How to Submit a Claim for Mileage Reimbursement

In Emburse

YAVAPAI COLLEGE Be More

Check to see you are in the profile of the traveler

Julie Galgano
Yavapai Community College

Yavapai College
Be More

Hello Julie, Welcome to your Expense and Invoice System.

Choose Create under Expenses

Approvals

Approvals Needed

3 Expense Reports

1 Pre-Approvals

2 Invoices

Expenses + Create

8 Draft

0 Returned

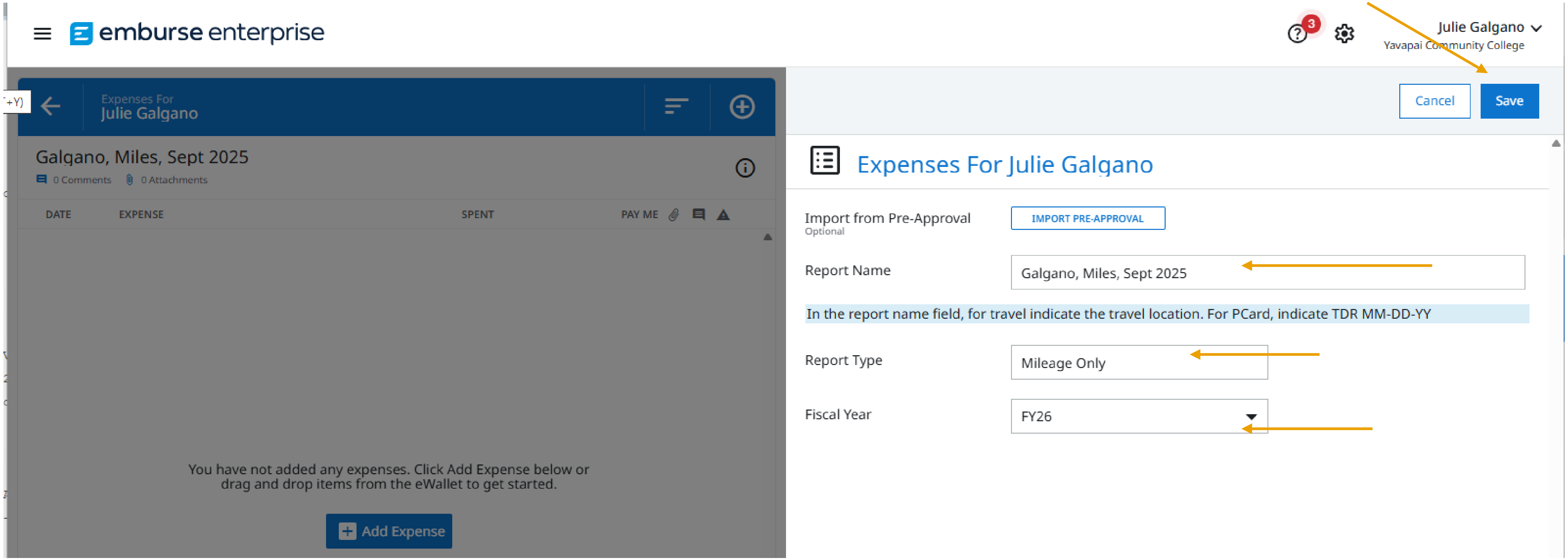
View All Submitted

Pre-Approval + Create

5 Draft

