Athletic Recruitment Pre-Approval

LEWIS CLARK
STATE COLLEGE

1   Click "Create New Pre-Approval Report Create"
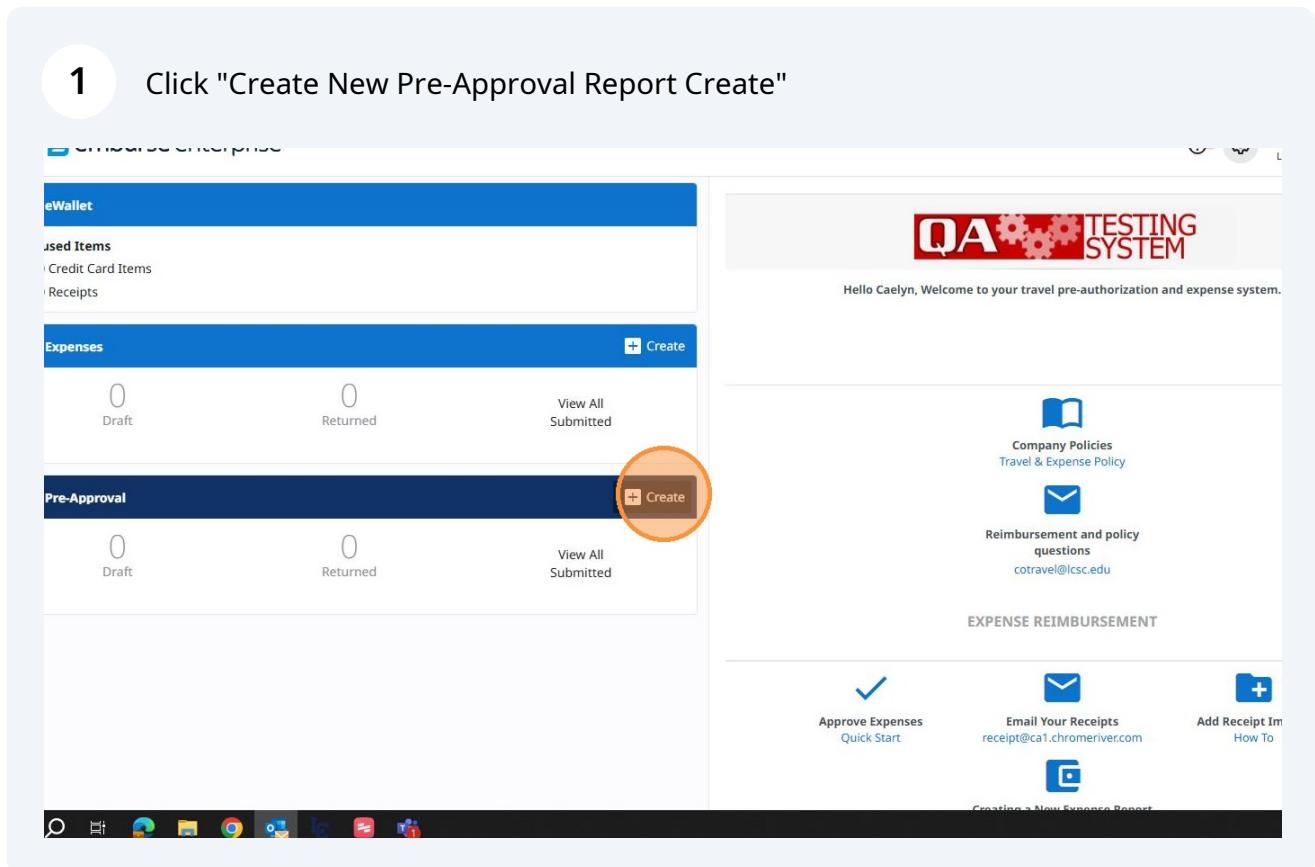
2 Click "Report Name" and enter a description regarding the travel.
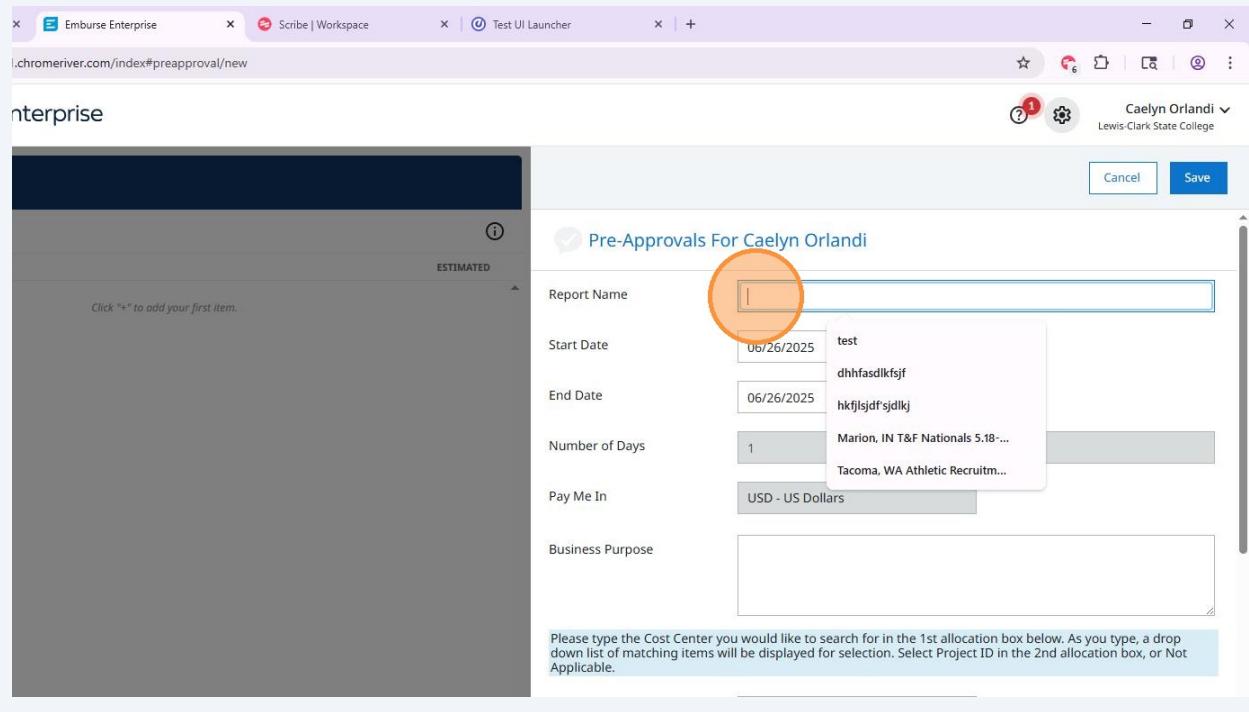
3 Click on the calendar to choose the start date of the travel.
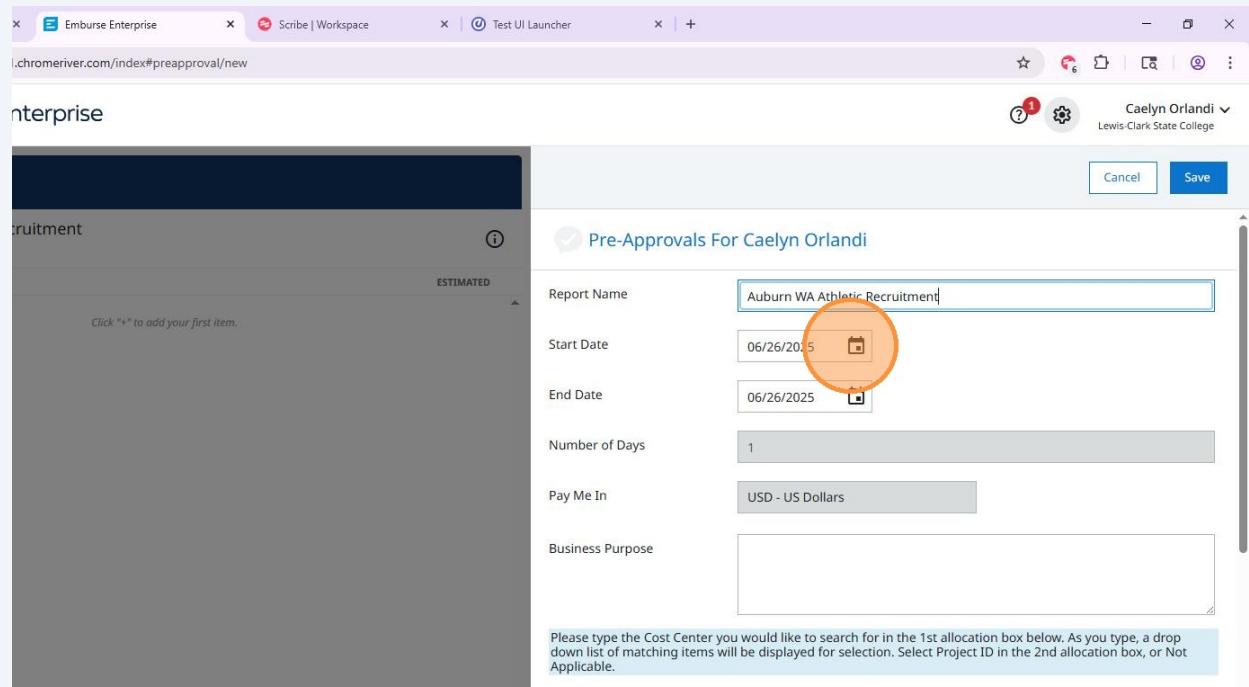
4 Click the calendar to pick the end date of the travel.

