

How to Submit a Claim for Mileage Reimbursement

In Emburse



Julie Galgano
Yavapai Community College

Check to see you are in the profile of the traveler



Hello Julie, Welcome to your Expense and Invoice System.

Choose Create under Expenses

Approvals

Approvals Needed

3 Expense Reports

2 Invoices

1 Pre-Approvals

Expenses

[+](#) Create

8
Draft

0
Returned

[View All Submitted](#)

Pre-Approval

[+](#) Create

5
Draft

0
Returned

[View All Submitted](#)

The screenshot displays the 'emburse enterprise' interface. On the left, a mobile-style view shows a header for 'Expenses For Julie Galgano' and a table with columns: DATE, EXPENSE, SPENT, and PAY ME. Below the table is a message: 'You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.' and an 'Add Expense' button.

On the right, a desktop-style form titled 'Expenses For Julie Galgano' is shown. It includes the following fields and options:

- Import from Pre-Approval** (Optional):
- Report Name**: (Yellow arrow points to the input field)
- Report Type**: (Yellow arrow points to the input field)
- Fiscal Year**: (Yellow arrow points to the dropdown arrow)

Below the Report Name field, a blue instruction bar reads: 'In the report name field, for travel indicate the travel location. For PCard, indicate TDR MM-DD-YY'. In the top right corner, there are 'Cancel' and 'Save' buttons, and a user profile for 'Julie Galgano' at 'Yavapai Community College'.

Enter report name, the naming convention is:
Travelers Last Name, Miles, Month and Year of Travel
- only submit one mileage claim per month.

Report type - Mileage only
Choose-Fiscal Year
and Save

Expenses For Julie Galgano

Ggalgano, Mileage September
0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME

- Add Expenses
- Create New
 - eWallet
 - All
 - Trips
 - Cash Advance

All Items

Sort Group by: None

Receipt Itemization
02/03/2025
Holiday Inn Express Hotel & Suites
1,083.20 USD

Expenses For Julie Galgano

Ggalgano, Mileage September
0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME

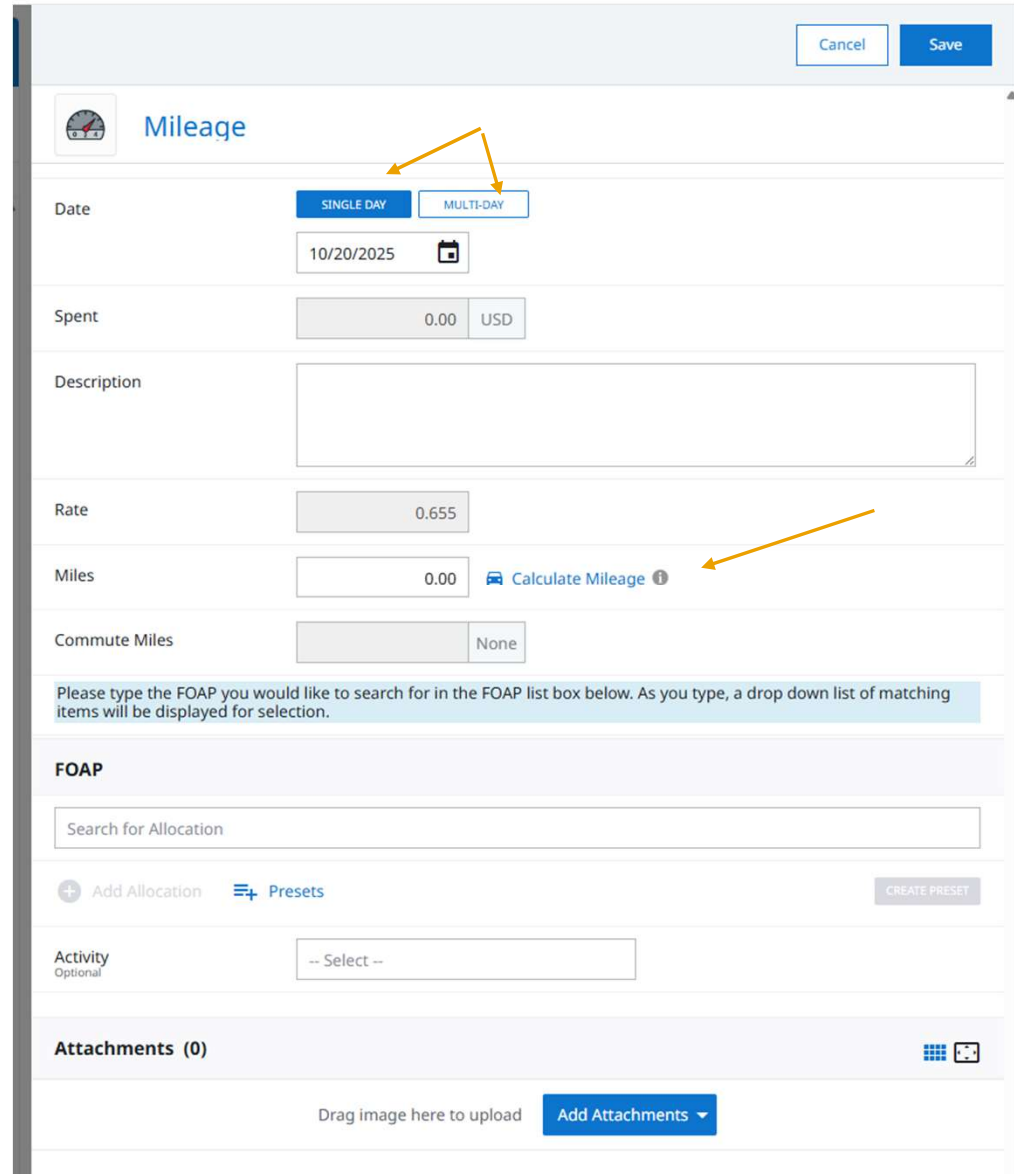
- Add Expenses
- Create New
 - eWallet
 - All
 - Trips
 - Cash Advance
 - Credit Card

