# Emburse Enterprise Pre-Approval Process

Travel System

Creating Pre-Approval

Use Create button to start a Pre-Approval
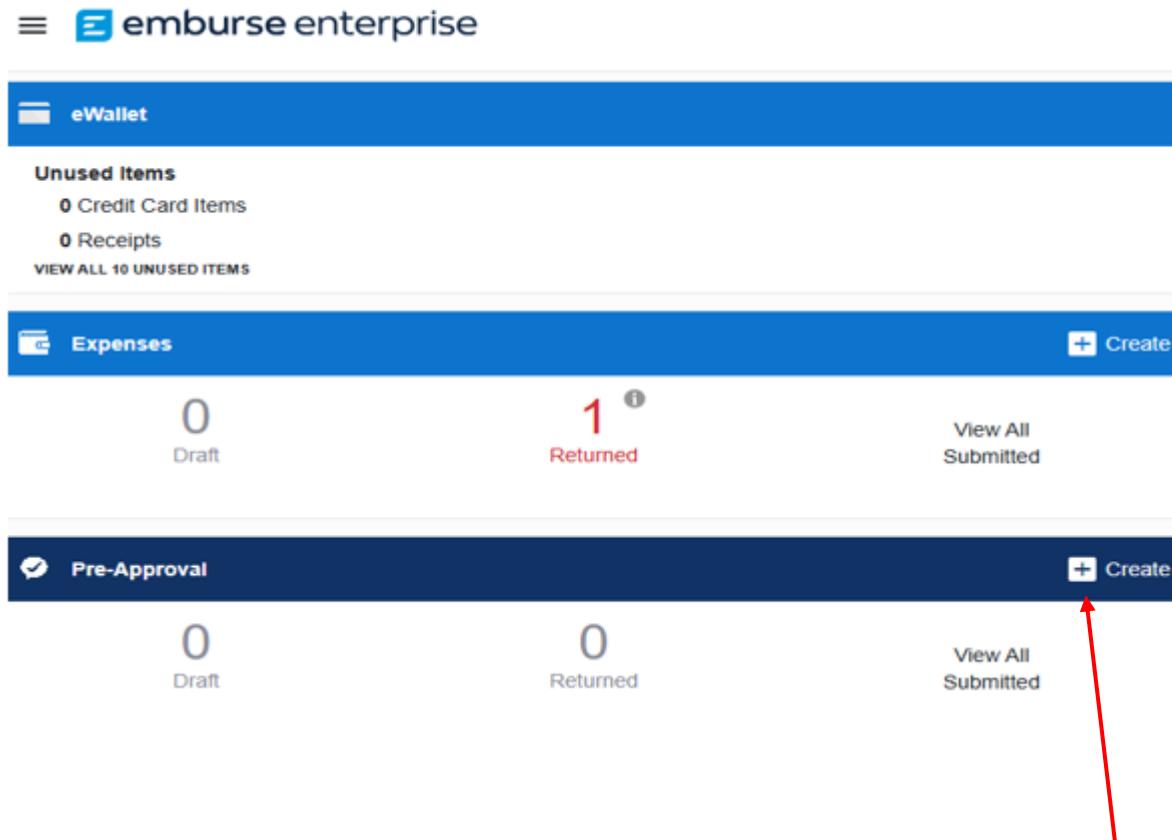
Creating Pre-Approval

To create pre-approval click + Create tab under Pre-Approval to start process

Fill in the following information:

▶ Report Name (Location, First date of travel, Warrior ID number)
▶ Start and end date
▶ Business Purpose
▶ Report Type
▶ Click any boxes that apply
▶ Allocations (Cost Center)
▶ Click Save when done

Add Pre-Approval Estimates

Use tiles provided to add estimated totals to Pre-Approval

▶ Air Travel
▶ Ground Transportation
▶ Hotel
▶ Meals/Entertainment
▶ Dues/Fees
▶ Professional Development
▶ Miscellaneous