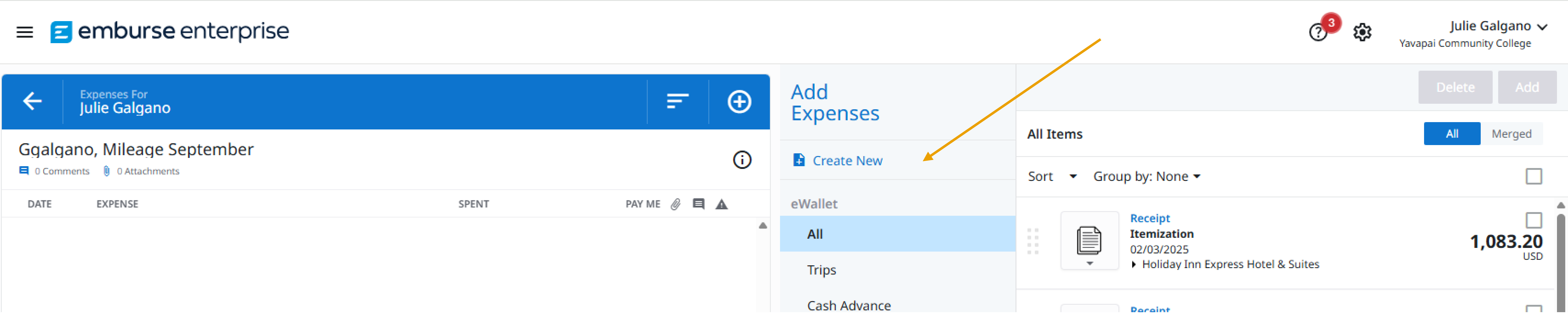
0 Returned

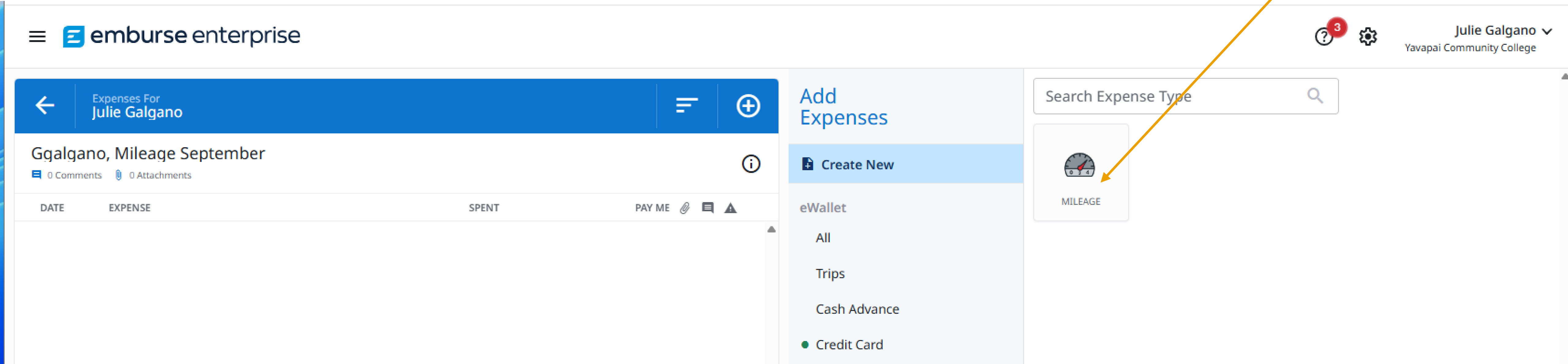
View All Submitted



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

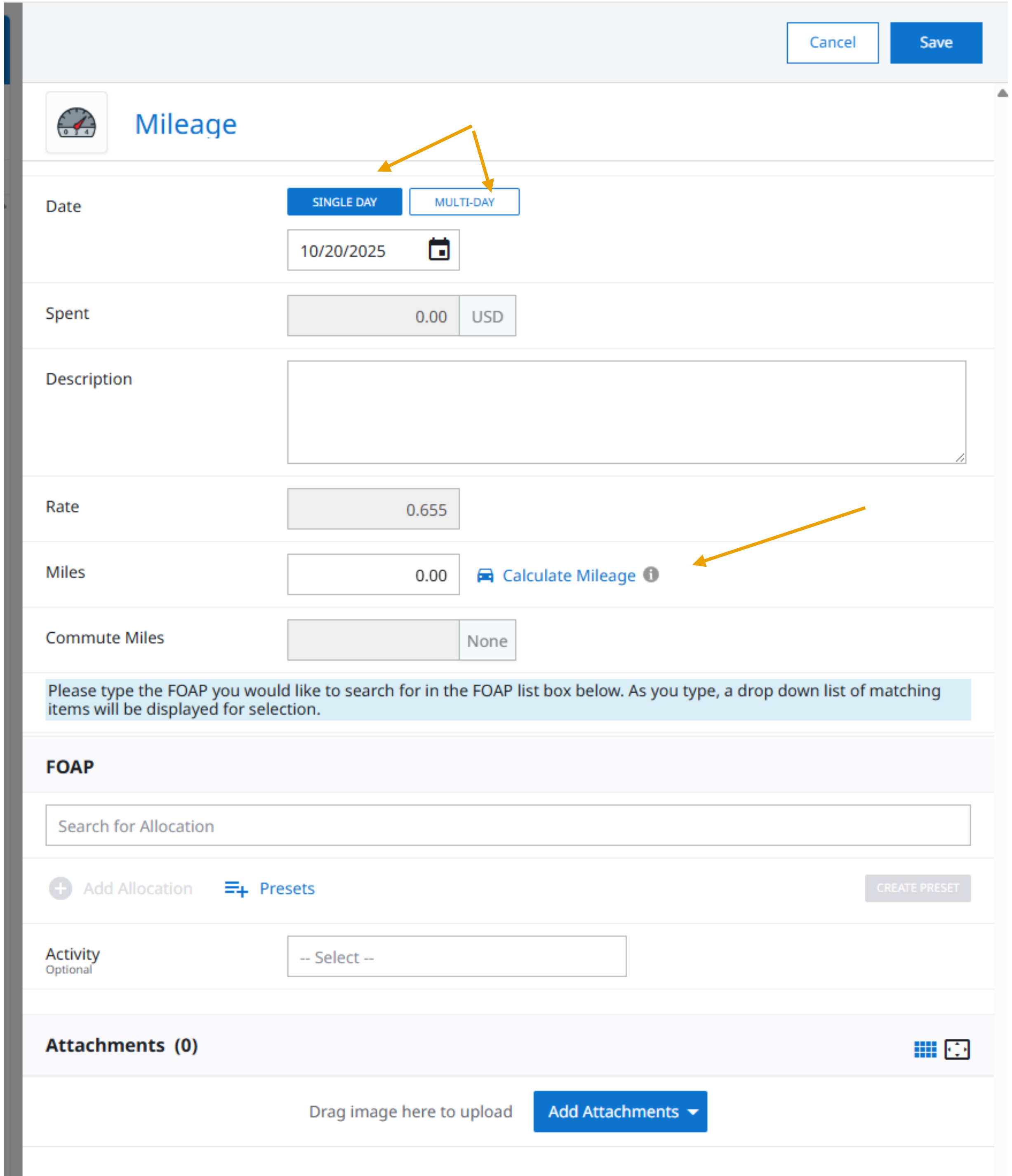
Report type - Mileage only
Choose-Fiscal Year
and Save

