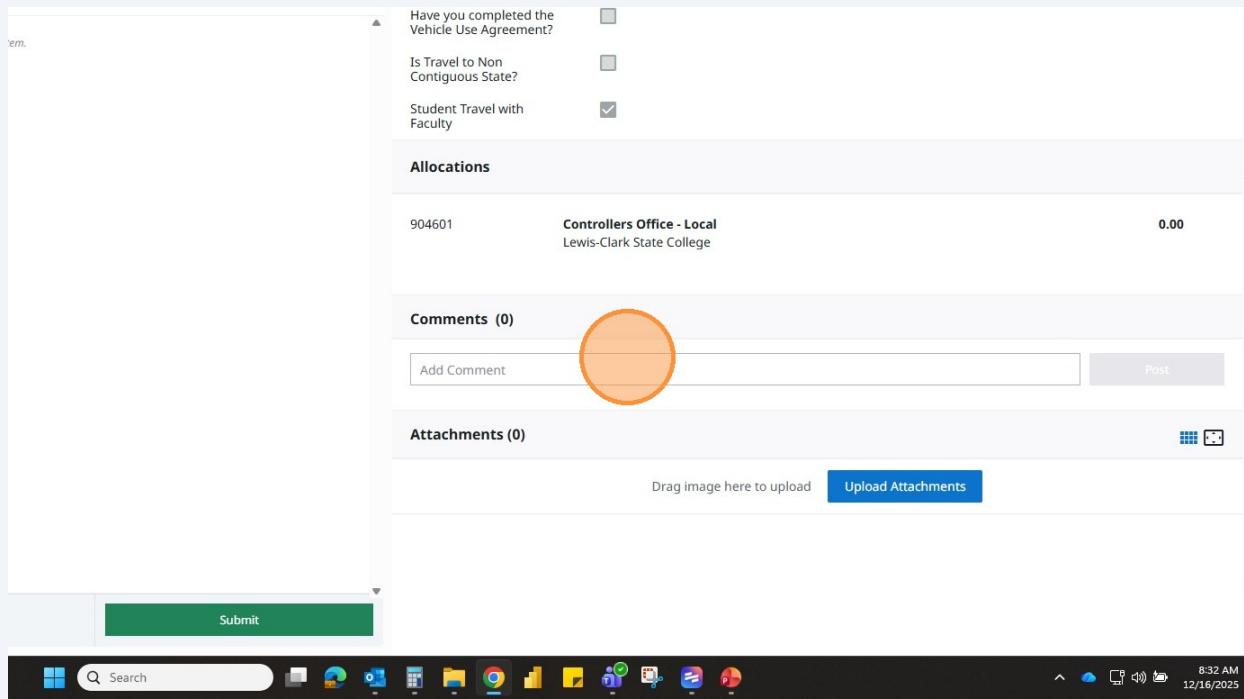
Click on the report name near the top left hand corner.



The screenshot shows a web browser window for 'Emburse Enterprise' with the URL 'qa-app.ca1.chromeriver.com/index#preapproval/cb4995403e80431bbfc8b0a6c0cacfc39de9cfbaa58dcba4a93148fed6d40f9073e8338e97fe3c6'. The page title is 'emburse enterprise'. The main content is a 'Pre-Approvals For Calahan, iviCaster' report. The report title 'Billings MT 20125 1234567' is circled in orange. Below the title, there are links for '0 Comments' and 'Attachments'. The report is categorized as 'EXPENSE' and is marked as 'ESTIMATED'. To the right, there is a sidebar titled 'Add Pre-Approval Types' with three main categories: 'AIR TRAVEL' (represented by a plane icon), 'GROUND TRANSPORTATION' (represented by a car icon), and 'HOTEL' (represented by a hotel icon). Below these, there is a 'MISCELLANEOUS' category represented by a small icon of a box with a triangle on top.

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.



Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Student Travel with Faculty

Allocations

904601	Controllers Office - Local	0.00
Lewis-Clark State College		

Comments (0)

Add Comment

Post

Attachments (0)

Drag image here to upload

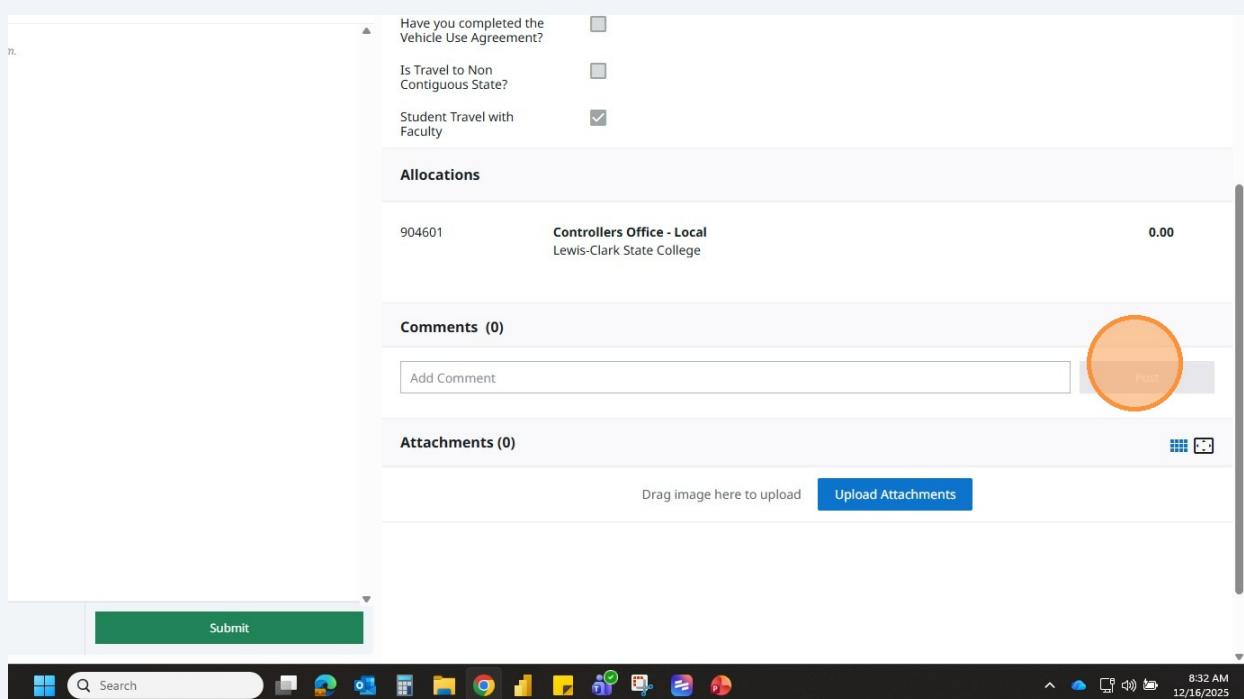
Upload Attachments

Submit

8:32 AM
12/16/2025

16

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



Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Student Travel with Faculty

Allocations

904601	Controllers Office - Local	0.00
Lewis-Clark State College		

Comments (0)

Add Comment

Post

Attachments (0)

Drag image here to upload

Upload Attachments

Submit

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 (0)

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