5 Click "Business Purpose" and enter a description for the travel.

6   Click the drop down arrow to select the correct report type.
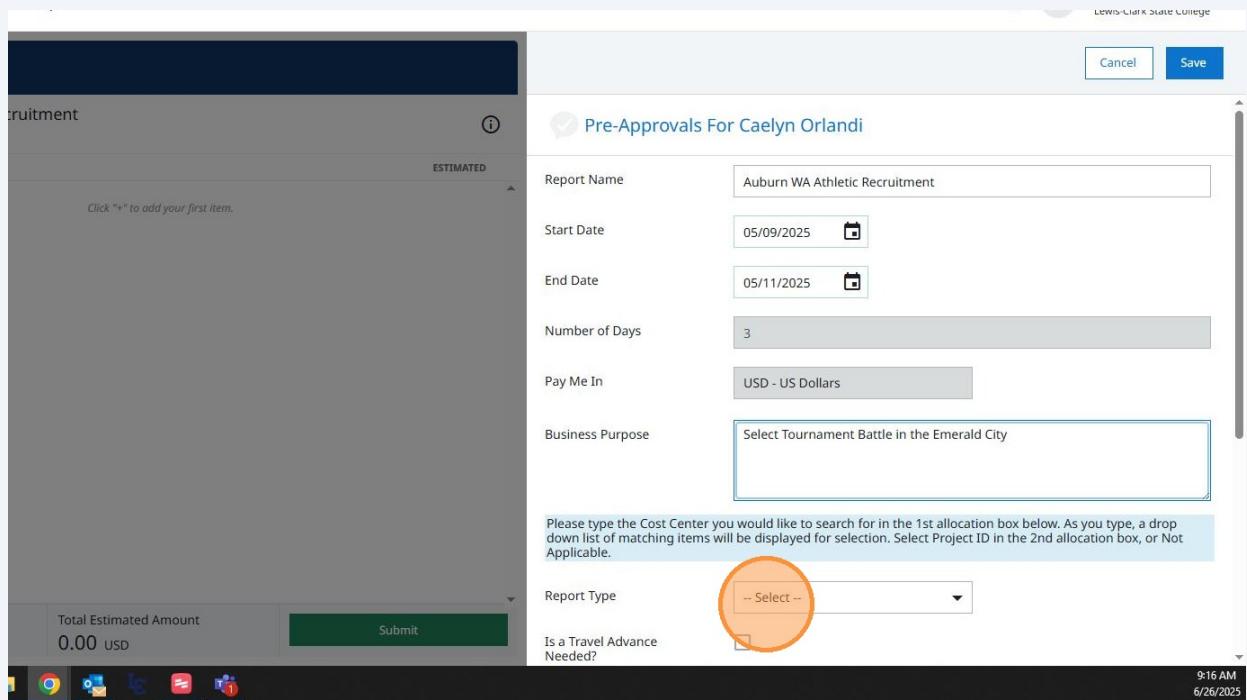
7   Choose Athletic Recruitment
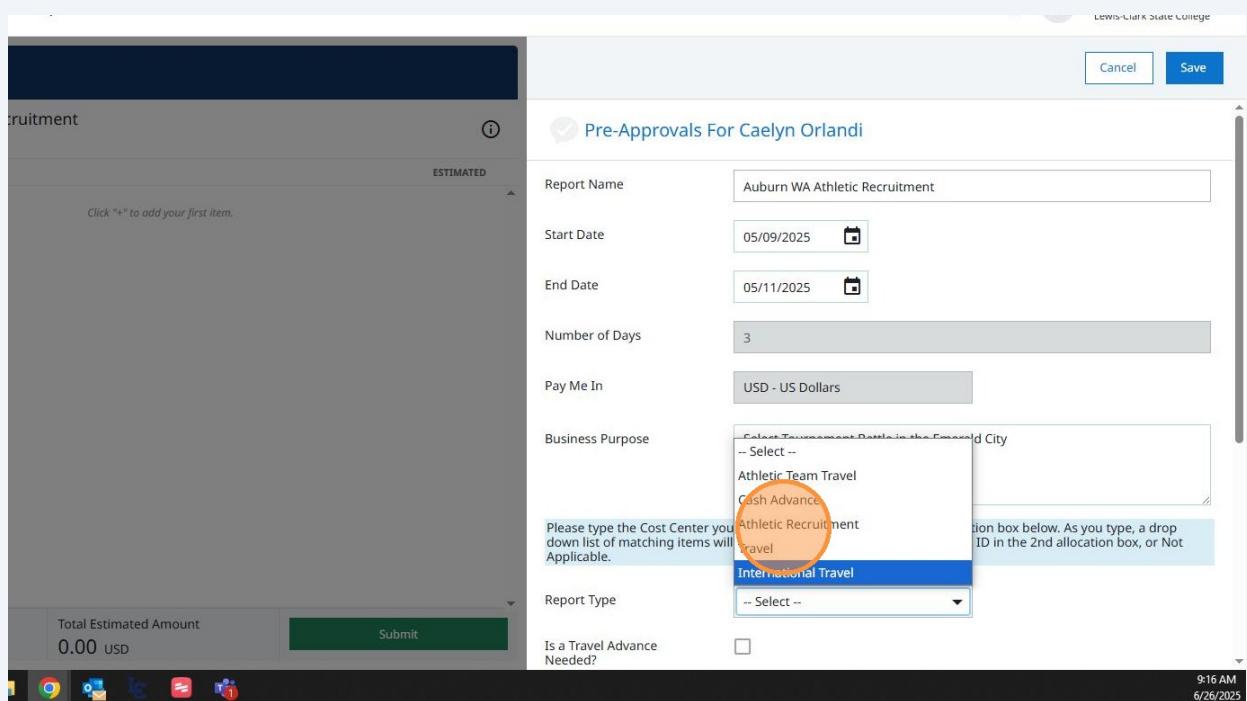
8 Check the appropriate boxes to request a travel advance, attest to having completing a Vehicle Use Agreement and/or stating if travel is noncontiguous to Idaho.

