

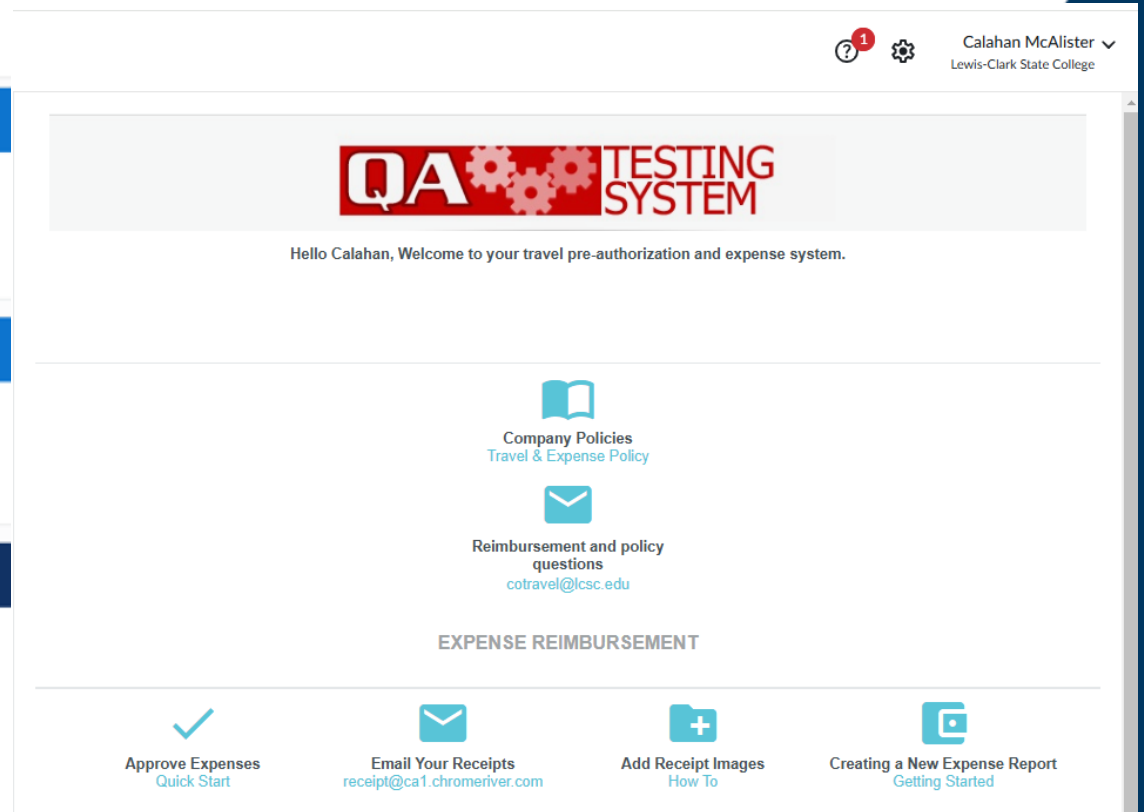
