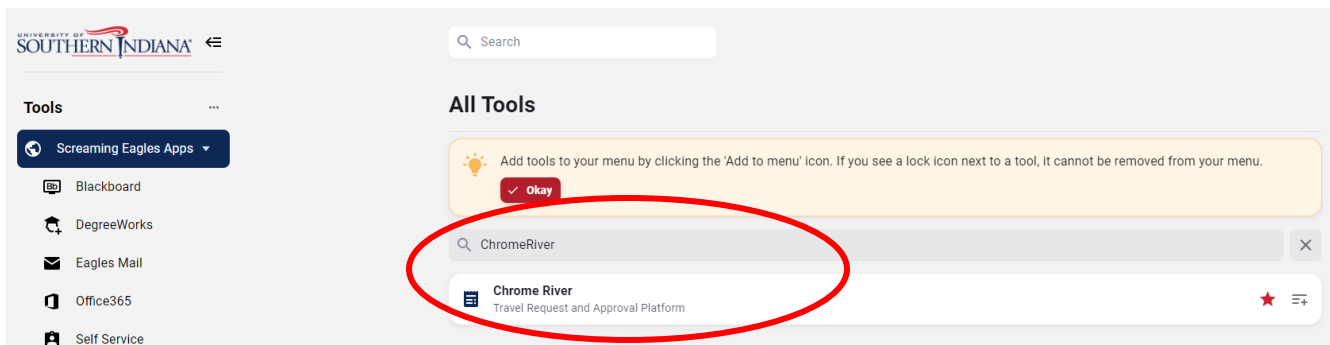
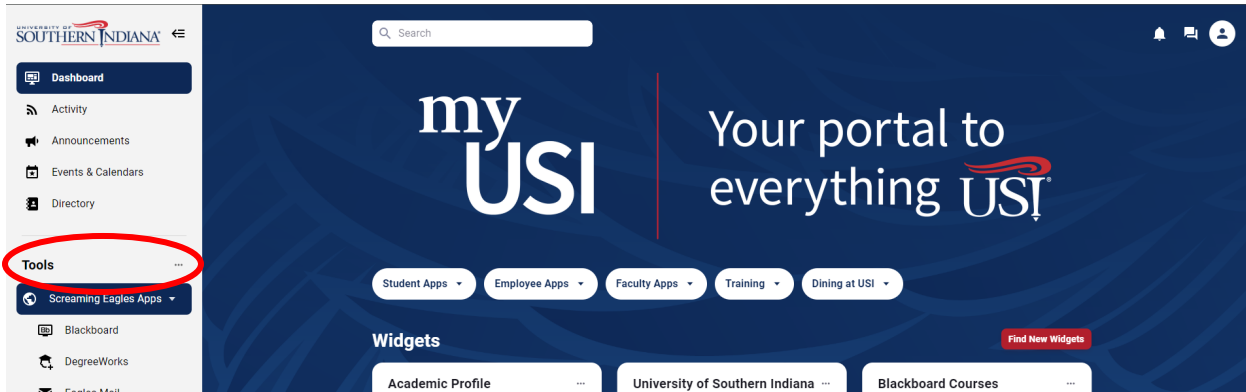
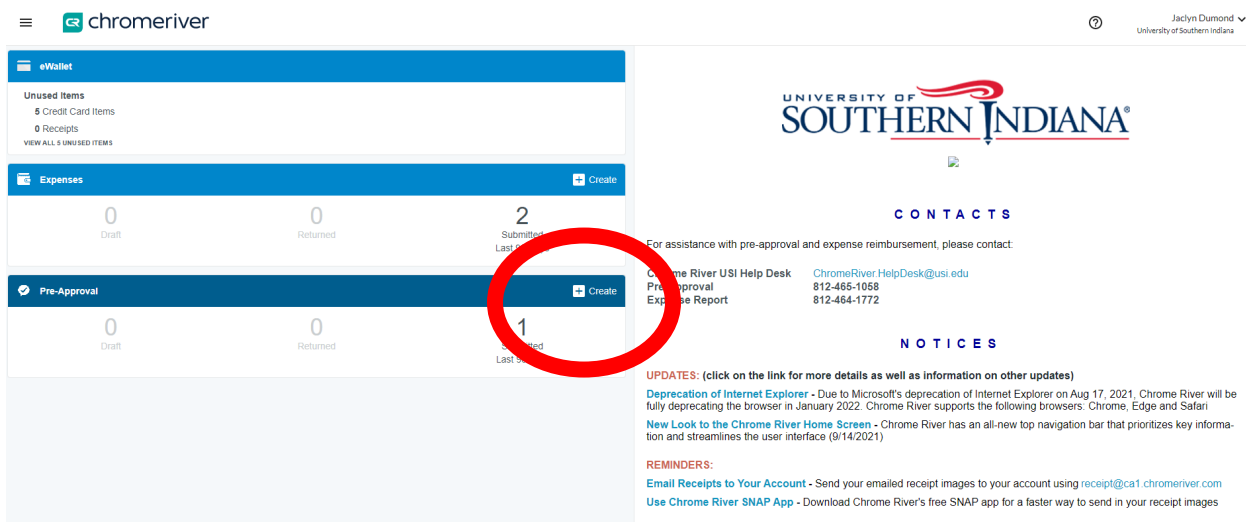