Add Pre-Approval Types

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

MISCELLANEOUS

Add Pre-Approval Estimates

▶ Air Travel
   ▶ Airfare
   ▶ Air WIFI
   ▶ Baggage Fee
   ▶ Seat Upgrade Fee

Add Pre-Approval Estimates
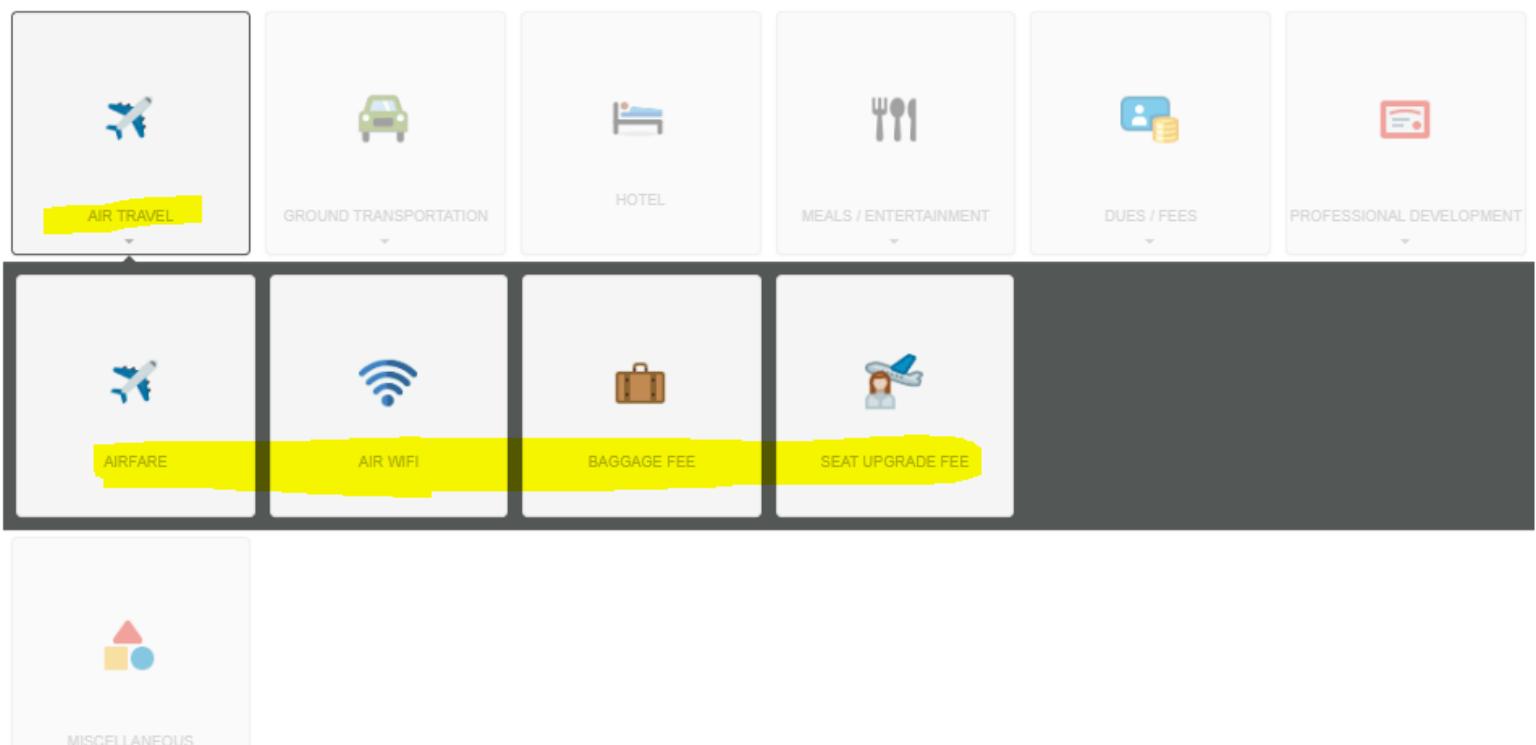
▶ Ground Transportation
  ▶ Car Rental
  ▶ Car Rental Fuel
  ▶ Mileage
  ▶ Parking
  ▶ Public Transit
  ▶ Taxi/ Car Service
  ▶ Tolls
  ▶ Train / Rail

Add Pre-Approval Estimates

▶ Ground Transportation
    ▶ Mileage
        ▶ Click on Calculate Mileage

Cancel   Save

Mileage

Date	02/27/2025
Estimated Amount	0.00 USD
Description Optional	
Rate	0.7
Miles	0.00 🚗 Calculate Mileage ⓘ
Deduction	None