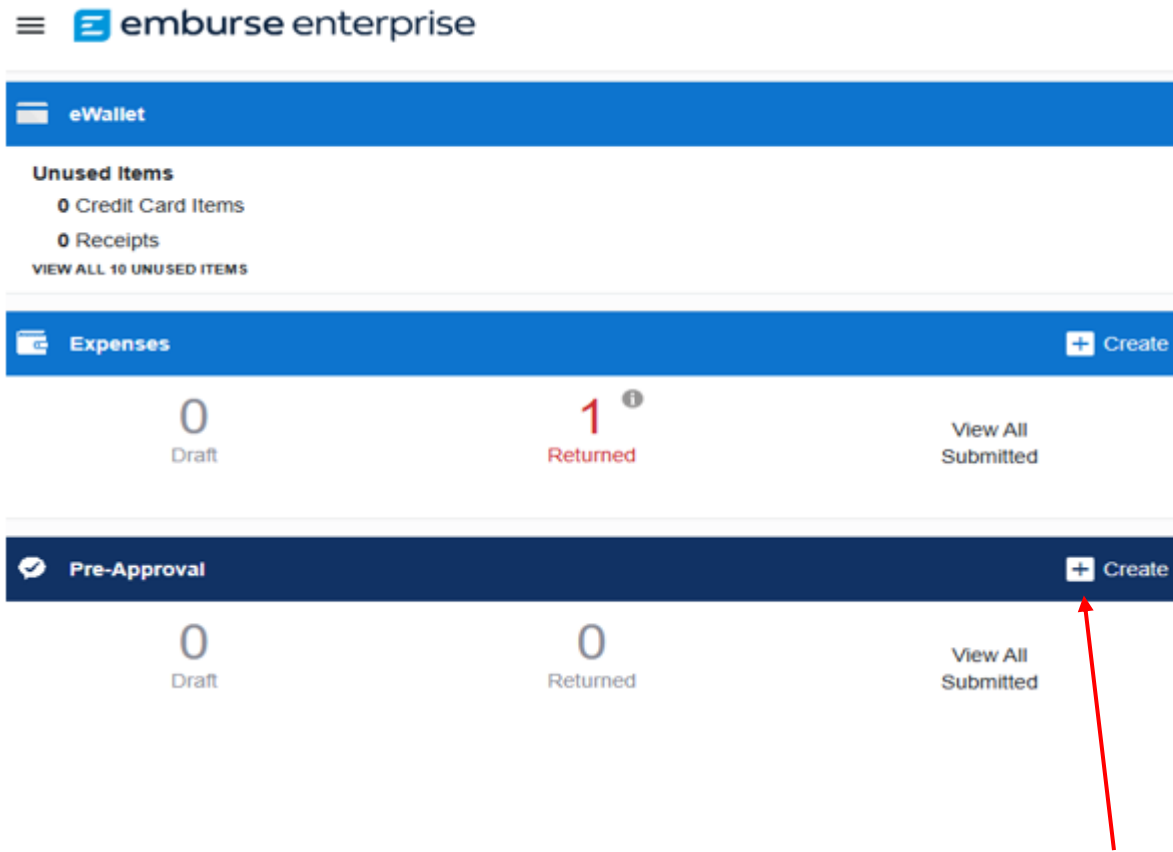