9 Click "Search for Allocation"

10 Start typing the appropriate cost center and click on it when it appears.

11 Click "Save "

12 Click the appropriate expense that may occur for this travel. In this example, a college lease vehicle is being used. Therefore click Ground Transportation to see what options are available.
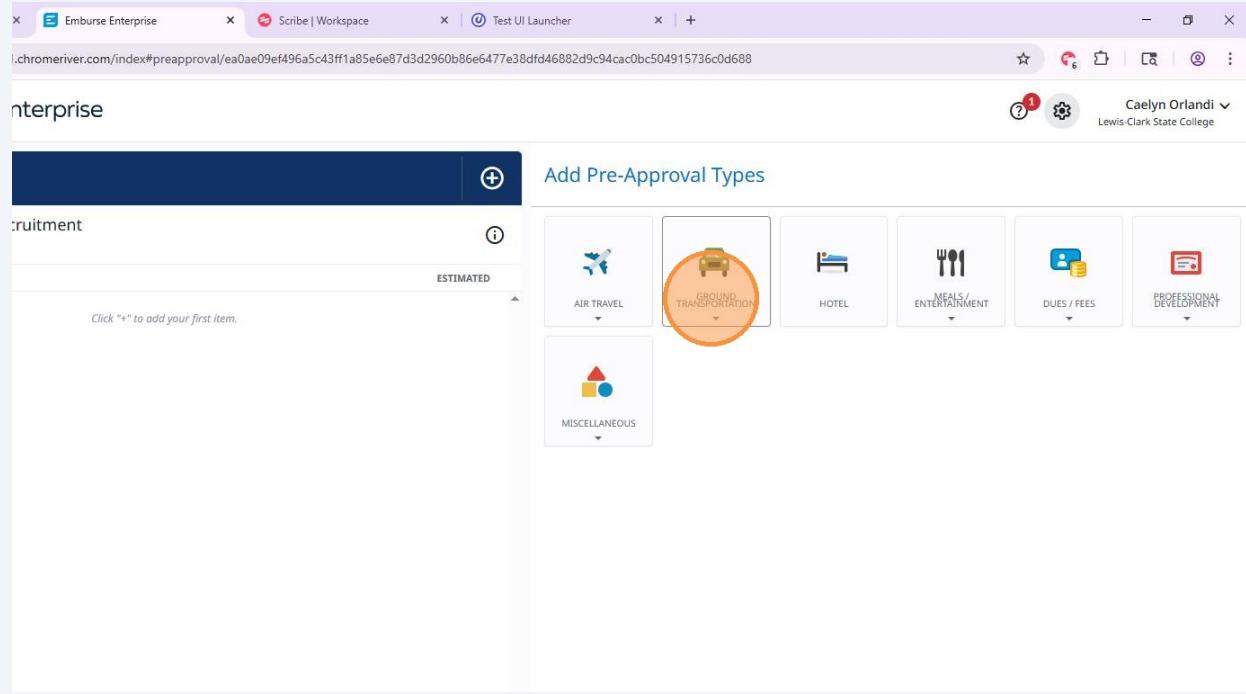
13 Choose Care Rental Fuel for fuel expenses that may be needed to gas up the vehicle.
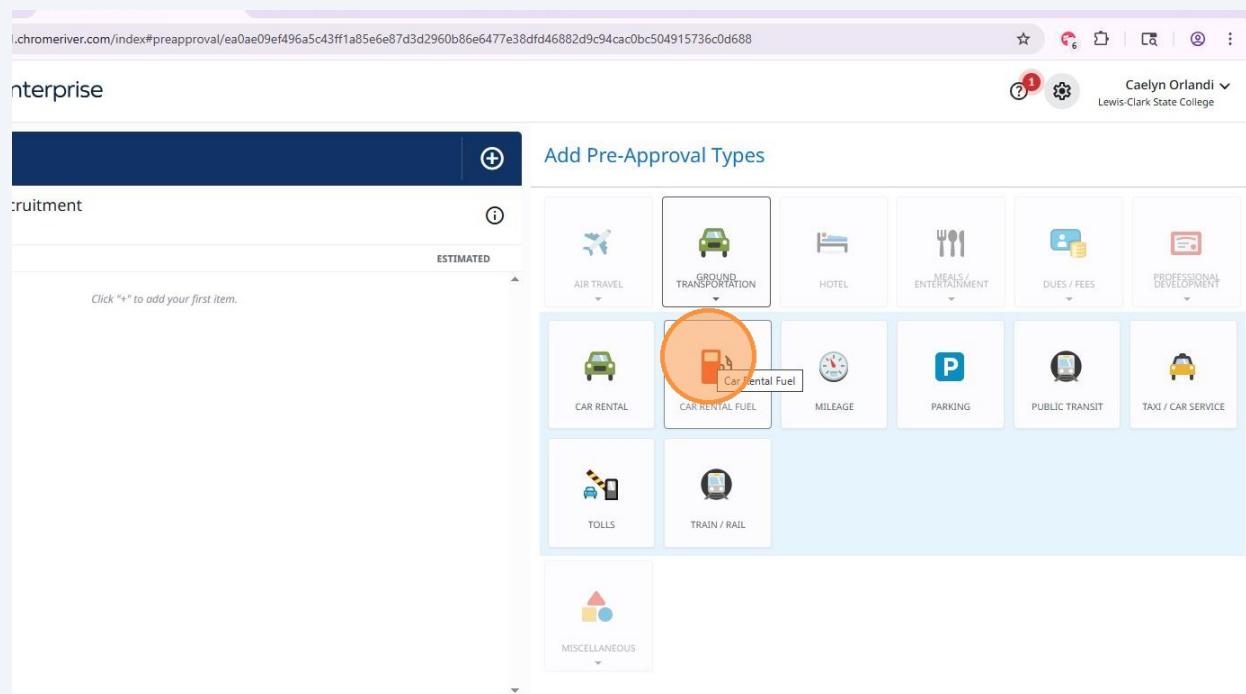
14 Enter the estimated amount.
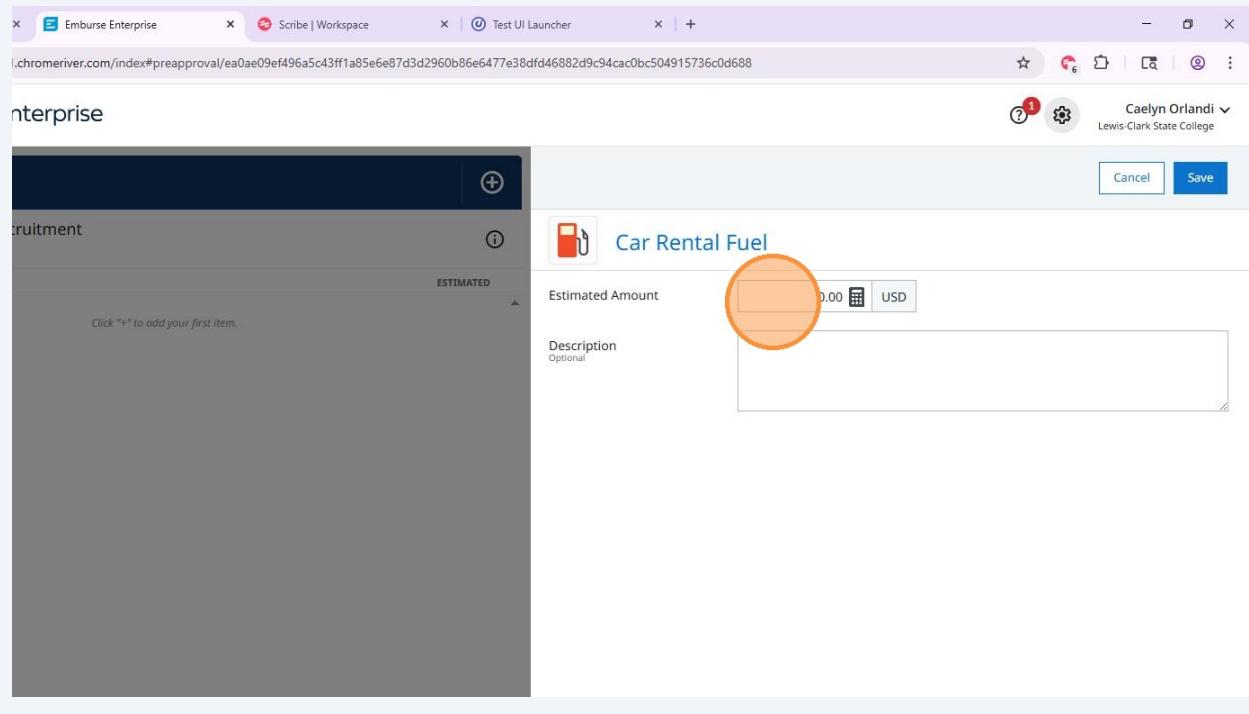
15 Enter a description explaining that it is for a college leased vehicle.
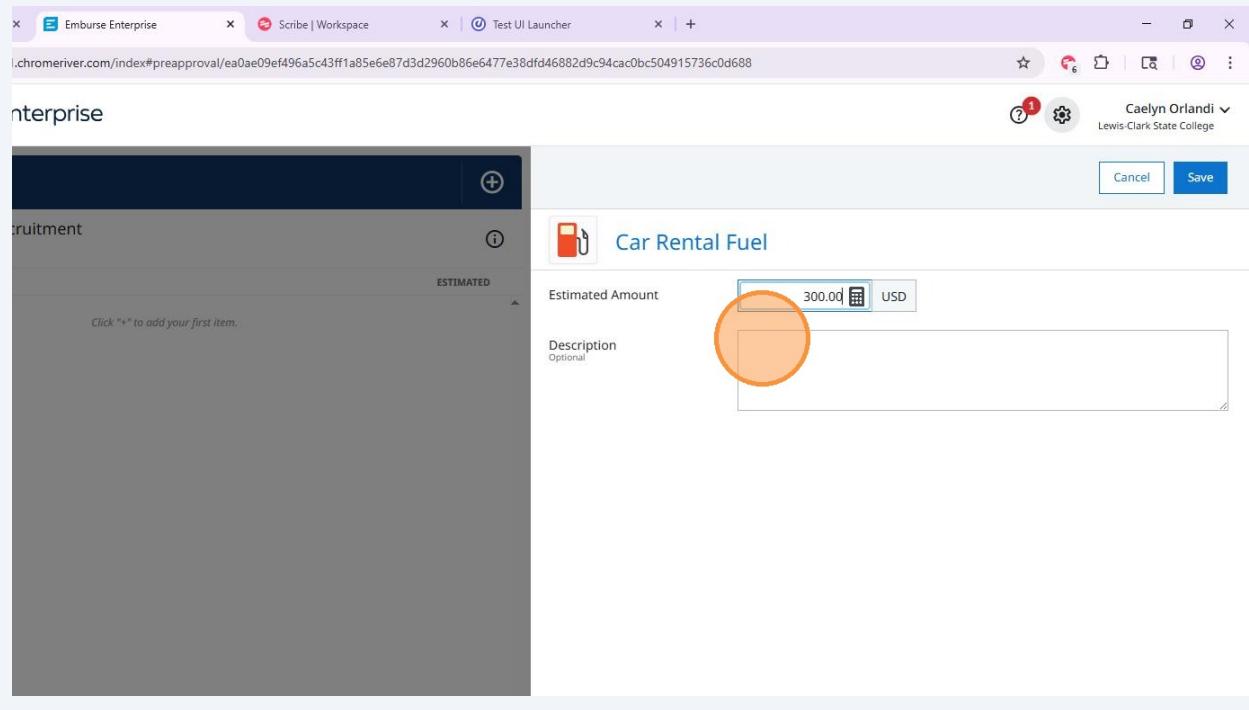
16 Click "Save"