Creating a Pre-Approval in Emburse - Use of Personal Vehicle for In-State Day Trips

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 Zoe Meuth

Report name should be traveler's last name, destination (city, state or city, country) and trip departure date

Meuth In-State Mileage Fall 2023

Start Date

07/01/2023



End Date

12/31/2023



Number of Days

184

Pay Me In

USD - US Dollars

Business Purpose

Attending CAP related meetings and events

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 Instructor

This trip needs an activity code. Faculty need to click the button and add department

☐

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

 [Add Allocation](#)

4. Click Save in the upper right corner.

CancelSave

✓

Pre-Approvals For Zoe Meuth

Report name should be traveler's last name, destination (city state or city)

Meuth In-State Mileage Fall 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

- Use Google Maps to map your **round trip** from your permanent home address to USI. When you have your total mileage, multiple that mileage by \$0.49 (current mileage rate). Add \$5 or \$10 to the total just in case there are construction detours.
- Contact the CAP Office for help with your estimates.

Last updated 6/26/2026. Saved in N:\CAP\CAP_Office_Procedures\Travel\Chrome_River

6. Once you've successfully added the expense to your PA, the left side of your screen will look like this. Click on the attachments paperclip.

A screenshot of the Chromeriver web application. At the top, a blue header bar contains a back arrow, the text 'Pre-Approvals For Jaclyn Dumond', and a plus icon. Below the header, the title 'Dumond In State Mileage Spring 2023' is displayed, followed by '0 Comments' and '0 Attachments'. The '0 Attachments' text is circled in red. Below this is an 'EXPENSE' table with one row: 'Mileage' with an estimated value of '300.00 USD'.

EXPENSE	ESTIMATED
Mileage	300.00 USD

7. Scroll to the bottom of the screen and find where it says Upload Attachments. Upload documentation that has the date and location of what you are claiming mileage for. You can upload a copy of the workshop agenda and add it as an attachment.
 - a. Tip: Dragging and dropping the documentation is a very easy method to upload the attachment.

A screenshot of the 'Attachments (0)' section of the Chromeriver interface. It features a text input field labeled 'Add Comment' and a 'Post' button. Below this is the 'Attachments (0)' section, which includes a red circle around the text 'Drag image here to upload' and a blue 'Upload Attachments' button.

Comments (0)
 Post

Attachments (0)

Drag image here to upload Upload Attachments

8. Save and click the green submit button on the lower edge of the screen. This will submit your pre-approval and pass it on to the next step in the approval process. You will receive an email at your USI email address when your pre-approval has been fully approved. Contact the CAP Office if you have any questions.