Emburse Enterprise Pre-Approval Process

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

CancelSave

Pre-Approvals For Calahan McAlister

Report Name

CDA, ID 030425 1234567

Start Date

03/04/2025

End Date

03/07/2025

Number of Days

4

Pay Me In

USD - US Dollars

Business Purpose

Traveling to CDA for Conference

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Report Type

Travel

Is a Travel Advance Needed?

☐

Have you completed the Vehicle Use Agreement?

☒

Is Travel to Non Contiguous State?

☐

Allocations

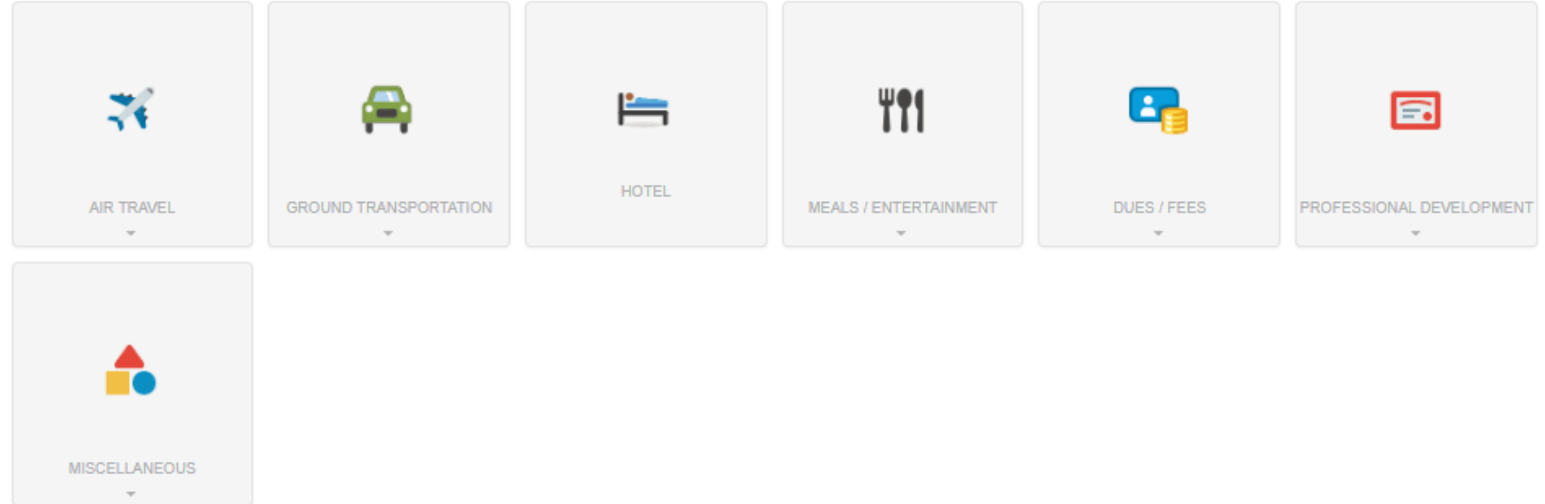
904601 Controllers Office - Local Lewis-Clark State College

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



Add Pre-Approval Estimates

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


Add Pre-Approval Types

 AIR TRAVEL	 GROUND TRANSPORTATION	 HOTEL	 MEALS / ENTERTAINMENT	 DUES / FEES	 PROFESSIONAL DEVELOPMENT
 AIRFARE	 AIR WIFI	 BAGGAGE FEE	 SEAT UPGRADE FEE		
 MISCELLANEOUS					