Add Pre-Approval Estimates

▶ Ground Transportation
　　▶ Mileage
　　　　▶ This uses google maps to calculate mileage
　　　　▶ Type start address
　　　　▶ Type end address
　　　　▶ Click on Return to Start to auto calculate a return
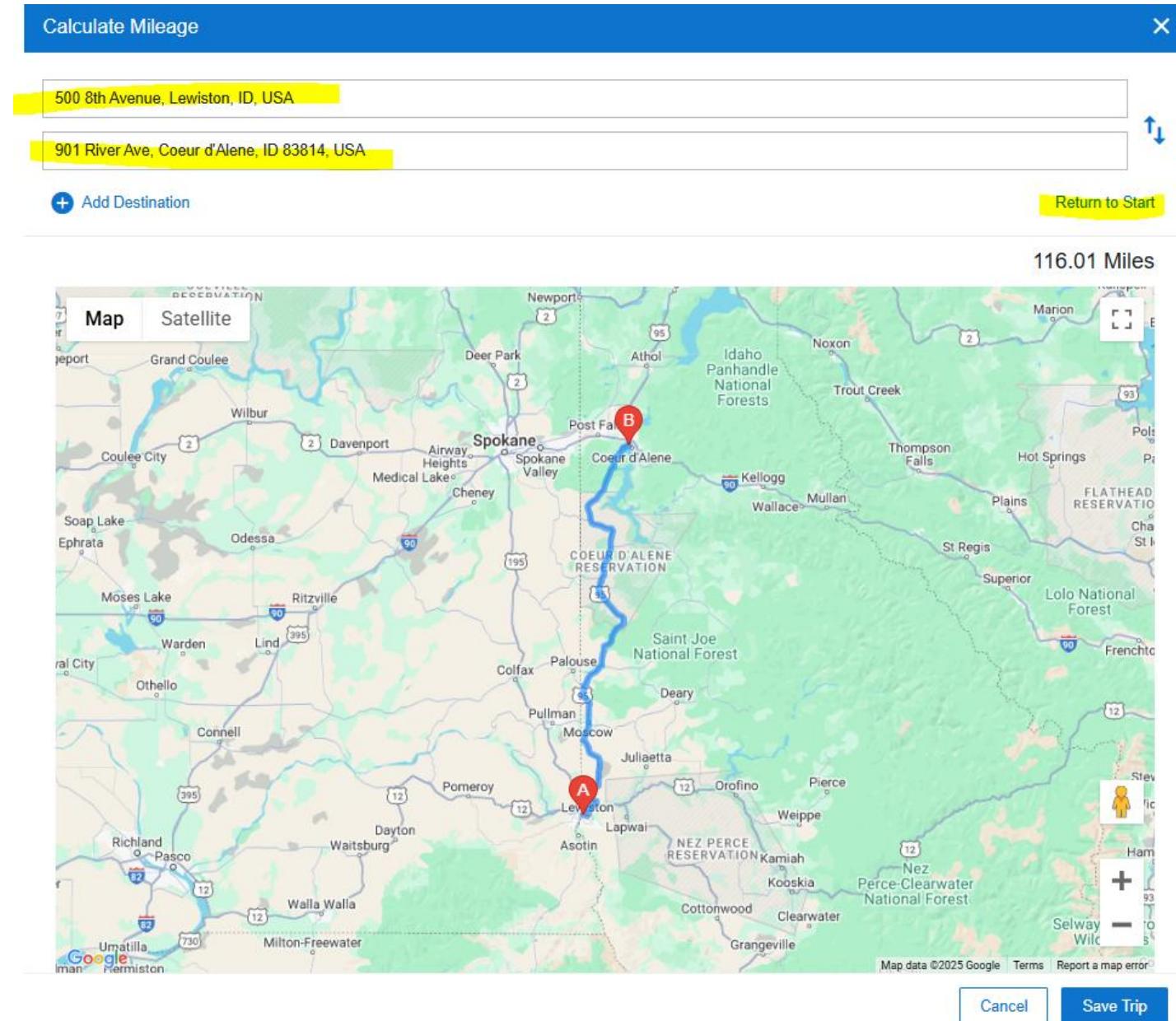
Add Pre-Approval Estimates