17 Add any additional possible expenses related to the travel.
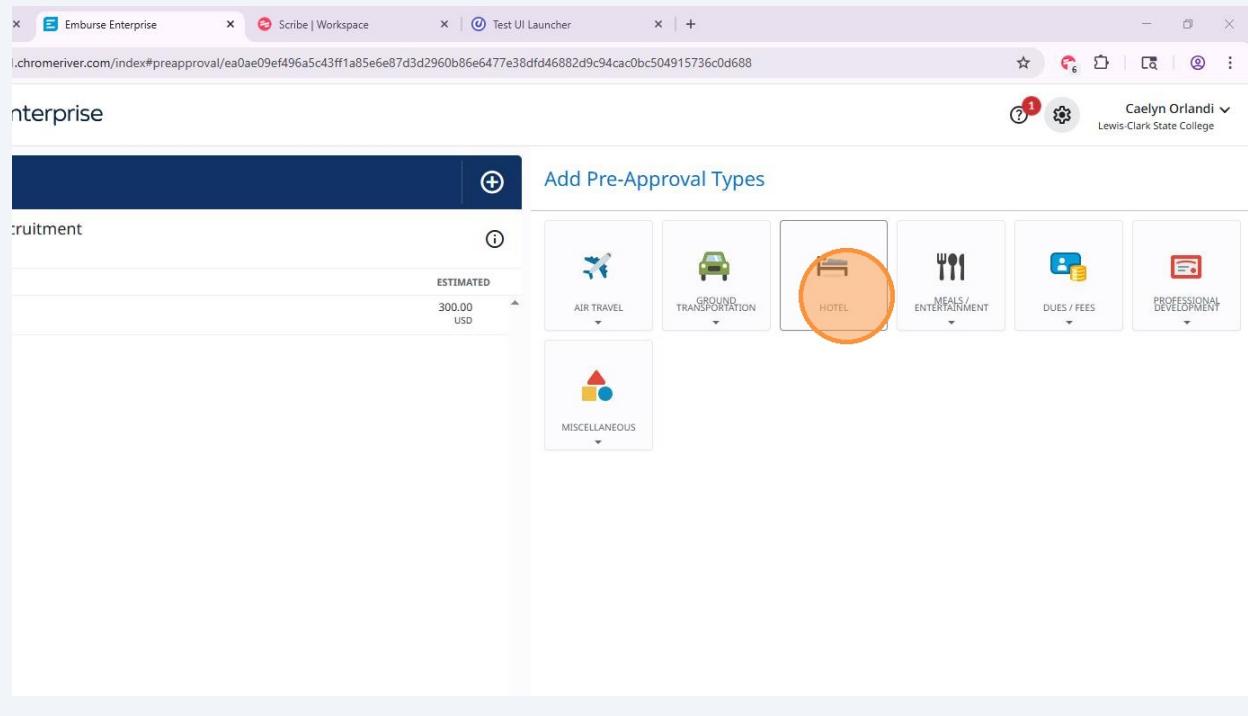
18 Type in estimated amount.
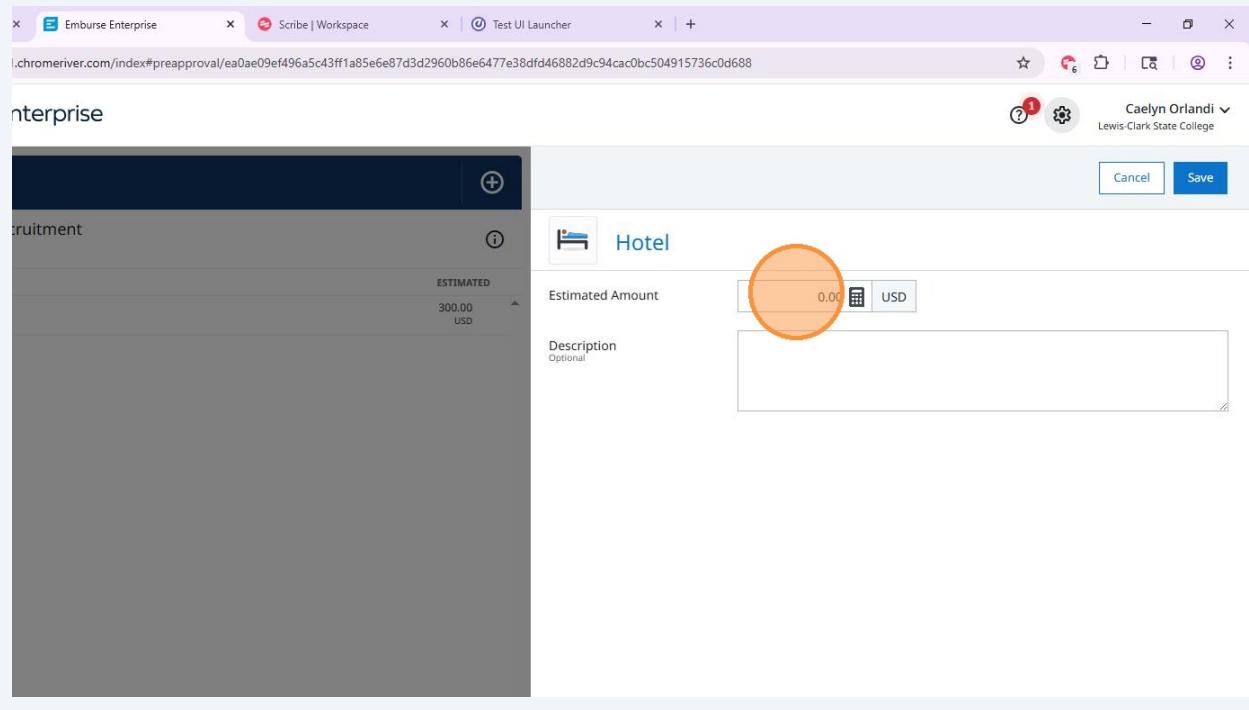
19 Click "Save"
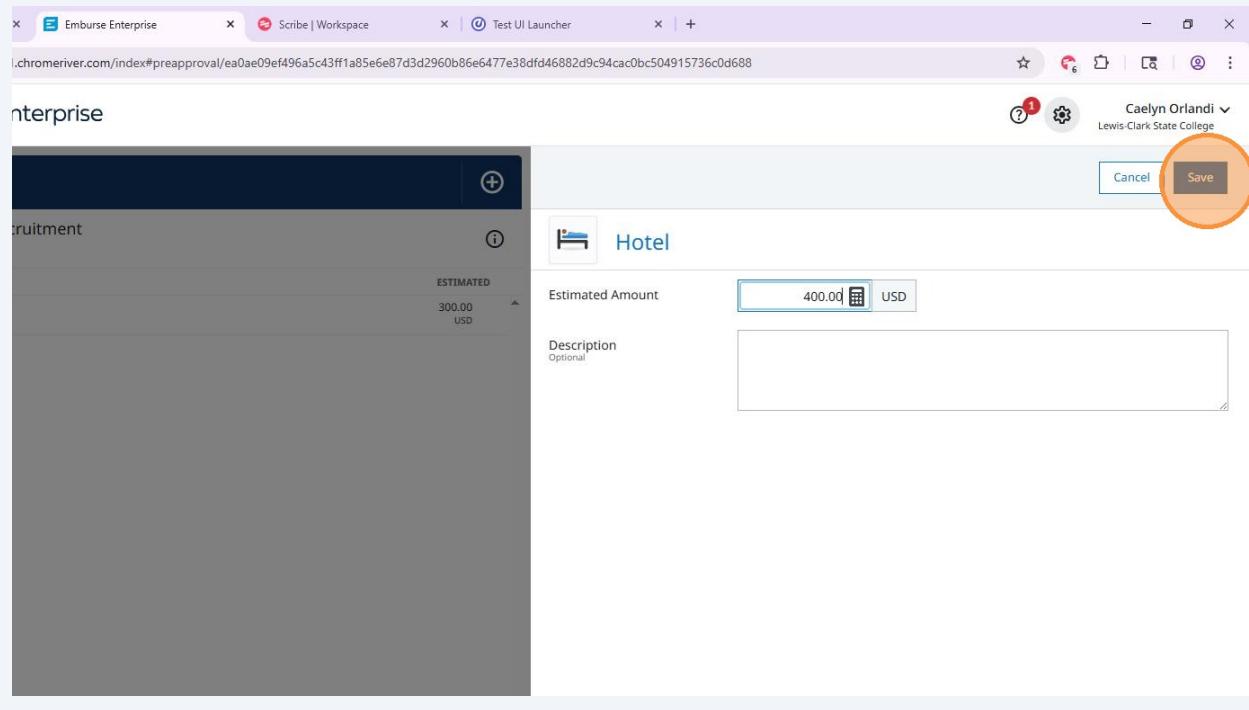
20 Click "MEALS / ENTERTAINMENT" to add estimated per diem.
