Emburse User Guide:
Pre-Approval Info to Know

For Everyone:

- Review the University Travel Policy and other applicable travel materials (i.e., department travel guidelines).
- Submit the Pre-Approval at least two weeks before the trip departure date to allow for the setup of an individual travel card and, if applicable, other payment methods.
- Consider possible price fluctuations, such as airfare, and "pad" the amounts when funding permits.
- $0 amounts should not be entered into Emburse, which will result in the Pre-Approval being returned.
    - If you want to communicate that the registration is free, then add a note in the Comments section.
    - If the trip is not sponsored or funded through USI, then a Pre-Approval is not entered in Emburse. However, for possible Workers' Comp coverage, you must follow your internal notification processes for such trips.
- Emburse only accepts uploaded documents of the following types: PDF and JPEG.
- Use the Per Diem Wizard tile to calculate Per Diem.
- Use the Meals-Business tile when student meal funding is included on the employee's Pre-Approval.
    - The amount can be based on Per Diem being paid or an estimated cost using the Travel Card. Contact Travel Procurement for more information.

For Delegates:

- Before you start a report, confirm the traveler's name, and not yours, appears in the top right corner.
    - View the guide to Enter a Pre-Approval/Expense Report on Behalf of a Traveler (Delegate Mode).

For Approvers:

- Emburse will send reminder email notifications of Pre-Approvals awaiting your approval. You (or another approver in your approval group) must take action to move the Pre-Approval to the next approval level.
- The yellow Approvals ribbon appears on the Home Screen when you have a pending approval. If you don't see the Approvals ribbon, then you don't have any Pre-Approvals to review/approve, or another approver in your approval group has completed the action.
- A traveler will see an Approvals ribbon when a delegate submits a Pre-Approval on his/her behalf.

For Travelers:

- A traveler will see an Approvals ribbon when a delegate submits a Pre-Approval on his/her behalf.
- If a delegate submits a Pre-Approval on your behalf, then you will receive an email notification from Emburse that a document awaits your review and approval. You must act for the Pre-Approval to move to the next approval level.
- If you return a Pre-Approval for changes/corrections, then you or your delegate must make the changes and resubmit the Pre-Approval.