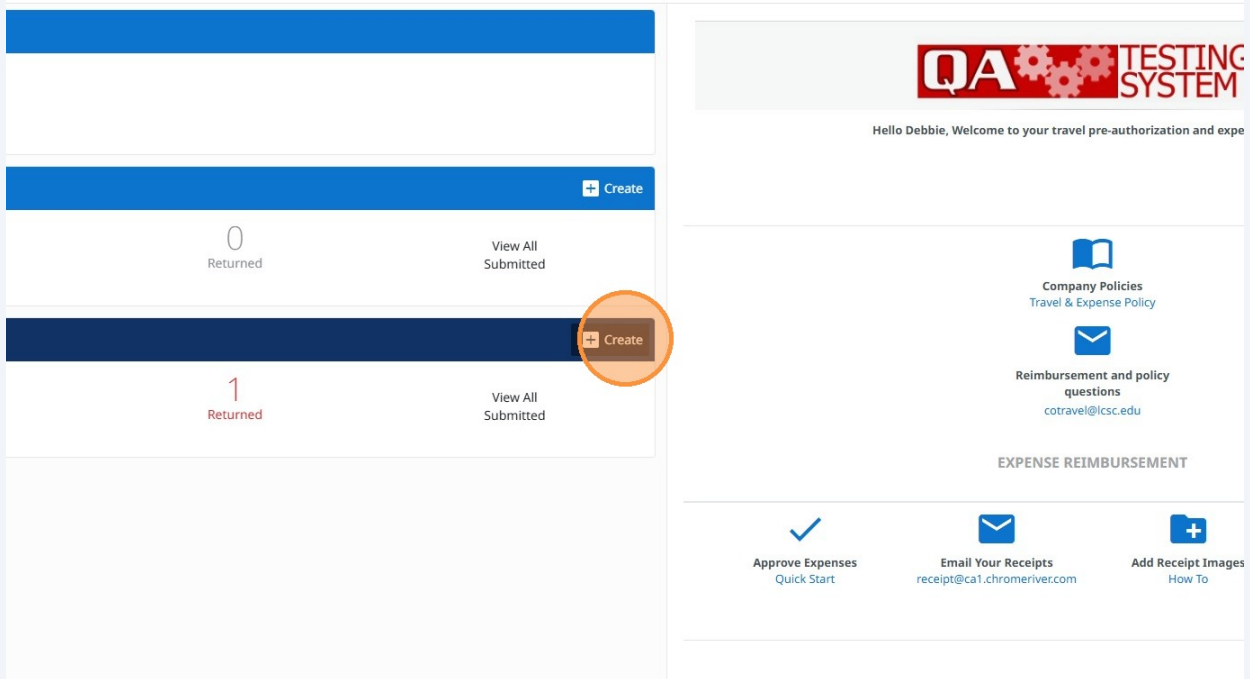


Guide on how to add student's traveling with LC Faculty or Staff to Pre-Approval in Emburse

1 These steps will show you what information is needed when selecting "Student traveling with LC Faculty or Staff" is selected.

2 Start by creating your Pre-Approval.



The screenshot displays the Emburse system interface. On the left, there is a sidebar with a 'Create' button circled in orange. The main content area shows a dashboard with a 'QA TESTING SYSTEM' header, a welcome message 'Hello Debbie, Welcome to your travel pre-authorization and expense', and several navigation options: 'Company Policies Travel & Expense Policy', 'Reimbursement and policy questions cotravel@lcsc.edu', and 'EXPENSE REIMBURSEMENT'. At the bottom, there are three quick start links: 'Approve Expenses Quick Start', 'Email Your Receipts receipt@ca1.chromeriver.com', and 'Add Receipt Images How To'.

3 **Report Name Format is Location, First Date of Travel, & Warrior ID #**
Example Billings MT 120125 1234567

4 Make sure to fill in Start & End dates

5 Make sure to add Business Purpose

first item.

Pay Me In

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

Report Type

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Student Travel with LC Faculty or Staff

Allocations

Windows taskbar: Search, 3:59 5/6/2026

6 Make sure to select correct Report Type

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_bel

Report Type

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Must include each student's Warrior ID number, along with first and last name who will be attending, and, if applicable, provide lodging details including the name, address, and dates of stay.

Student Travel with LC Faculty or Staff

Student Information

Allocations

Windows taskbar: Search, 4:21 PM 5/6/2026

7

If students are traveling with LC Faculty or Staff Check the 'Student Travel with LC Faculty or Staff' box.

first item.

Pay Me In

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

Report Type

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Student Travel with LC Faculty or Staff

Allocations

Windows taskbar: Search, 3:59 5/6/2026

8

Notice once the box is selected a message will appear with what information is required below

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

Report Type

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Must include each student's Warrior ID number, along with first and last name who will be attending, and, if applicable, provide lodging details including the name, address, and dates of stay.

Student Travel with LC Faculty or Staff

Student Information

Allocations

Windows taskbar: Search, 4:21 PM 5/6/2026

9

Type in required student information from above warning in the blank area next to Student Information. If lodging stay occurs provide name, address and dates of stay in field.