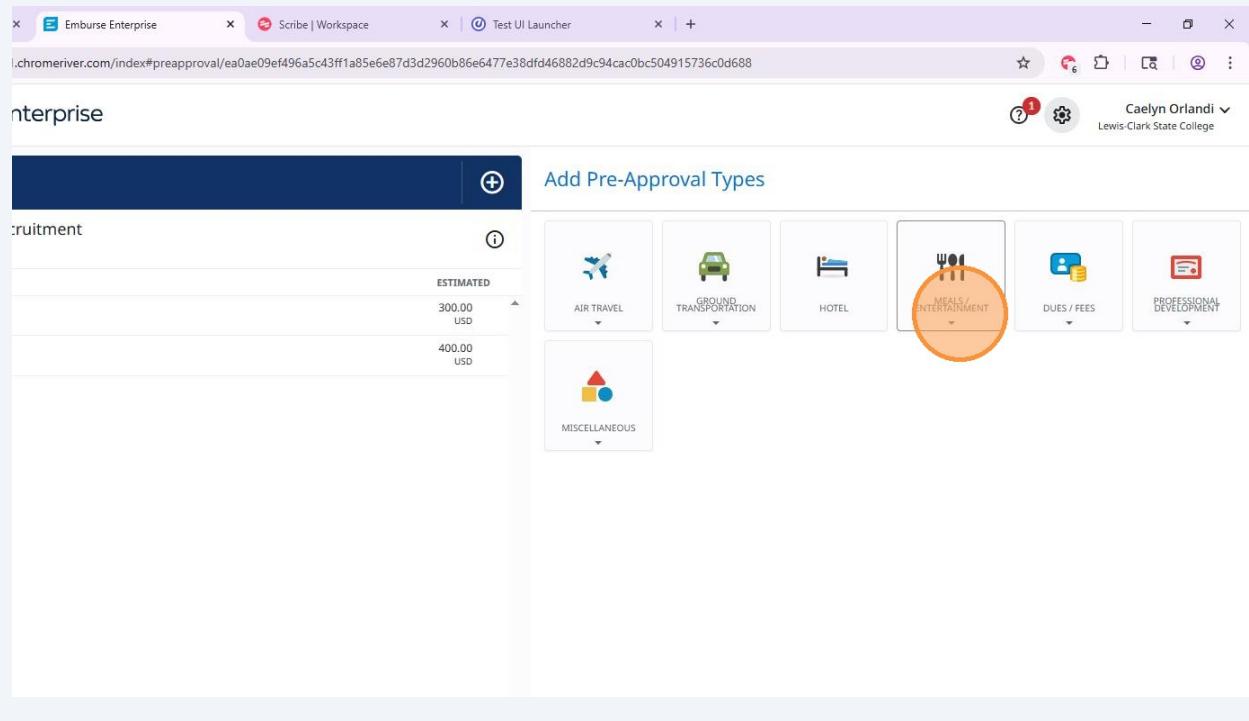
21 Click here
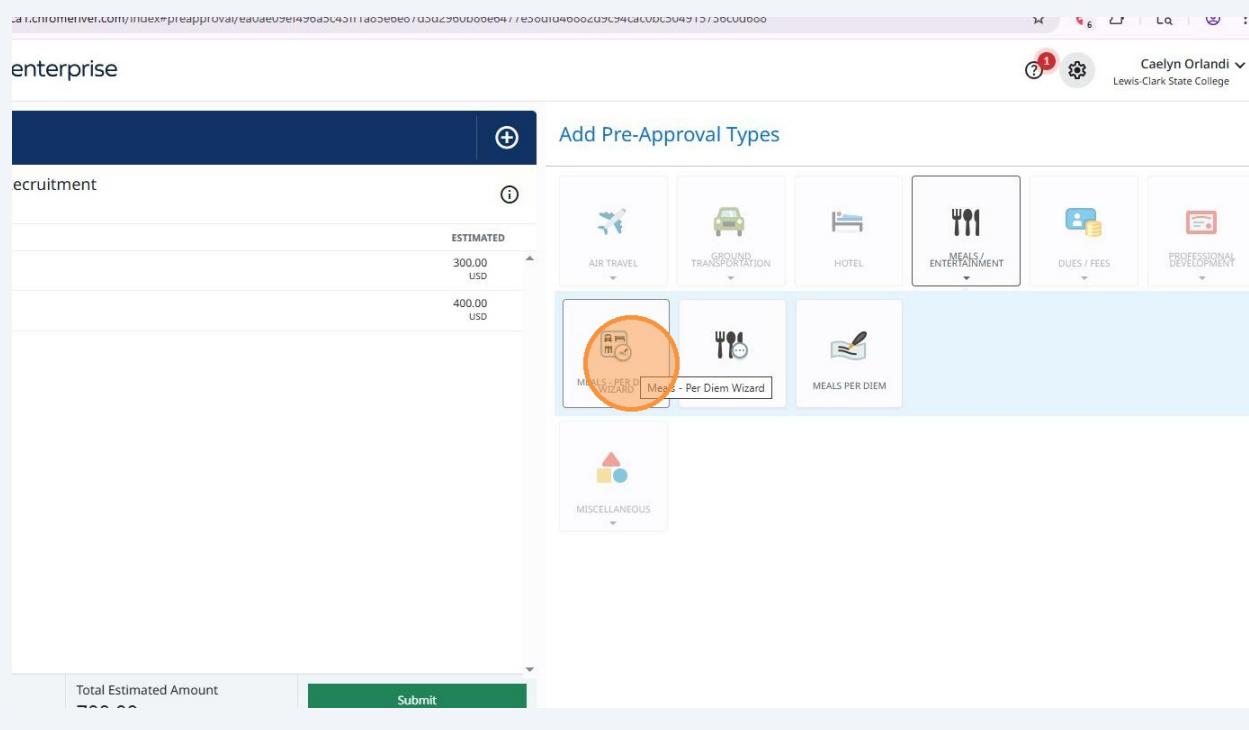
22 Click the calendar to choose the start date of the travel
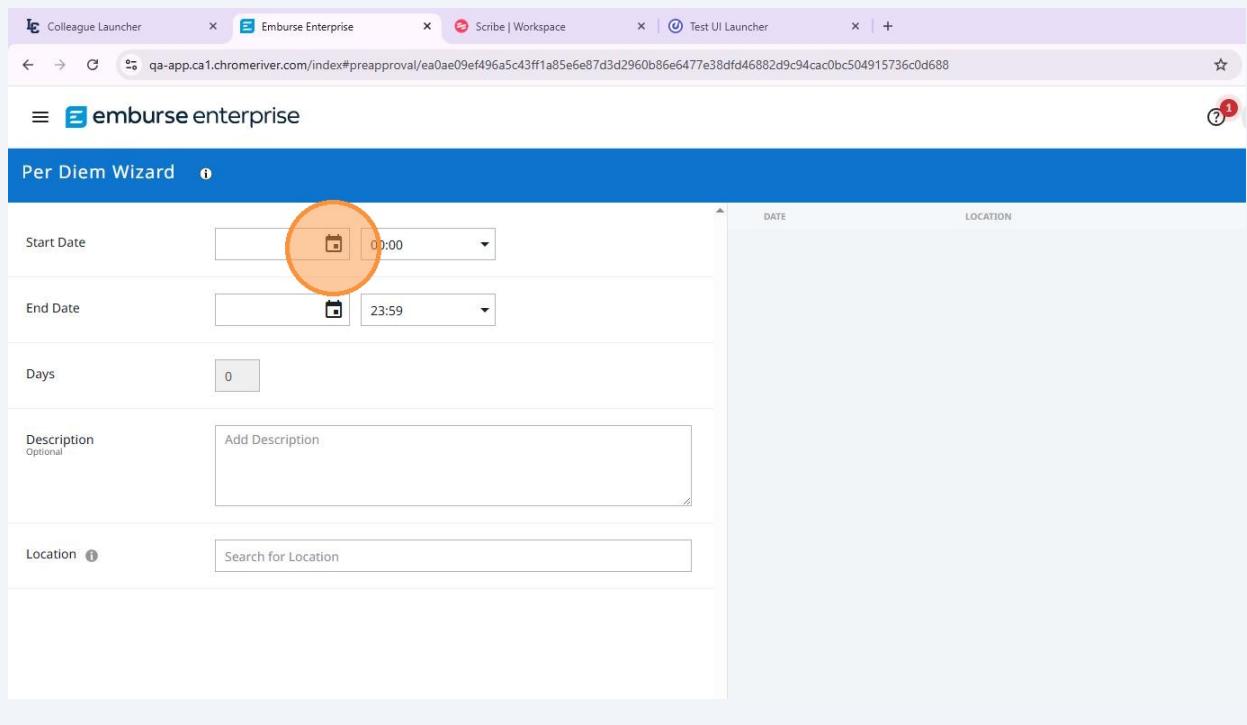
23 Choose the appropriate travel start date.
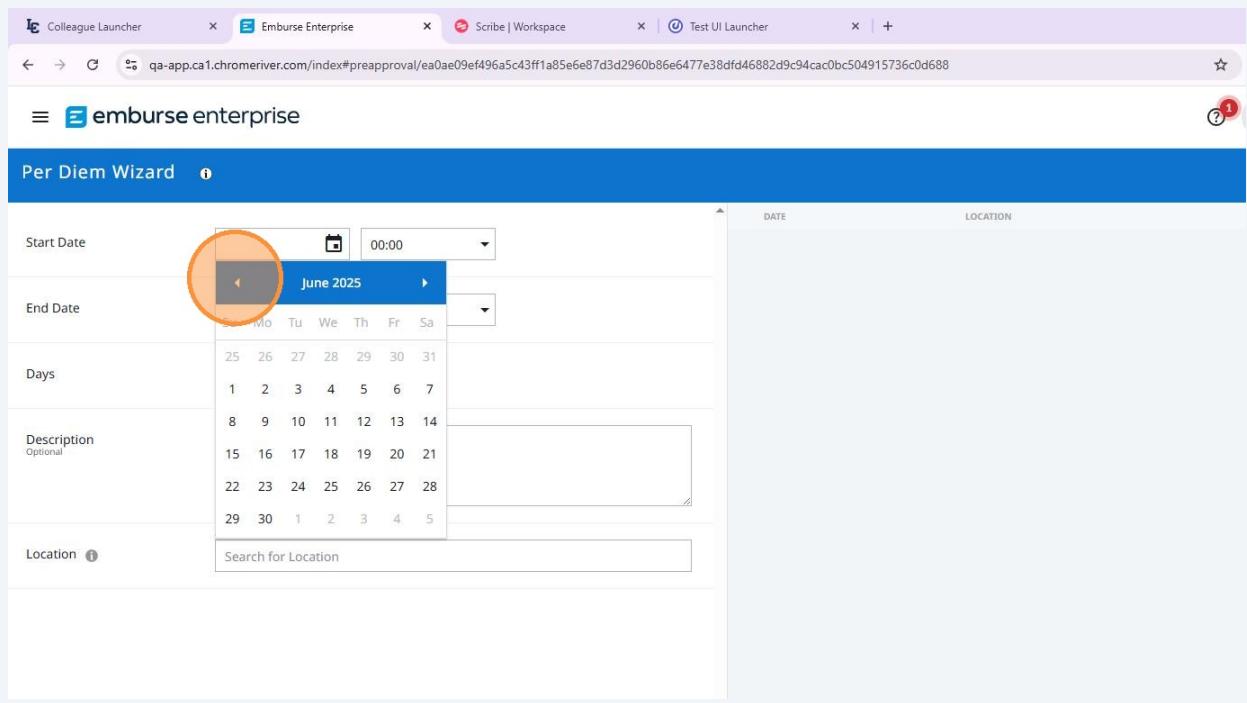