Add Pre-Approval Estimates

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


Add Pre-Approval Types




AIR TRAVEL




GROUND TRANSPORTATION




HOTEL




MEALS / ENTERTAINMENT




DUES / FEES




PROFESSIONAL DEVELOPMENT




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

Calculate Mileage

500 8th Avenue, Lewiston, ID, USA

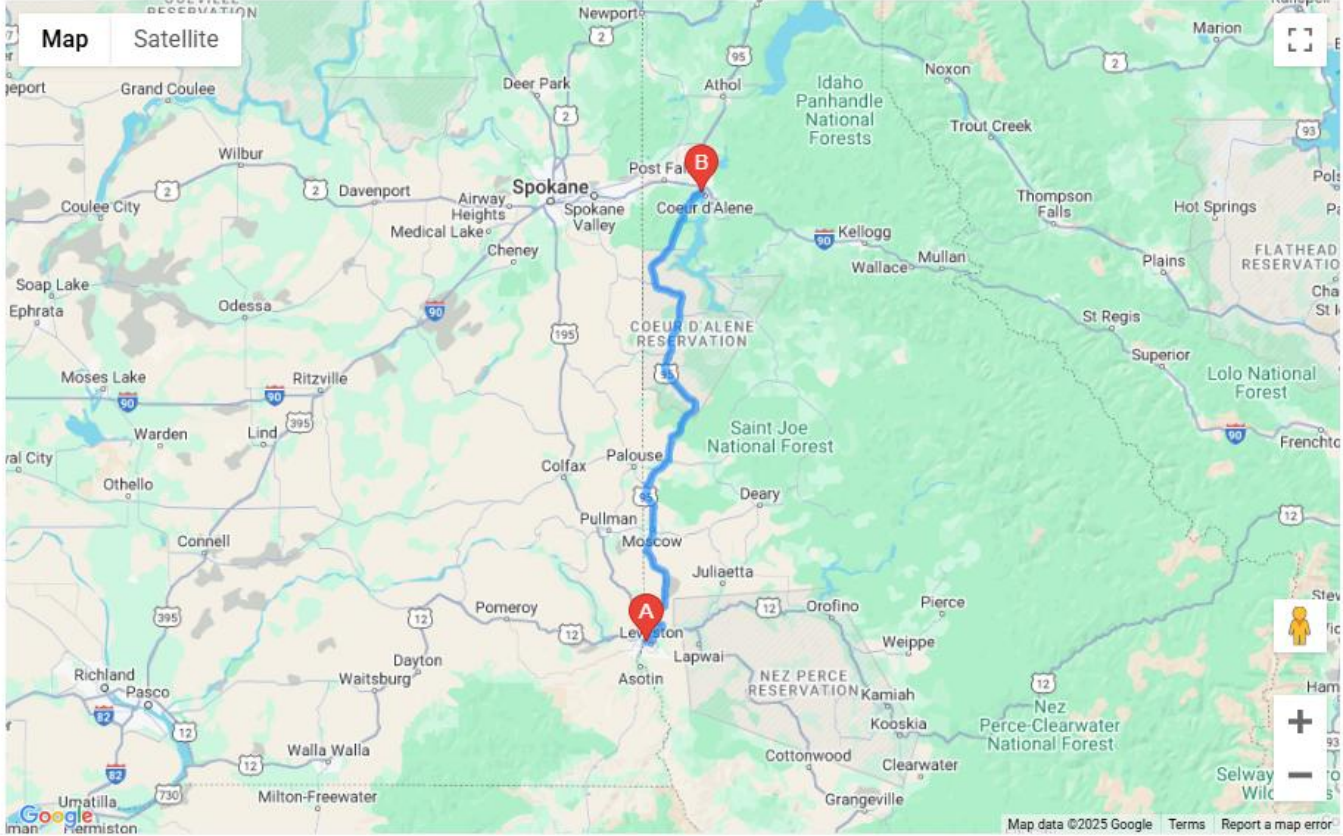
901 River Ave, Coeur d'Alene, ID 83814, USA