The screenshot shows a web form with the following fields and options:

- Business Purpose: [Empty text box]
- Report Type: [Dropdown menu with "-- Select --"]
- Is a Travel Advance Needed?:
- Have you completed the Vehicle Use Agreement?:
- Is Travel to Non Contiguous State?:
- Student Travel with LC Faculty or Staff:
- Student Information: [Empty text box, highlighted with an orange circle]
- Allocations: [Section header]
- Search for Allocation: [Text input box]
- Add Allocation: [Button with plus icon]

A blue warning message is visible: "Must include each student's Warrior ID number, along with first and last name who will be attending, and, if applicable, provide lodging details including the name, address, and dates of stay."

10

This shows an example of Warrior ID number and name added

The screenshot shows the same web form as in step 9, but with the Student Information field filled with the text "0123456 Bart Simpson, 0123457 Lisa Simpson". This text is highlighted with an orange circle.

11 Type in cost center to use

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_bel

Report Type -- Select --

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Must include each student's Warrior ID number, along with first and last name who will be attending, and, if applicable, provide lodging details including the name, address, and dates of stay.

Student Travel with LC Faculty or Staff

Student Information 0123456 Bart Simpson, 0123457 Lisa Simpson

Allocations

Search for Allocation

+ Add Allocation

Submit

Search

4:21 PM 5/6/2026

12 Click "Save " when done

urse Enterprise x old science building now fine a x Colleague Launcher x New Tab x +

Debbie Stellyes Lewis Clark State College

Cancel Save

Number of Days

Pay Me In USD - US Dollars

Business Purpose Testing for student travel

expense_app.line_item_form_other_view.staticText.please_type_the_cost_center_you_would_like_to_search_for_in_the_1st_allocation_box_bel

Report Type Travel

Is a Travel Advance Needed?

Have you completed the Vehicle Use Agreement?

Is Travel to Non Contiguous State?

Must include each student's Warrior ID number, along with first and last name who will be attending, and, if applicable, provide lodging details including the name, address, and dates of stay.

Student Travel with LC Faculty or Staff

13 If you need to add to Pre-Approval after cover sheet is created use steps below

14 Click 'View All Submitted' in the Pre-Approval section.

The screenshot displays a web interface for travel pre-approval. On the left, there are two summary cards. The top card shows '2 Draft' and '0 Returned' items, with a 'View All Submitted' link. The bottom card, titled 'Pre-Approval', shows '0 Draft' and '1 Returned' items, with a 'View All Submitted' link circled in orange. The main content area on the right features a 'Q&A' header, a welcome message 'Hello Debbie, Welcome to your travel pre-auth', and several navigation options: 'Company Policies', 'Reimbursement and questions' (with email contact), 'EXPENSE REIMBURSE' (with 'Approve Expenses Quick Start' and 'Email Your Receipts' options), and 'SMARTPHONE APPLIC'.

15 Select the specific report from the list.

Emburse Enterprise | Squirrel - Google Search | Emburse Enterprise

qa-app.ca1.chromeriver.com/index#preapprovals/submitted

emburse enterprise

Pre-Approval

Drafts | Returned | Submitted

Item	Date	Amount	Status
Testing for student travel QA000243516	05/06/2026	150.00 USD	PENDING
TEST PER DIEM QA0002462486	05/05/2026	290.00 USD	APPROVED
Student Travel with Staff Example QA0002377125	05/01/2026	685.00 USD	APPROVED
Boise ID 030126 1234567 QA0002330021	03/23/2026	1,103.73 USD	APPROVED
Boise ID 020126 1234567 QA0002188323	03/03/2026	2,074.23 USD	USED / EXPIRED
Routing of 145602 QA0002186280	02/26/2026	1.00 USD	USED / EXPIRED
Boise ID 030126 1234567	03/24/2026	2,142.68 USD	USED / EXPIRED

16 Scroll down on the right hand side of the screen until you get to comments. Type in the information into the 'Add Comment' field.

Hotel 150.00

Total 150.00

Account Summary

Account	Amount
904601 Controllers Office - Local Lewis-Clark State College	150.00
Total	150.00

Comments (0)

Add Comment Post

Attachments (0)

Drag image here to upload [Upload Attachments](#)

	Hotel	150.00	0.00
	Total	150.00	0.00

Account Summary			AMOUNT (USD)
904601	Controllers Office - Local Lewis-Clark State College		150.00
Total			150.00

Comments (0)

need to add 0123451 Kim Smith to student list Post

Attachments (0)

Drag image here to upload Upload Attachments

17 Click 'Post' to submit the comment.

	Hotel	150.00	0.00
	Total	150.00	0.00

Account Summary			AMOUNT (USD)
904601	Controllers Office - Local Lewis-Clark State College		150.00
Total			150.00

Comments (0)

need to add 0123451 Kim Smith to student list Post

Attachments (0)

Drag image here to upload Upload Attachments