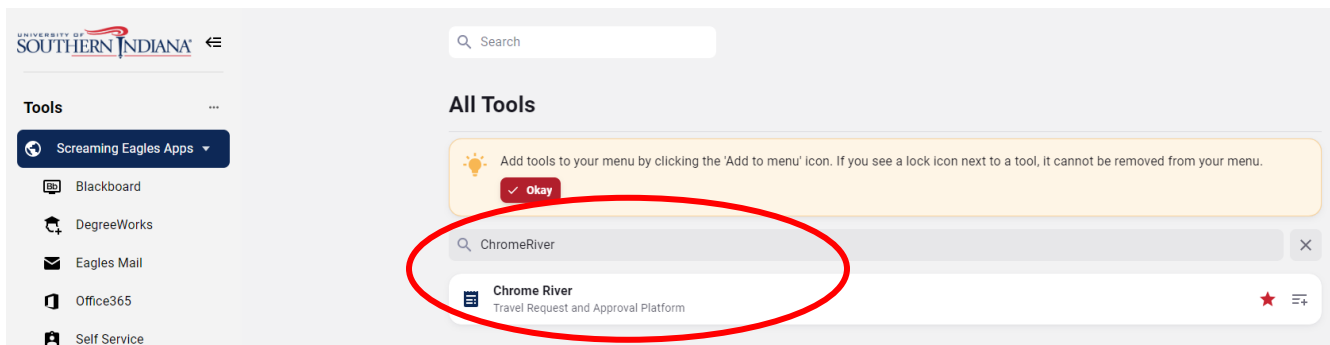
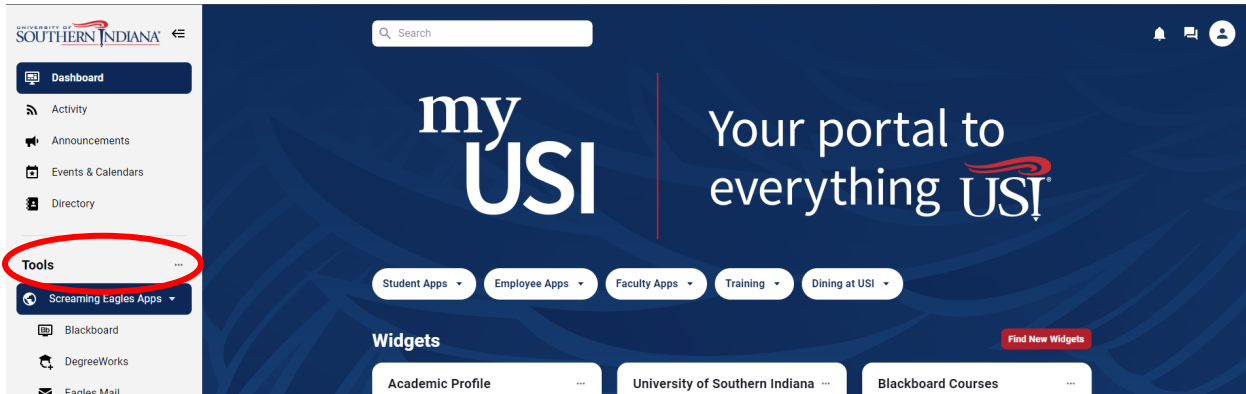


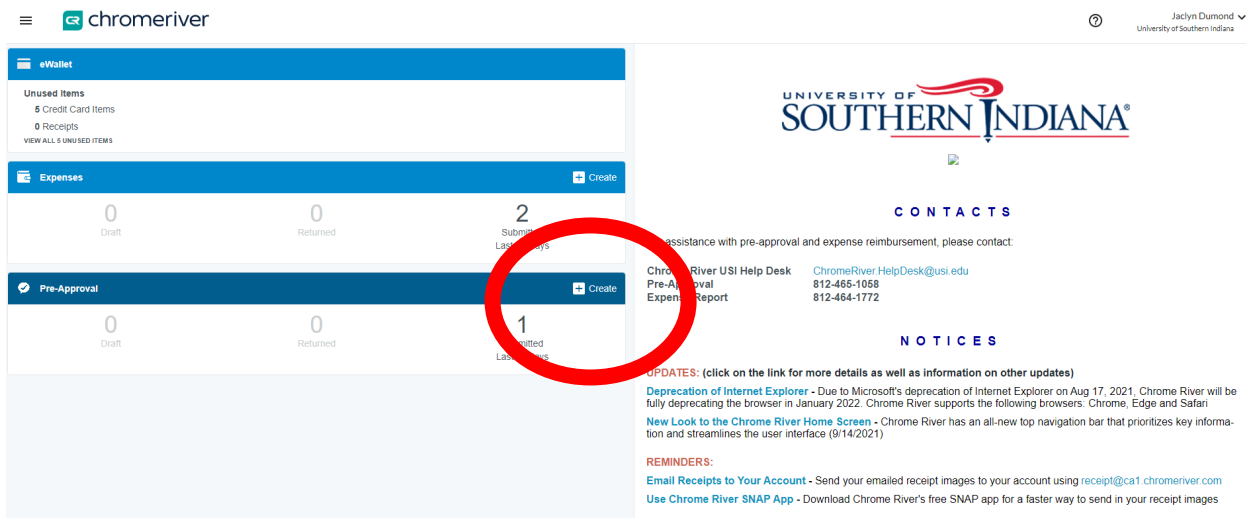
## Creating a Pre-Approval in Emburse - Use of Personal Vehicle for In-State Day Trips