+ Add Destination

Return to Start

116.01 Miles

Map Satellite



Map data ©2025 Google Terms Report a map error

Cancel Save Trip

Add Pre-Approval Estimates

- ▶ Ground Transportation
 - ▶ Mileage
 - ▶ Click Save Trip

Calculate Mileage

500 8th Avenue, Lewiston, ID, USA

901 River Ave, Coeur d'Alene, ID 83814, USA

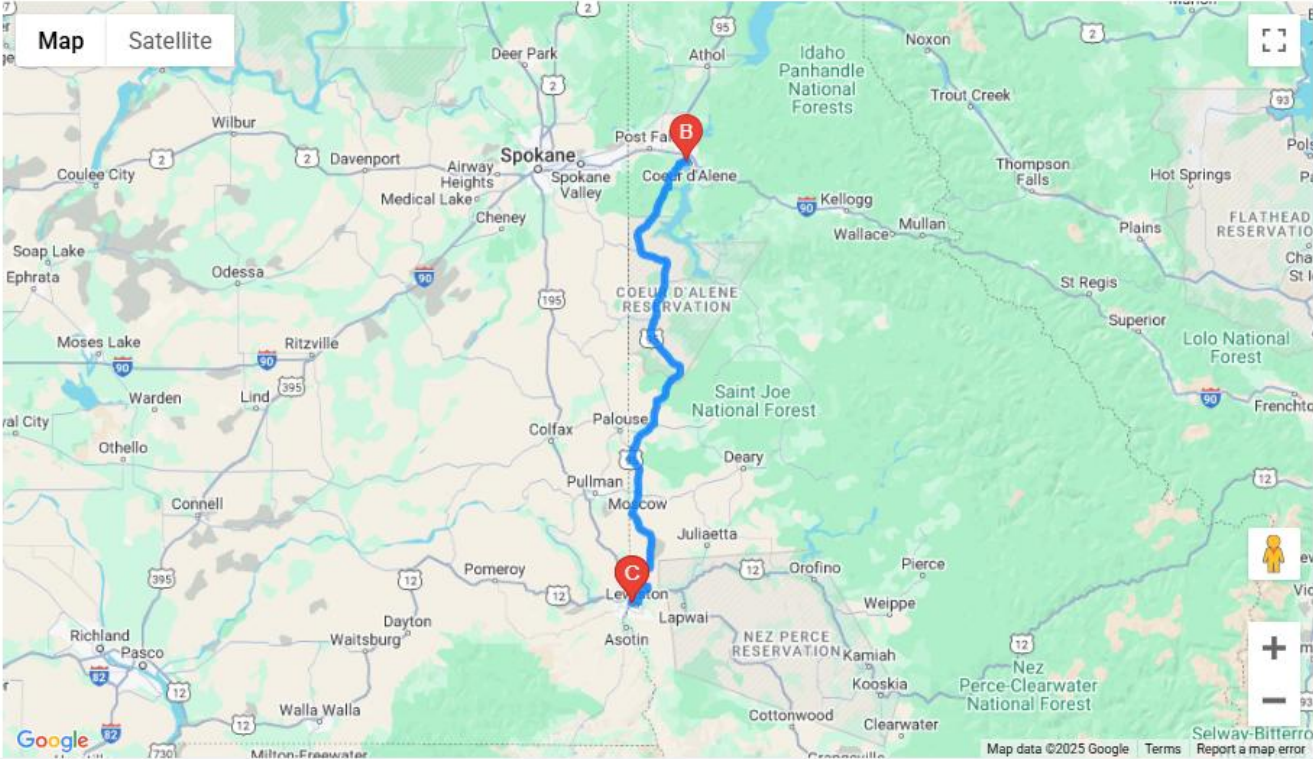
500 8th Avenue, Lewiston, ID, USA

+ Add Destination

Return to Start

232.77 Miles

MapSatellite




Cancel

Save Trip

Add Pre-Approval Estimates

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

CancelSave

Mileage

Date03/04/2025

Estimated Amount162.94 USD

DescriptionOptionalFrom: 500 8th Avenue, Lewiston, ID, USA
To: 901 River Ave, Coeur d'Alene, ID 83814, USA
To: 500 8th Avenue, Lewiston, ID, USA