Search Expense Type

MILEAGE

If you make the **SAME TRIP** multiple times chose Multi-Day otherwise choose Single Day

Click on **Calculate Mileage**



The screenshot shows a 'Mileage' entry form with the following fields and annotations:

- Date:** Includes 'SINGLE DAY' and 'MULTI-DAY' radio buttons. An orange arrow points to the 'MULTI-DAY' button.
- Date:** A date picker showing '10/20/2025'.
- Spent:** A field with '0.00' and a currency dropdown set to 'USD'.
- Description:** A large empty text area.
- Rate:** A field with '0.655'.
- Miles:** A field with '0.00' and a 'Calculate Mileage' button with an information icon. An orange arrow points to this button.
- Commute Miles:** A dropdown menu set to 'None'.
- FOAP Section:** A header 'FOAP' followed by a search box labeled 'Search for Allocation'. Below it are buttons for '+ Add Allocation', 'Presets', and 'CREATE PRESET'.
- Activity:** A dropdown menu labeled 'Optional' with '-- Select --'.
- Attachments (0):** A section with a grid icon and a button 'Add Attachments'.

At the top right of the form are 'Cancel' and 'Save' buttons.

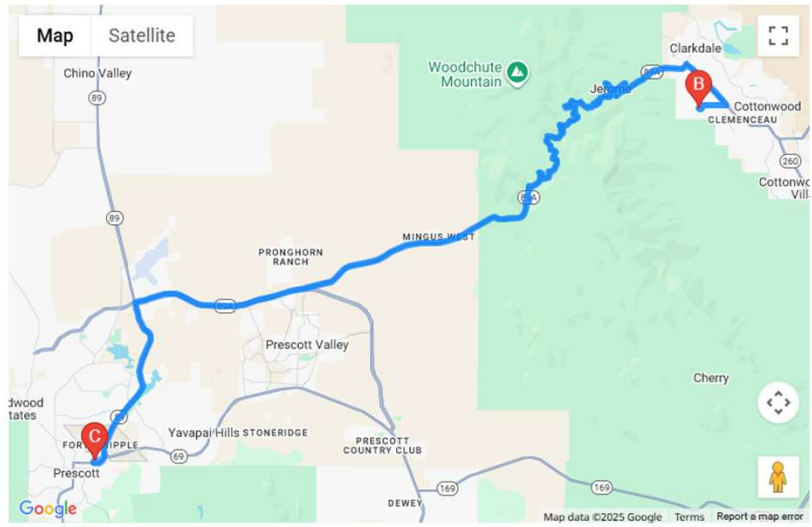
Cancel Save Trip

- Yavapai College Prescott Campus, East Sheldon Street, Prescott, AZ, USA
- Yavapai College Verde Valley Campus, West Black Hills Drive, Clarkdale, AZ, USA
- Yavapai College Prescott Campus, East Sheldon Street, Prescott, AZ, USA

Add Destination

Return to Start

83.94 Miles



Enter the address of the location you left from
(this could be your home address or another location)

Enter your destination

Choose 'Return to Start' this makes it a round trip

Save Trip

Enter in a reason for your trip

Choose your FOAP

Choose In State Travel

Click Save

If you left from your home address you will need to deduct your normal commute miles
(If you leave and return to your home you will need to enter roundtrip commute mileage)

[Link to YC Commute Mile explanation, see page 12](#)

Those are the miles that you drive from your home to your assigned campus, on a daily basis. The intent of mileage reimbursement is to reimburse you mileage driven above the mileage you normally commute

The screenshot shows a 'Mileage' form with the following fields and annotations:

