Campus to Campus Mileage

In Emburse

To initiate a mileage form click create

Notice Tutorials are added here

Click Save

Complete the coversheet information:
Report name: Last name, Mileage, Month

Choose: Mileage Only
and
current Fiscal Year

≡ **emburse enterprise**

Julie Galgano ⌄
Yavapai Community College

eWallet

Unused Items
  5 Credit Card Items
  6 Receipts
  VIEW ALL 11 UNUSED ITEMS

Approvals

Approvals Needed
  2 Expense Reports   1 Pre-Approvals

Expenses   + Create

  1   0   View All
  Draft   Returned   Submitted

Pre-Approval   + Create

  0   0   View All
  Draft   Returned   Submitted

yavapai COLLEGE
Be More

Hello Julie, Welcome to your Expense and Invoice System.

✈ Yavapai College Travel Procedures
Travel Procedures Manual

📖 Yavapai College Purchase Card Manual
Purchase Card Manual

☺ Yavapai College Business Office Team
Business Office Team

🚗 YC Rental Car Instructions
Renting a Car through Enterprise

📘 How to submit a TDR
TDR

📘 How to track a Report
Tracking Reports

📘 How to assign a Delegate
Delegate

📘 How to submit a Mileage Reimbursement Request
Mileage Reimbursement

📘 How to submit a Pre Approval
Pre Approval

✉ Emburse Questions

Cancel   **Save**

▤ **Expenses For Julie Galgano**

Import from Pre-Approval
Optional   **IMPORT PRE-APPROVAL**

Report Name   Galgano, Mileage Dec 2025

In the report name field, for travel indicate the travel location. For PCard, indicate TDR MM-DD-YY
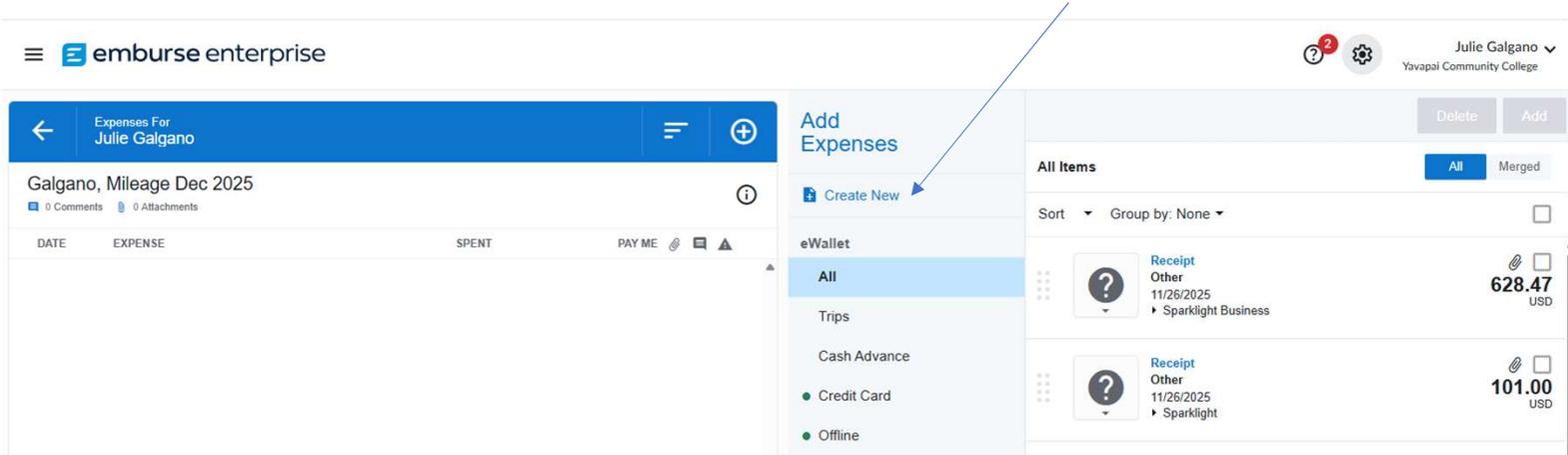
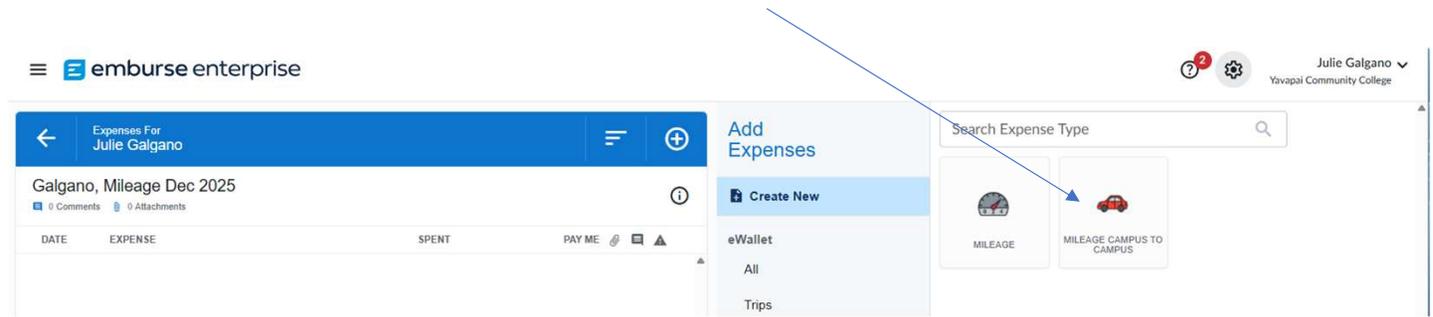Report Type   Mileage Only

