

How to Submit a Claim for Mileage Reimbursement

In Emburse



Julie Galgano
Yavapai Community College



Hello Julie, Welcome to your Expense and Invoice System.

Check to see you are in the profile of the traveler

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](#)



?

3



Julie Galgano 
Yavapai Community College

CancelSave

←Expenses For Julie Galgano

≡

+

Galgano, Miles, Sept 2025

0 Comments

0 Attachments

i

DATEEXPENSESPENTPAY ME

You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.

+

Add Expense

Expenses For Julie Galgano

Import from Pre-ApprovalOptionalIMPORT PRE-APPROVAL

Report NameGalgano, Miles, Sept 2025

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

Report TypeMileage Only

Fiscal YearFY26

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

Delete Add

All Items

All Merged

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**

Cancel

Save

 Mileage

Date

SINGLE DAY

MULTI-DAY

10/20/2025



Spent

0.00

USD

Description

Rate

0.655

Miles

0.00

 Calculate Mileage 

Commute Miles

None

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 PRESET

Activity

Optional

-- Select --

Attachments (0)



Drag image here to upload

Add Attachments

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

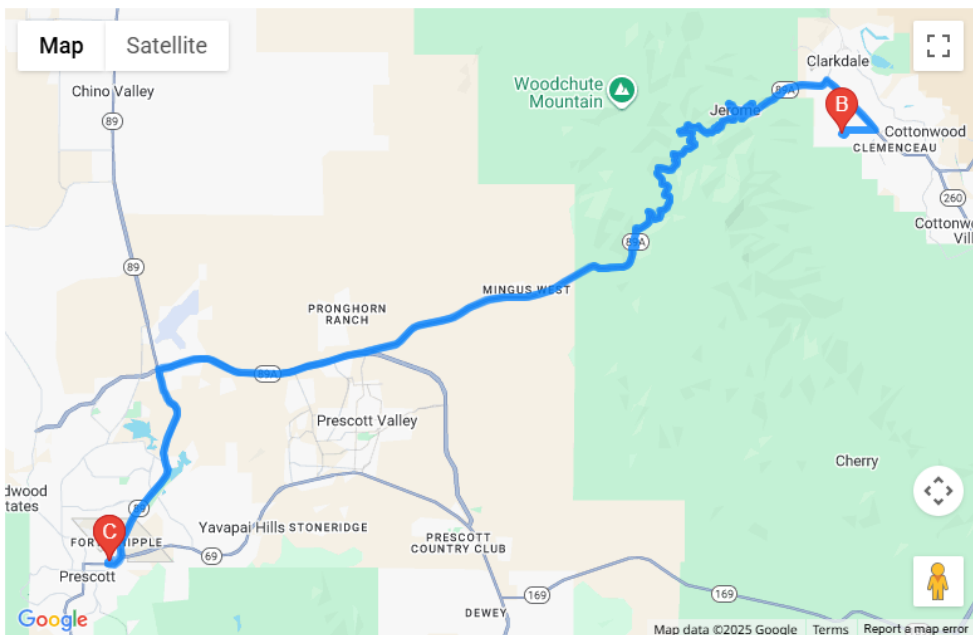


Yavapai College Prescott Campus, East Sheldon Street, Prescott, AZ, USA

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

CancelSave

 Mileage

Date

SINGLE DAYMULTI-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

Attending various meetings

Rate

0.655

Miles

83.94

 Calculate Mileage ⓘ

Commute Miles

None

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

0000-011010-30 Marketing Marketing

Travel In State - 7401

 Add Allocation

 Presets

CREATE PRESET

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

emburse enterprise

Julie Galgano
Yavapai Community College

Expenses For Julie Galgano

Galgano, Mileage September

0 Comments 0 Attachments

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

Mileage

Commute Miles are Zero

Commute Miles are Zero; either enter the commute miles or provide an explanation why there are no commute miles.

RESPONSE

post

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

Commute Miles

FOAP

0000-011010-30 Marketing
Marketing
Travel In State - 7401

Activity

Comments (0)

Add Comment Post

Attachments (1)

Expense Report
QA0047824728

Total Pay Me Amount
54.98 USD

Submit

1 of 1

←Expenses For
Julie Galgano

☰

+

Ggalgano, Mileage September

0 Comments

1 Attachments

i

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

2 Invoices

Expenses

Create

9

Draft

0

Returned

View All Submitted

QA0047824728

Ggalqano, Mileage September

QA0047824728

10/20/2025

54.98 USD

✓

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.

emburse enterprise

Expenses

Open

Delete

PDF

Drafts

Returned

Submitted

Ggalqano, Mileage September

Expenses For Julie Ggalqano

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Ggalqano, Mileage September

0 Comments

1 Attachments

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Expenses For Julie Ggalqano

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Ggalqano, Mileage September

0 Comments

1 Attachments

Add Expenses

Create New

Expenses For Julie Ggalqano

+

Ggalqano, Mileage September

0 Comments

1 Attachments

Add Expenses

Create New

Search Expense Type

 MILEAGE

eWallet

All

Trips

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