Mileage reimbursement or use of a USI rental car are available for CAP observation visits, pending compliance with current University travel policies, including completion of the University's authorized driver training through Risk Management.

1. Log into myUSI and select Chrome River - Emburse on the left side bar. If it's not under your shortcuts, click on Tools and then search for Chrome River - Emburse.





2. The opening view, or Dashboard, should show three horizontal bars on the left. Under the third, Pre-Approval, select the plus sign/Create.



3. Complete the Pre-Approval as shown, below, titling the report with your last name, In-State Mileage, Semester (Fall or Spring) and Year.
- a. Fall 2026 dates are 7/1 through 12/31.
  - b. Spring 2027 dates are 1/1 through 6/15.
  - c. Travel from June 15-30 ultimately is submitted on a Fall pre-approval.

 Pre-Approvals For Jaclyn Dumond

Report name should be traveler's last name, destination (city, state or city, country) and trip departure date	Dumond In-State Mileage Fall 2022
Start Date	07/01/2022 
End Date	12/31/2022 
Number of Days	184
Pay Me In	USD - US Dollars
Business Purpose	Conducting CAP classroom observations at High School A, High School B, High School C, and High School D.

Business Purpose needs to include name of conference or activity. Upload supporting documentation in Attachment section.

Request Type	Employee Travel
Travel Type	Employee Travel In State
Primary Reason for Travel	Other
Please detail your primary reason for travel, not listed above:	CAP Liaison
This trip needs an activity code. Faculty need to click the button and add department	<input type="checkbox"/>
Is there personal time included in this trip?	No
Are you being compensated/reimbursed for any part of this trip from outside of USI fund/orgn?	No

**Allocations**

01040 U-10001-01040-1100 College Achievement Program

4. Click Save in the upper right corner.

Cancel Save

Pre-Approvals For Jaclyn Dumond


Report name should be traveler's last name, destination (city, state, or city) Dumond In-State Mileage Spring 2023


5. Add an expense type, using the '+' sign, select the ground transportation mosaic, and the mileage icon.



Add Pre-Approval Types


AIR TRAVEL	GROUND TRANSPORTATION	LODGING	MEALS	REGISTRATION FEE	MISCELLANEOUS
CAR RENTAL	FUEL	MILEAGE	PARKING	BUS/SHUTTLE	SUBWAY/TRAIN
TAXI / RIDE SHARE	TOLL				

- Enter a reasonable estimate based on the locations to which you need to travel and your departure/return locations. Add \$5 or \$10 to the total, just in case there are construction detours. (USI will reimburse from campus or your home address, whichever is closer to the destination.)
- Contact the CAP Office for help with your estimates or use the chart pasted in on the last page of this document.
- Please remember that whatever dollar amount you request is encumbered in the CAP budget until the end of the travel period (December 31 for fall travel or June 30 for spring).
- Once you've successfully added the expense to your PA, the left side of your screen will look like this:

← Pre-Approvals For Jaclyn Dumond 

Dumond In-State Mileage Spring 2023 

 0 Comments  0 Attachments

EXPENSE	ESTIMATED
 Mileage	300.00 USD

6. Save and click the green submit button on the lower edge of the screen.

Appendix A: Roundtrip Mileage from USI to Named High School and Back

Bedford North Lawrence High School	230
Boonville High School	50
Bosse High School	19
Castle High School	34
Central High School	27
Central Nine Career Center	340
Chesterton High School	628
Crown Point High School	522
Evansville Christian School	28
Evansville Day School	26
F.J. Reitz High School	10
Gibson Southern High School	55
Harrison High School	23
Heritage Hills High School	108
Lapel High School	421
Martinsville High School	291
Mater Dei High School	15
Mount Vernon Sr. High School	26
New Palestine High School	375
New Tech Institute	25
North High School	38
North Posey High School	36
Princeton Community High School	72
Reitz Memorial High School	18
Salem High School	265
Southern Indiana Career & Technical Center	23
Southridge High School	124
Tecumseh High School	71
Walker Career Center	371