Fiscal Year   FY26   ▼

Choose Create New, and then the
Mileage Campus to Campus tile

Mileage Campus to Campus

Date: 12/12/2025

Spent: 0.00 USD

CampusToCampus: -- Select --

Please type the FOAP you would like to search for in the FOAP list box below. As you type, a drop down list of matching items will be displayed for selection.

FOAP

Search for Allocation

Add Allocation   Presets   CREATE P...

Activity
Optional: -- Select --

Attachments (0)

Drag image here to upload   Add Attachments ▾

Mileage Campus to Campus

Date: 12/12/2025

Spent: 46.23 USD

CampusToCampus: Chino Valley Campus to Verde ...

Please type the FOAP you would like to search for in the FOAP list box below. As you type, a drop down list of matching items will be displayed for selection.

FOAP

0000-011009-30 Marketing Marketing-Out of state

Travel In State - 7401

Add Allocation   Presets   CREATE PRESET

Activity
Optional: -- Select --

From the Campus To Campus drop down choose your trip, choose your FOAP and Account: Travel In State (7401)
This is a one-way travel, click save to enter return trip.

Add Expenses

Search Expense Type

Create New

eWallet

All

Trips

MILEAGE

MILEAGE CAMPUS TO CAMPUS

Cancel   Save

Mileage Campus to Campus

Date   12/12/2025

Spent   0.00   USD

CampusToCampus   -- Select --

Please type the FOAP you would like to search for in the FOAP list box below. As you type, a drop down list of matching items will be displayed for selection.

FOAP

0000-011009-30 Marketing Marketing-Out of state

Travel In State - 7401

Add Allocation   Presets   CREATE PRESET

Yavapai Community Co

Expenses For
Julie Galgano

Galgano, Mileage Dec 2025
0 Comments   0 Attachments

DATE	EXPENSE	SPENT	PAY ME
Fri 12/12/2025	Mileage Campus to Campus	46.23 USD	46.23
Fri 12/12/2025	Mileage Campus to Campus	46.23 USD	46.23

You can drag and drop eWallet items here

Add Expenses

Create New

eWallet

All

Trips

Cash Advance

Credit Card

Offline

Travel Data

Authorization

Recycle Bin

eReceipts

Receipt Gallery

Search Expense Type

MILEAGE   MILEAGE CAMPUS TO CAMPUS

Expense Report
010049060261

Total Pay Me Amount
92.46 USD

Submit

Repeat these steps until all travel is entered and then click submit.

You can leave your form after an entry and your form will remain in you Drafts, for you to add more mileage as the month progresses (see next slide)

eWallet

Unused Items
5 Credit Card Items
6 Receipts
VIEW ALL 11 UNUSED ITEMS

Approvals

Approvals Needed
2 Expense Reports   1 Pre-Approvals

Expenses   + Create

2   0   View All
Draft   Returned   Submitted

1

Expenses   ≡ +

Drafts | Returned | Submitted

Galgano TDR 12.12.25   12/12/2025   0.00   ✓
010049056174

Galgano, Mileage Dec 2025   12/12/2025   92.46   ✓
010049060261   USD

2

Expenses   ≡ +

Drafts | Returned | Submitted

Galgano TDR 12.12.25   12/12/2025   0.00   ✓
010049056174

Galgano, Mileage Dec 2025   12/12/2025   92.46   ✓
010049060261   USD

3

Open

Galgano

Report Own

Expense Re

Financial

4

← Expenses For
Julie Galgano   ≡ ⊕

Galgano, Mileage Dec 2025   ⓘ
📧 0 Comments   📎 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Fri 12/12/2025	🚗 Mileage Campus to Campus	46.23 USD	46.23	✓
Fri 12/12/2025	🚗 Mileage Campus to Campus	46.23 USD	46.23	✓

← Expenses For
Julie Galgano   ≡ ⊕

Galgano, Mileage Dec 2025   ⓘ
📧 0 Comments   📎 0 Attachments

Add Expenses

📄 Create New

5

Repeat process
from slide 4