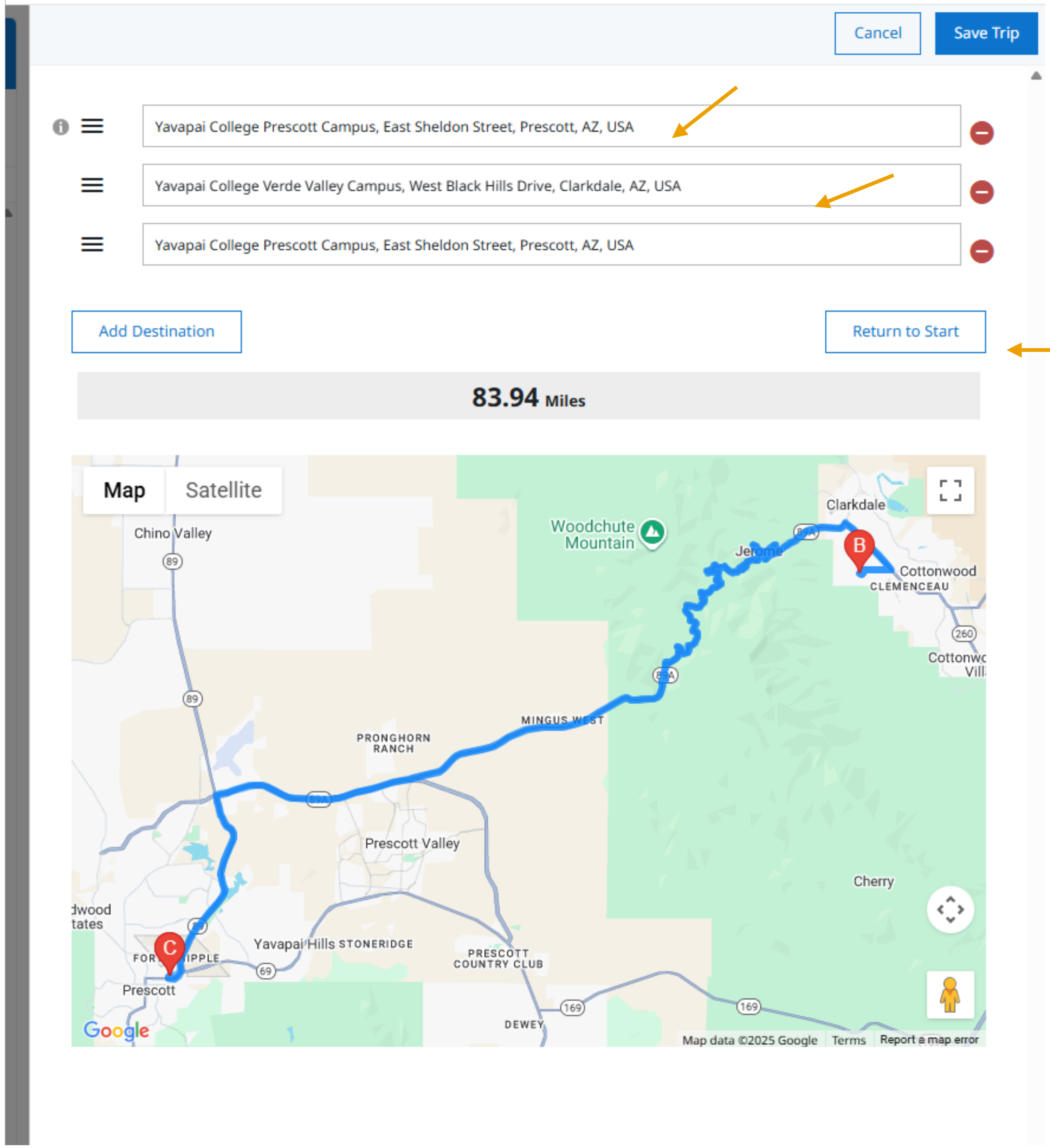

emburse enterprise
3
Julie Galgano
Yavapai Community College
Expenses For
Julie Galgano
Ggalgano, Mileage September
0 Comments
0 Attachments
DATE
EXPENSE
SPENT
PAY ME
Add Expenses
Create New
eWallet
All
Trips
Cash Advance
Delete
Add
All Items
All
Merged
Sort
Group by: None
Receipt
Itemization
02/03/2025
Holiday Inn Express Hotel & Suites
1,083.20
USD


emburse enterprise
3
Julie Galgano
Yavapai Community College
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