24 Enter the approximate time of departure. If after 12 pm, options will be in military time. If unknown, leave at 00:00.
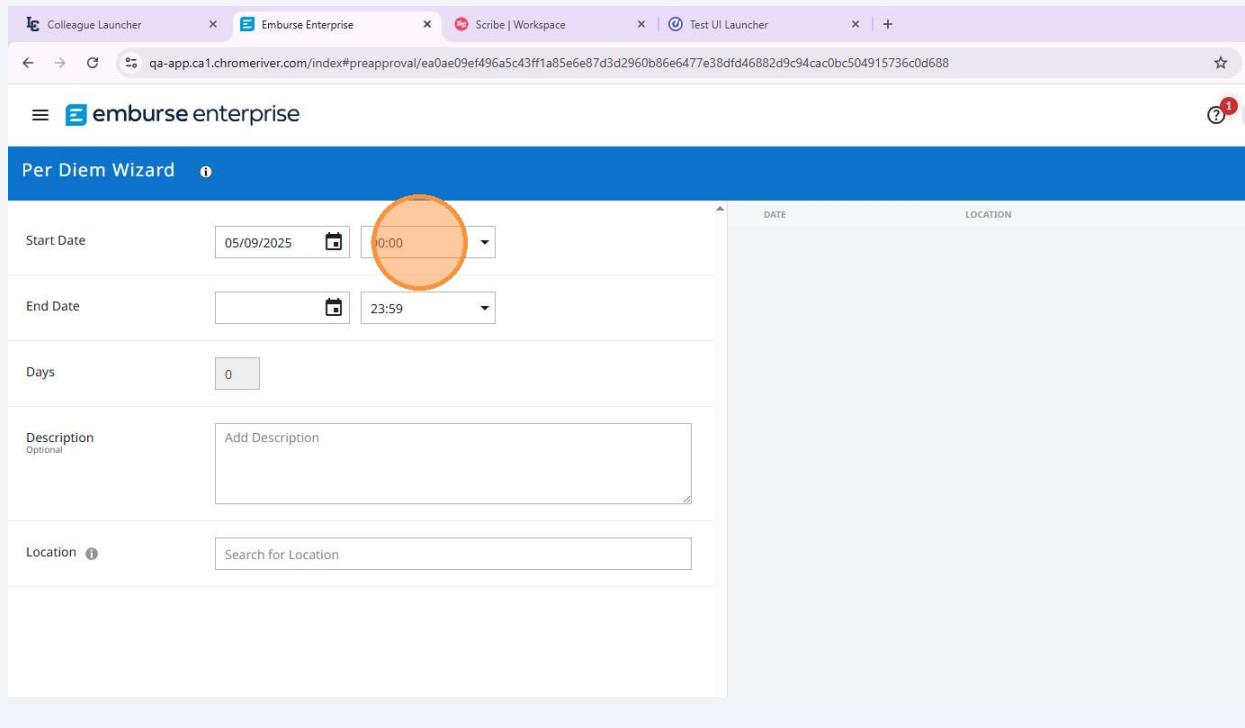
25 Click the calendar to choose the travel return date.
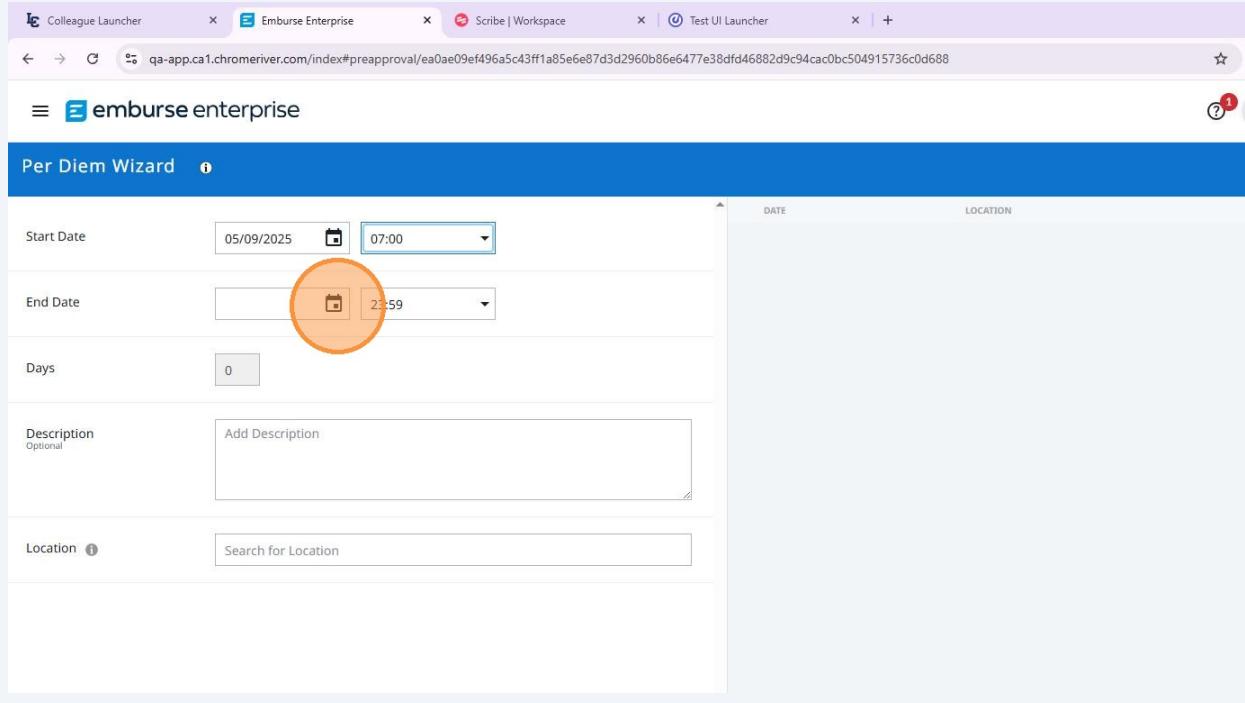
26 Choose the travel return date.

