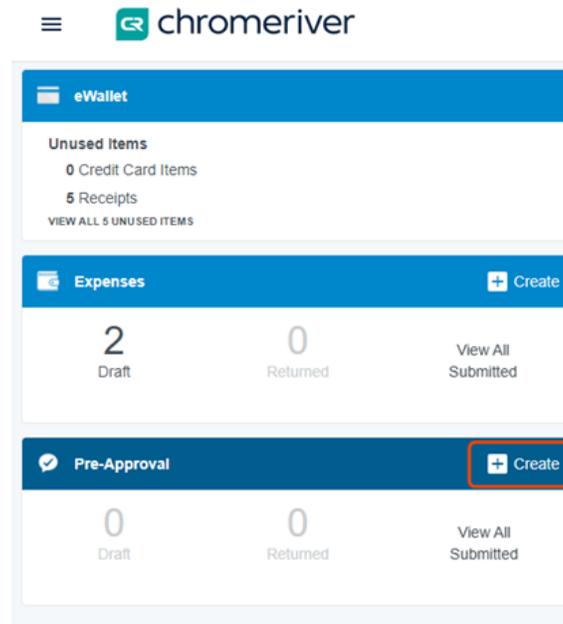


Emburse Pre-Approval Instruction Sheet

1. Login to SSO
2. Select Emburse Expense (Chrome River)
3. This is the dashboard - In the dark blue banner titled 'Pre-Approval', click on the **+CREATE** button.



4. **Report Name:** Last name, Destination, Date (Cantu, College Station, 6/9/25)
 5. **Start Date:** Date you are leaving
 6. **End Date:** Date you will be returning
 7. **Business Purpose:** Why are you going? What is the benefit of you going?
 8. **GSA Meal Rate:** <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 9. **GSA Lodging Rate:** <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 10. **Traveler Type:** Employee - In State
 11. **Encumber Funds?:** NO
 12. **Domestic Duty Point:** Town/City you are going. If the destination does not populate, use "United States/City Not Listed" and be sure to include your actual destination into the business purpose section of the Pre-approval.
 13. **Allocations:** When traveling in state on **county funds** allocate to: 07-282222-00000 LDS12-DS12 Project Zero. This is a 'dummy account' used for D12 routing purposes.
- If traveling OUT OF STATE a Pre-Approved AG-802 MUST ALSO BE ATTACHED AND SUBMITTED 30 DAYS IN ADVANCE.
14. Click **SAVE** in the upper right hand corner.
 15. On the next screen, select **Estimated Total Trip Cost** and enter \$0.00.
 16. **To attach the PRE-APPROVED AG-802** for out of state travel, under the dark blue banner to the left side of the screen you will see the report name. Select the **attachment** button (small

button). Then scroll down on the right-hand side to find the **Upload Attachments** button to add your AG-8502. Then select the green 'Submit' button at the top of the screen.

17. Select **Save** in the upper right corner.

18. Select the green **Submit** button at the bottom of the screen.

19. You will see a new summary screen show up. Double check your entities. If not, adjustments need to be made, you may click the green **submit** button in the top right-hand corner to have your pre-approval routed for approval.

For any questions or concerns, contact the District 12 Office 956-968-5581.