▶ Ground Transportation
  ▶ Mileage
    ▶ Click Save Trip
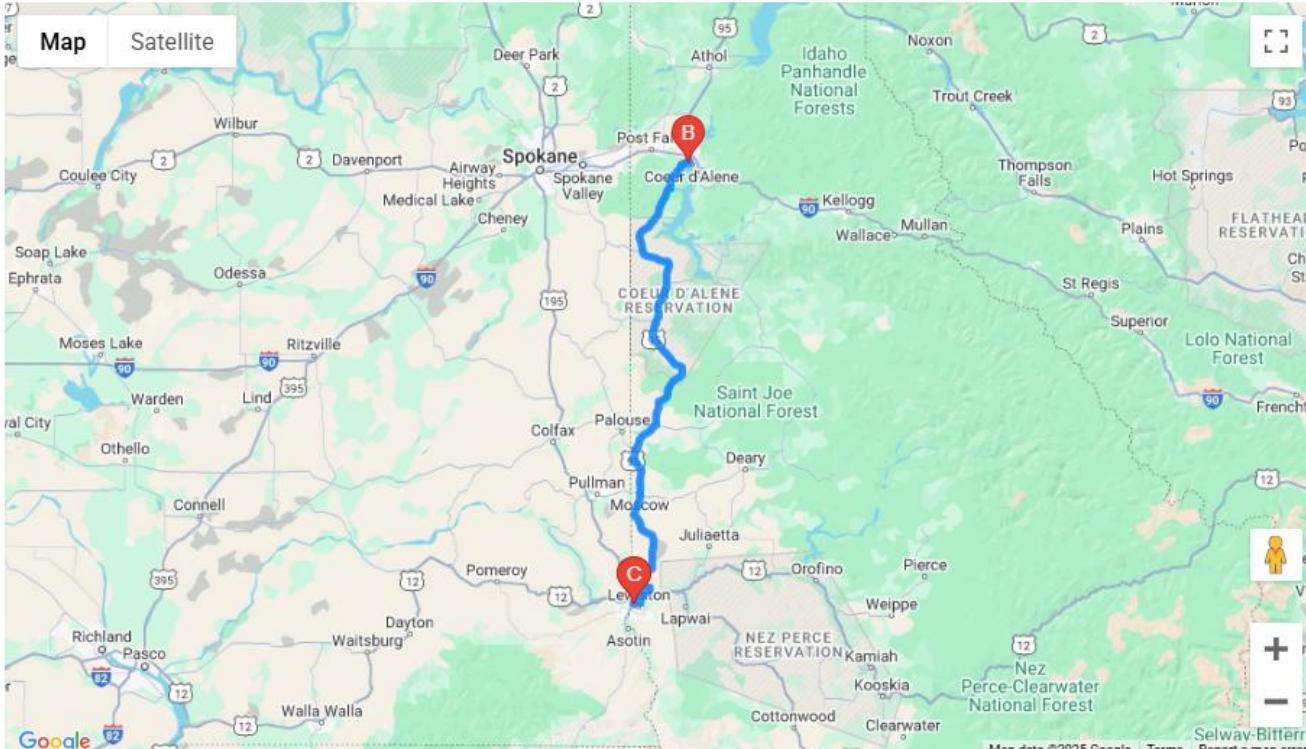
Add Pre-Approval Estimates

▶ Ground Transportation
  ▶ Mileage
    ▶ This will auto load
      ▶ Estimated Amount
      ▶ Description
      ▶ Mileage Rate
      ▶ Miles