27 Enter the approximate return time. If unknown, leave at 23:59.

28 Click "Location" and type in the destination.

Per Diem Wizard ⓘ

Start Date	05/09/2025 📅	07:00 ▾
End Date	05/11/2025 📅	17:30 ▾
Days	3	
Description Optional	Add Description	
Location ⓘ	Search for Location	

DATE	LOCATION

Add Entries   Cancel

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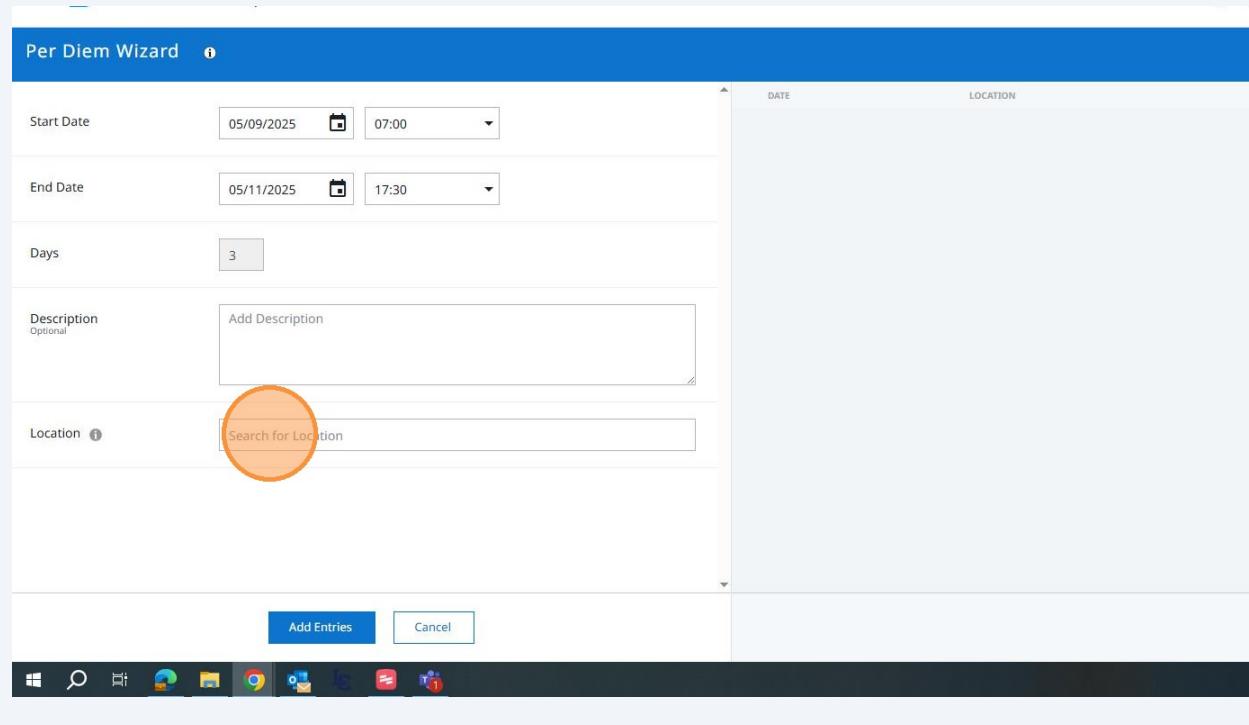
29 Select correct location from list provided.

Per Diem Wizard ⓘ

Start Date	05/09/2025 📅	07:00 ▾
End Date	05/11/2025 📅	17:30 ▾
Days	3	
Description Optional	Add Description	
Location ⓘ	Auburn	

Auburn-Shawnee County, Kansas (KS), United States
Auburn-King County, Washington (WA), United States
Auburn-DeKalb County, India... Auburn-King County, Washington (WA), United States
Auburn-Lincoln County, Mississippi (MS), United States