Rate0.7

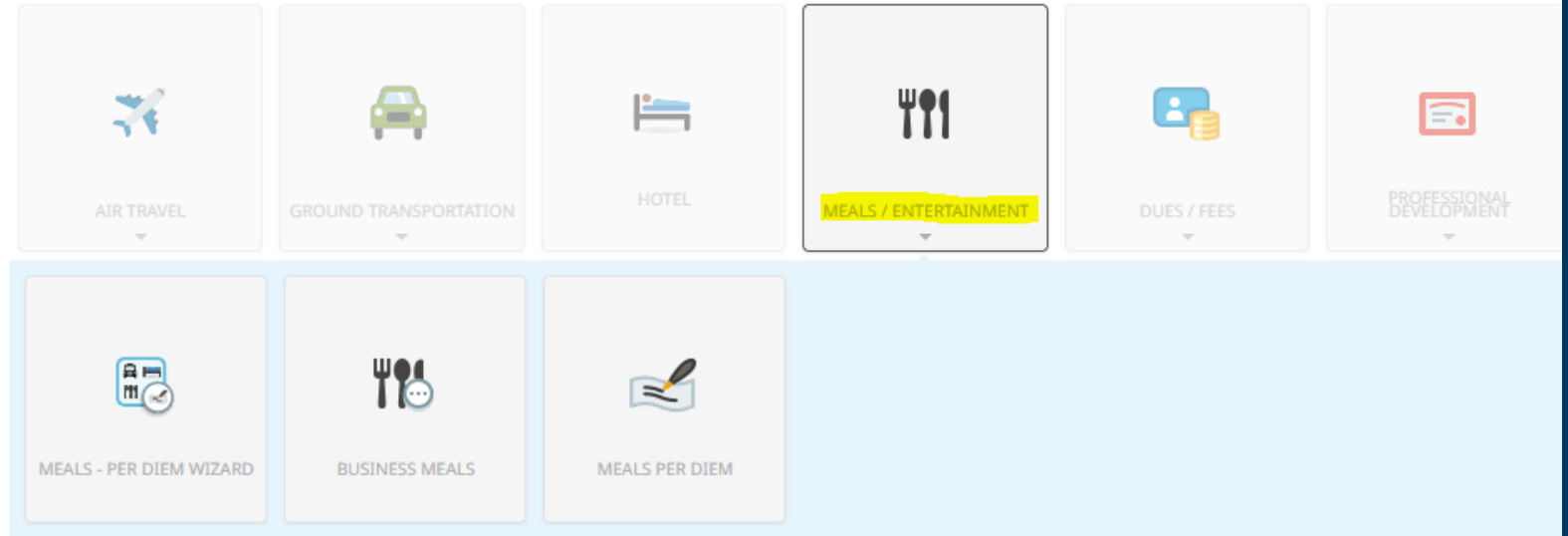
Miles232.77Calculate Mileage ⓘ

DeductionNone

Add Pre-Approval Estimates

- ▶ Meals / Entertainment
 - ▶ Meals- Per Diem Wizard
 - ▶ Business Meals
 - ▶ Meals per Diem (estimate)


Add Pre-Approval Types




Add Pre-Approval Estimates

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


Add Pre-Approval Types




AIR TRAVEL




GROUND TRANSPORTATION




HOTEL




MEALS / ENTERTAINMENT




DUES / FEES




PROFESSIONAL DEVELOPMENT



CURRENCY EXCHANGE FEE



TRAVEL AGENCY FEE




VISA / PASSPORT FEE


Add Pre-Approval Estimates

- ▶ Professional Development
 - ▶ Conference / Seminar
 - ▶ Training / Education


Add Pre-Approval Types




AIR TRAVEL




GROUND TRANSPORTATION




HOTEL




MEALS / ENTERTAINMENT




DUES / FEES



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
<div><div></div>Mileage</div>	162.94 USD
<div><div></div>Hotel</div>	450.00 USD
<div><div></div>Conference / Seminar</div>	150.00 USD

PA Report ID
QA0001699721

Total Estimated Amount
762.94 USD

Submit

Click Submit



Pre-Approvals For
Calahan McAlister

CDA, ID 030425 1234567

0 Comments

0 Attachments

EXPENSE	ESTIMATED
<div></div> Mileage	162.94 USD
<div></div> Hotel	450.00 USD
<div></div> Conference / Seminar	150.00 USD

PA Report ID
QA0001699721

Total Estimated Amount
762.94 USD

Submit

Verification Approval



Submit Preapproval

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.

≡  emburse enterprise

eWallet

Unused Items

0 Credit Card Items

0 Receipts

VIEW ALL 4 UNUSED ITEMS

Expenses

Create

3

Draft

1

Returned

View All Submitted

Pre-Approval

Create

0

Draft

0

Returned

View All Submitted

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

emburse enterprise

Pre-Approval			
Submitted			
CDA, ID 030425 1234567 QA0001899721	02/27/2025	762.94 USD	PENDING
CDA, ID 022025 1234567 QA0001827843	02/18/2025	213.90 USD	PENDING
CDA, ID 012725 1234567 QA0001594718	01/16/2025	306.28 USD	PENDING
Test Chrome River QA0001592670	01/13/2025	125.00 USD	PENDING
Test PR0001379811	11/19/2024	0.00 USD	USED / EXPIRED
Calahan TEST Travel PR0001375898	11/13/2024	400.00 USD	USED / EXPIRED
Debbie CDA TEST CAL PR0001373319	11/11/2024	731.26 USD	USED / EXPIRED
Debbie CDA TEST ONLY BILL ONE PR0001372513	11/08/2024	1,006.26 USD	USED / EXPIRED
Travel Plan 4/15/2024 PR0001198947	04/02/2024	1,416.00 USD	PENDING