Add Pre-Approval Estimates

▶ Meals / Entertainment
   ▶ Meals- Per Diem Wizard
   ▶ Business Meals
   ▶ Meals per Diem (estimate)
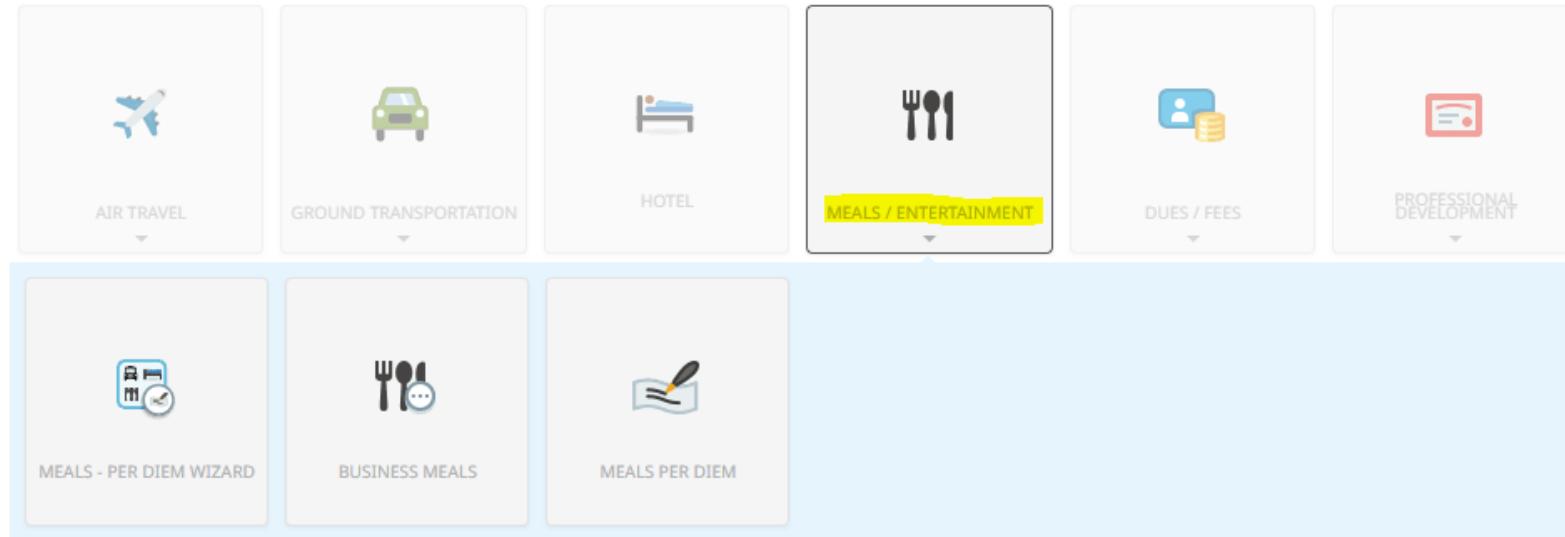
Add Pre-Approval Estimates

▶ Dues / Fees
  ▶ Currency Exchange Fee
  ▶ Travel Agency Fee
  ▶ Visa / Passport Fee

Add Pre-Approval Estimates

▶ Professional Development
    ▶ Conference / Seminar
    ▶ Training / Education

Before Clicking Submit
Double check report

- You will see
  - Title of Pre-Authorization
  - Expense Break down
  - Report ID
  - Total Expenses

Pre-Approvals For
Calahan McAlister

CDA, ID 030425 1234567

💬 0 Comments   📎 0 Attachments

EXPENSE	ESTIMATED
🕐 Mileage	162.94 USD
🛏 Hotel	450.00 USD
🖼 Conference / Seminar	150.00 USD

PA Report ID
QA0001699721

Total Estimated Amount
762.94 USD

Submit

Click Submit

CDA, ID 030425 1234567

0 Comments   0 Attachments

EXPENSE	ESTIMATED
Mileage	162.94 USD
Hotel	450.00 USD
Conference / Seminar	150.00 USD

PA Report ID	Total Estimated Amount	
QA0001699721	762.94 USD	Submit

Verification Approval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel   Submit

CDA, ID 030425 1234567

Report Owner	Calahan McAlister
Created By	Calahan McAlister
Create Date	02/27/2025
Pay Me Amount	762.94 USD
PA Report ID	QA0001699721
From Date	03/04/2025
To Date	03/07/2025
Business Purpose	Traveling to CDA for Conference

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Conference / Seminar	150.00	0.00
Hotel	450.00	0.00
Mileage	162.94	0.00
Total	762.94	0.00

Account Summary

Tracking your items

A pre-approval can be tracked to see where it is in the process.

Tracking your items

▶ A list will appear with all reports
  ▶ Name of each report
  ▶ Report ID number
  ▶ Date Submitted
  ▶ Total of expenses
  ▶ Status of report

Tracking your items

Select from list and click on Tracking

Tracking your items

This will show you the status on where the report is sitting.

Recall Pre-Approval

You can only recall a Pre-Approval that is not fully approved or used/expired. Click on report you are looking for and then click on Recall button top right-hand corner of screen.

Let's see this in action

ER Emburse

2025-10-31 14:11 UTC

Recorded by
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Organized by
Calahan M. McAlister

LEWIS CLARK
STATE COLLEGE

Thank you. Questions?

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