DATE	LOCATION

Add Entries   Cancel

30 Click "Add Entries ". This will add an estimated per diem. **Do not make any adjustments.**
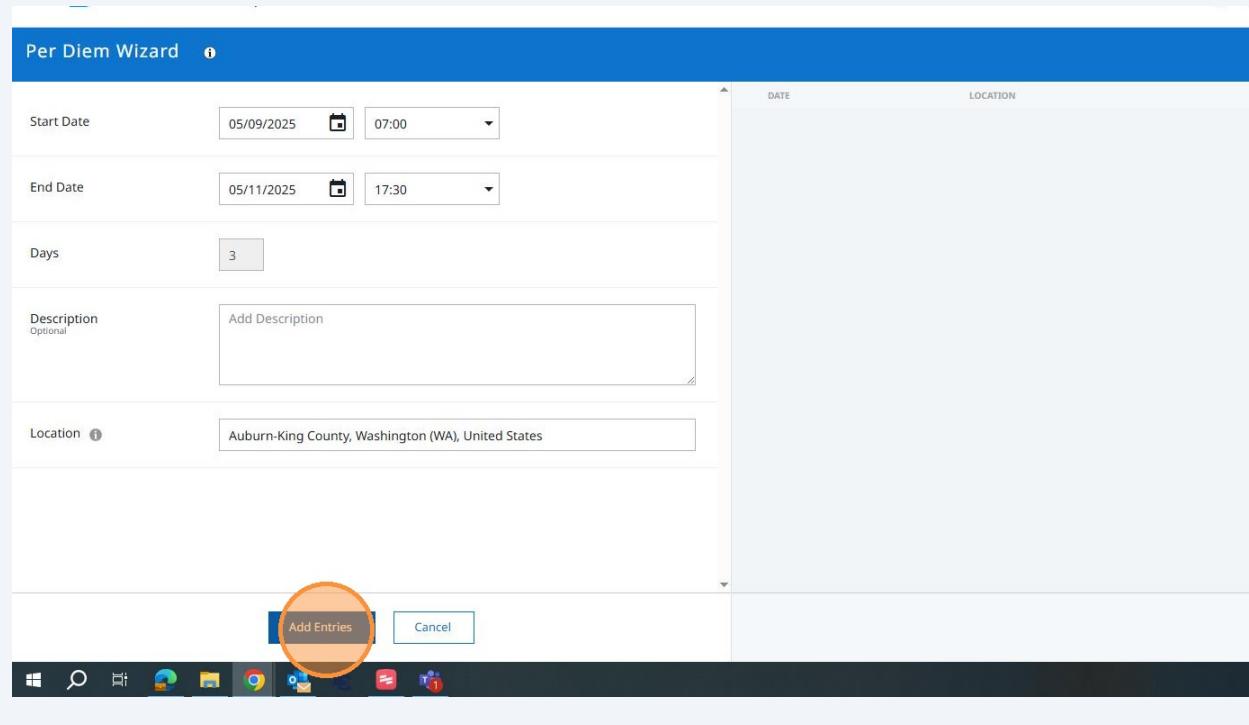
31 Click "Add to Report "
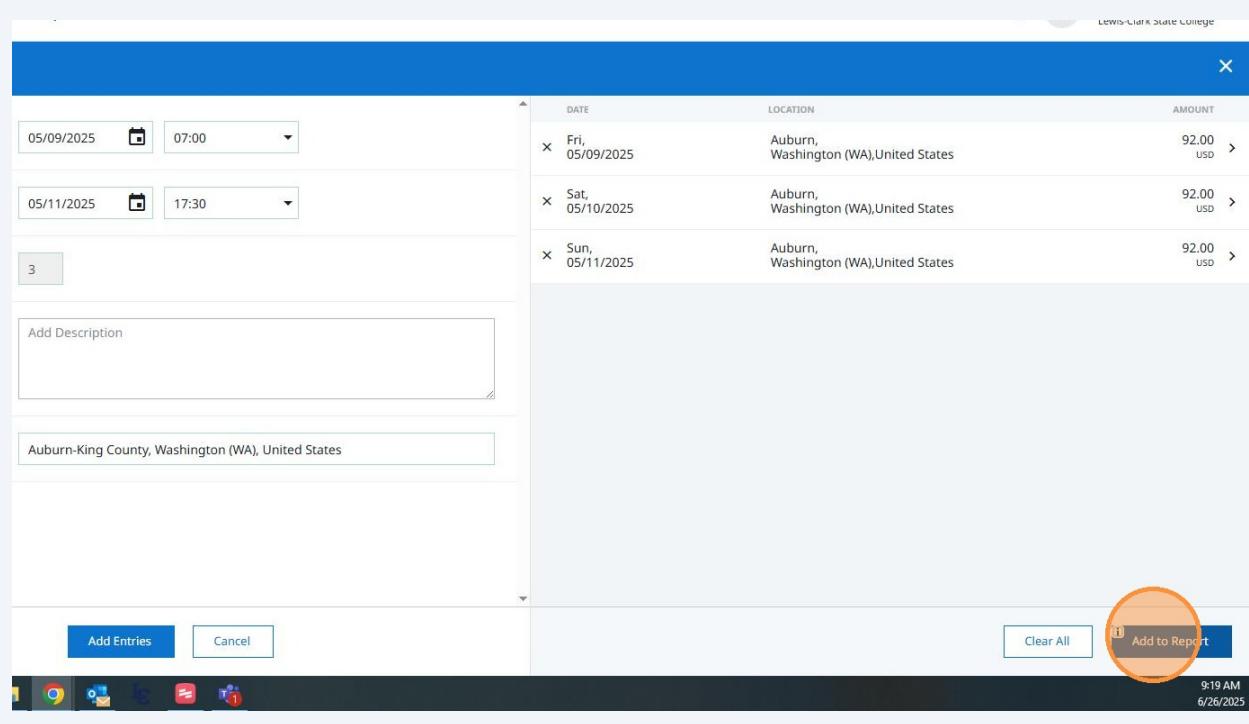
32 Click here

	ESTIMATED
	300.00 USD
	400.00 USD
	92.00 USD
	92.00 USD
	92.00 USD

ruitment

Add Pre-Approval Types

AIR TRAVEL   GROUND TRANSPORTATION   HOTEL   MEALS / ENTERTAINMENT   DUES / FEES   PROFESSIONAL DEVELOPMENT

MISCELLANEOUS

MEETING ROOM RENTAL   MISCELLANEOUS / OTHER   TIPS / GRATUITIES

Total Estimated Amount
976.00 USD

Submit

9:20 AM
6/26/2025

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33 Click "Estimated Amount"

Emburse Enterprise × | Scribe | Workspace × | Test UI Launcher × | +

.chromeriver.com/index#preapproval/ea0ae09ef496a5c43ff1a85e6e87d3d2960b86e6477e38dfd46882d9c94cac0bc504915736c0d688

nterprise

Caelyn Orlandi ∨
Lewis-Clark State College

ruitment

	ESTIMATED
	300.00 USD
	400.00 USD
	92.00 USD
	92.00 USD
	92.00 USD

Cancel   Save

Miscellaneous / Other

Estimated Amount   0.00 🔢 USD

Description
Optional

34 Click "Description Optional" and type in information for Miscellaneous charge.
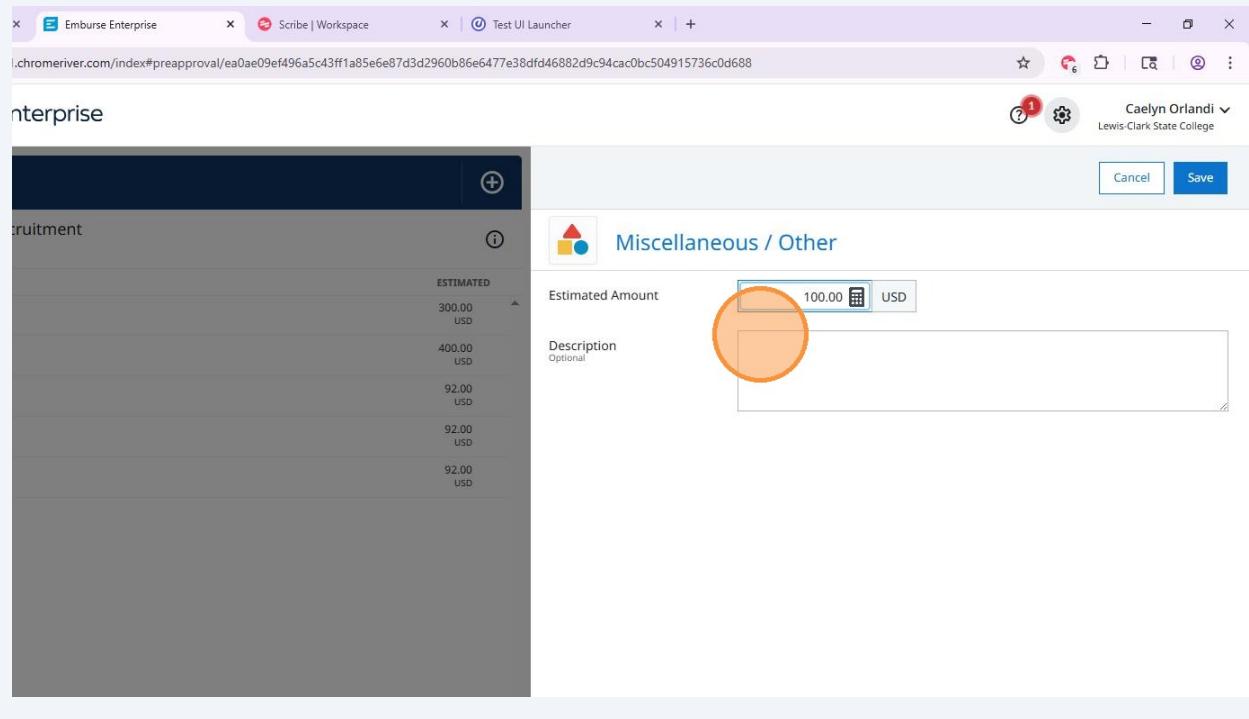
35 Click "Save"

36 Click "Submit"

37 Click "Submit"