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

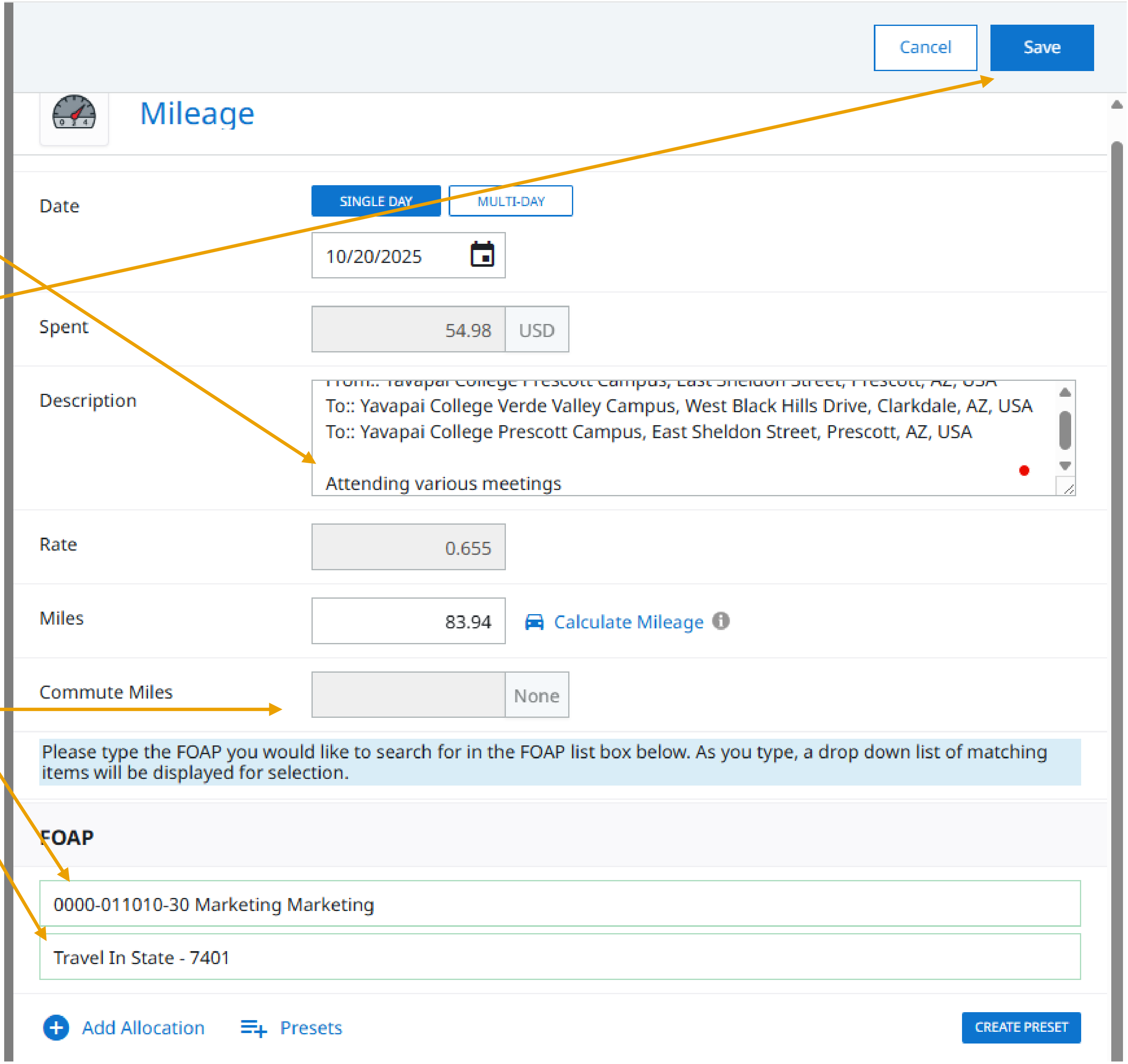
Click Save

If you left from your home address you will need to deduct your normal commute miles