Tracking your items

Select from list and click on Tracking

Pre-Approval

Submitted

CDA, ID 030425 1234567
QA0001699721

02/27/2025

762.94
USD
PENDING

CDA, ID 022025 1234567
QA0001627643

02/18/2025

213.90
USD
PENDING

CDA, ID 012725 1234567
QA0001594716

01/16/2025

306.28
USD
PENDING

Test Chrome River
QA0001592670

01/13/2025

125.00
USD
PENDING

Test
PR0001379811

11/19/2024

0.00
USD
USED / EXPIRED

Calahan TEST Travel
PR0001375890

11/13/2024

400.00
USD
USED / EXPIRED

Debbie CDA TEST CAL
PR0001373319

11/11/2024

731.26
USD
USED / EXPIRED

Debbie CDA TEST ONLY BILL ONE
PR0001372513

11/08/2024

1,006.26
USD
USED / EXPIRED

Open

PDF

Tracking

Recall

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



Tracking your items

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

emburse enterprise

Pre-Approval

Submitted

CDA, ID 030425 1234567 QA0001699721	02/27/2025	762.94 USD PENDING
CDA, ID 022025 1234567 QA0001627843	02/18/2025	213.90 USD PENDING
CDA, ID 012725 1234567 QA0001594718	01/16/2025	306.28 USD PENDING
Test Chrome River QA0001592870	01/13/2025	125.00 USD PENDING
Test PR0001379811	11/19/2024	0.00 USD USED / EXPIRED
Calahan TEST Travel PR0001375898	11/13/2024	400.00 USD USED / EXPIRED
Debbie CDA TEST CAL PR0001373319	11/11/2024	731.26 USD USED / EXPIRED

Tracking for CDA, ID 030425 1234567

Status

Pending Approval

Estimated Amount

762.94 USD

Routing Steps

1

2

3

4

Step Number

1

Assigned To

Mylynda Hoch

Assigned To

Mylynda Hoch

Assigned Date

02/27/2025 12:30 PM

Step Status

Assigned

Routing Rule

20 - Reports To

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.

Pre-Approval		
<div>DraftsReturnedSubmitted</div>		
Test Grant and President approval 10K QA0001742608	06/02/2025	11,000.00 USD PENDING
TEST-A: NO OVERNIGHT STAY QA0001750661	05/21/2025	5.80 USD USED / EXPIRED
No Overnight Stay Per Diem Testing QA0001749642	05/20/2025	0.00 USD USED / EXPIRED
Test Reroute for signature on return QA0001749625	05/20/2025	0.00 USD USED / EXPIRED
Testing VP approval over on ER from PA QA0001749615	05/20/2025	150.00 USD APPROVED
Testing 2 Partial Day post 55353 with PA adju QA0001749597	05/20/2025	6.10 USD USED / EXPIRED
Testing Partial Day post 55353 with PA QA0001749596	05/20/2025	0.00 USD USED / EXPIRED
TEST A NO OVERNIGHT	05/15/2025	43.50

Open

PDF

Tracking

Recall

Test Grant and President approval 10K

Report Owner	Amy Bond
Created By	Calahan McAlister
Create Date	05/06/2025
Pay Me Amount	11,000.00 USD
PA Report ID	QA0001742608
From Date	04/28/2025
To Date	05/06/2025
Business Purpose	Testing grant & president routing

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Airfare	11,000.00	0.00
Total	11,000.00	0.00

Let's see this in action



ER Emburse

2025-10-31 14:11 UTC

Recorded by

Calahan M. McAlister

Organized by

Calahan M. McAlister



Thank you. Questions?

COTravel@lcsc.edu

208-792-2689