- Cancel** and **Save** buttons at the top right.
- Date**: SINGLE DAY (selected), MULTI-DAY, 10/20/2025.
- Spent**: 54.98 USD.
- Description**: From: Yavapai College Prescott Campus, East Sheldon Street, Prescott, AZ, USA; To: Yavapai College Verde Valley Campus, West Black Hills Drive, Clarkdale, AZ, USA; To: Yavapai College Prescott Campus, East Sheldon Street, Prescott, AZ, USA; Reason: Attending various meetings.
- Rate**: 0.655.
- Miles**: 83.94, with a 'Calculate Mileage' button.
- Commute Miles**: None. An annotation points to this field with the text 'Click "None" to enter Commute Miles'.
- FOAP**: A search box containing '0000-011010-30 Marketing Marketing' and 'Travel In State - 7401'. An annotation points to this section with the text 'Choose your FOAP'.
- Buttons**: '+ Add Allocation', 'Presets', and 'CREATE PRESET'.

Other annotations include: 'Enter in a reason for your trip' pointing to the description field; 'Choose In State Travel' pointing to the 'Travel In State - 7401' option; and 'Click Save' pointing to the 'Save' button.

This warning will flag for each day mileage is requested, and no commute is backed out. If you left and/or returned from home, you are required to back out your commute miles. Please enter those commute miles before proceeding. If you left from your designated campus than you can respond to the warning with a response of “Left from Campus”. You do not have to back out commute miles if you left and/or returned from your designated campus.

If you'd like to add more entries, choose the “+”, then click the mileage tile, and enter your next trip. Following the previous steps.

See page 11 to add entries to a draft mileage claim

If this is all the mileage you are requesting, click submit

The screenshot displays the 'emburse enterprise' interface for Julie Galgano. The main view is titled 'Galgano, Mileage September' and shows a table with one entry for 'Mon 10/20/2025' with a 'Spent' amount of '54.98 USD'. A yellow arrow points from the text 'choose the '+'' to a '+' icon in the top right of the table. Another yellow arrow points from the text 'click the mileage tile' to a 'Mileage' tile in the right-hand pane. The right-hand pane shows a 'Mileage' form with a warning: 'Commute Miles are Zero'. Below the warning is a 'RESPONSE' field with the text 'post'. The form also includes fields for 'Date' (10/20/2025), 'Spent' (54.98 USD), 'Description' (From: Yavapai College Prescott Campus, East Sheldon Street, Prescott, AZ, USA; To: Yavapai College Verde Valley Campus, West Black Hills Drive, Clarkdale, AZ, USA; To: Yavapai College Prescott Campus, East Sheldon Street, Prescott, AZ, USA; Attending various meetings), 'Rate' (0.655), 'Miles' (83.94), and 'Commute Miles'. The 'FOAP' section shows '0000-011010-30 Marketing Marketing Travel In State - 7401'. At the bottom of the form is a 'Submit' button. A yellow arrow points from the text 'click submit' to this button. The bottom of the interface shows an 'Expense Report' for 'QA0047824728' with a 'Total Pay Me Amount' of '54.98 USD'.

Expenses For Julie Galgano

Ggalgano, Mileage September

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 10/20/2025	Mileage	54.98 USD	54.98

Expense Report
QA0047824728

Total Pay Me Amount
54.98 USD

Submit

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF

Cancel Pre-Approval Submit

Ggalgano, Mileage September

Report Owner Julie Galgano

Expense Report ID QA0047824728

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	54.98	0.00
Amount Due Employee	54.98	0.00


Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Mileage	54.98	0.00
Total	54.98	0.00

Account Summary

	AMOUNT (USD)	APPROVED (USD)
0000-011010-30 Marketing Marketing Travel In State - 7401	54.98	0.00
Total	54.98	0.00

Attachments (1)





Click Submit again and Congratulations!

You've submitted for mileage reimbursement.

To add entries to a draft mileage claim form

The screenshots illustrate the following steps:

- Expenses Dashboard:** Shows a summary of expenses with a 'Draft' count of 9 and a 'Returned' count of 0. An arrow points to the 'Draft' count.
- Expense List:** Shows a list of expenses for 'Ggalqano, Mileage September' with a date of 10/20/2025 and an amount of 54.98 USD. An arrow points to the expense name.
- Expenses For Julie Galqano:** Shows the details of the selected expense. An arrow points to the 'Open' button.
- Add Expenses:** Shows the 'Add Expenses' screen with a 'Create New' button. An arrow points to the 'Create New' button.
- Create New:** Shows the 'Create New' screen with a search bar and a list of expense types. The 'MILEAGE' option is selected. An arrow points to the 'MILEAGE' option.

Choose Expenses Draft
Choose form you want to add entries to
Choose Open
Choose 
Choose Create New
And the Mileage tile which takes you to
The Google Map form.