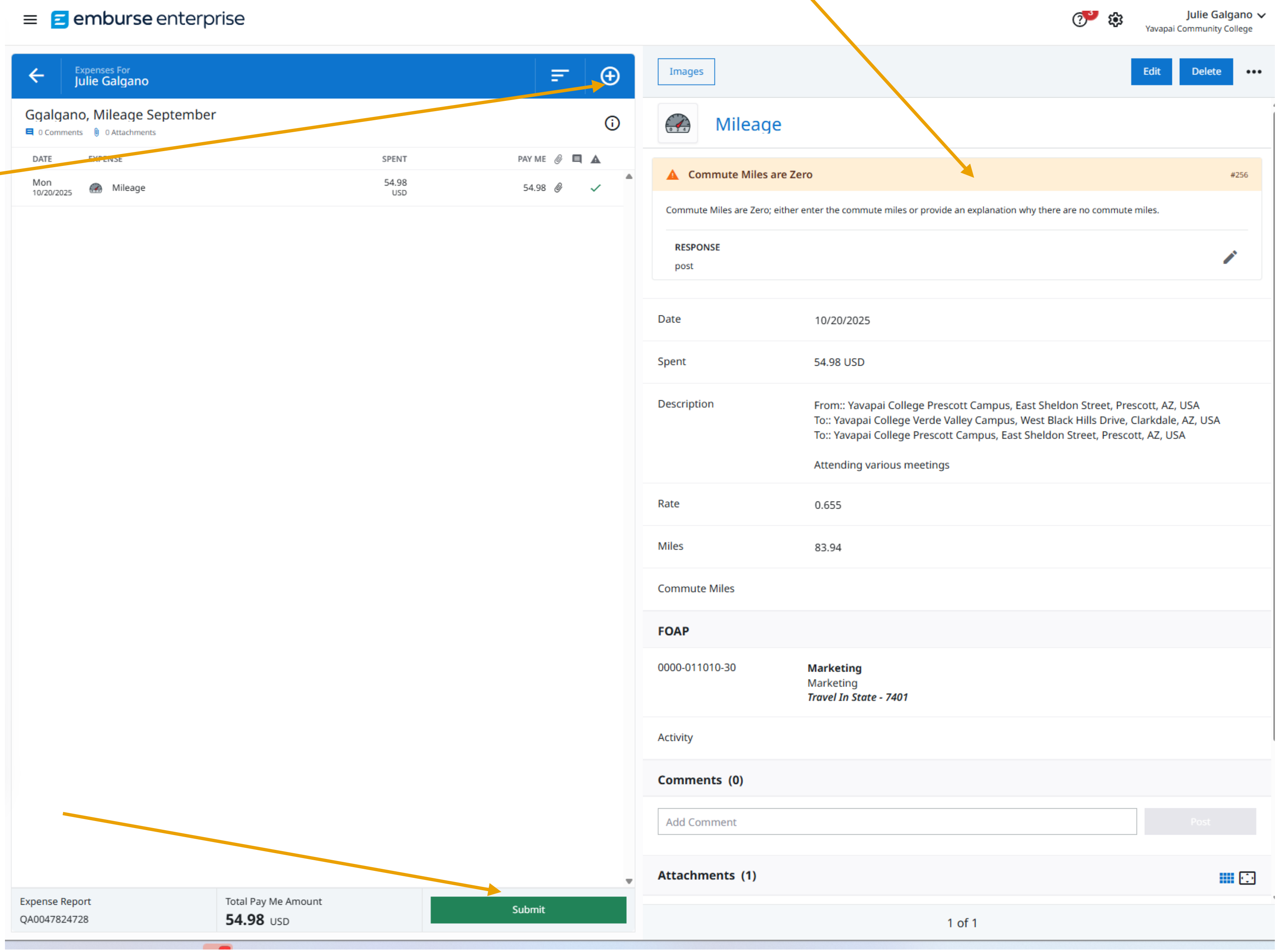
(If you leave and return to your home you will need to enter roundtrip commute mileage)

[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



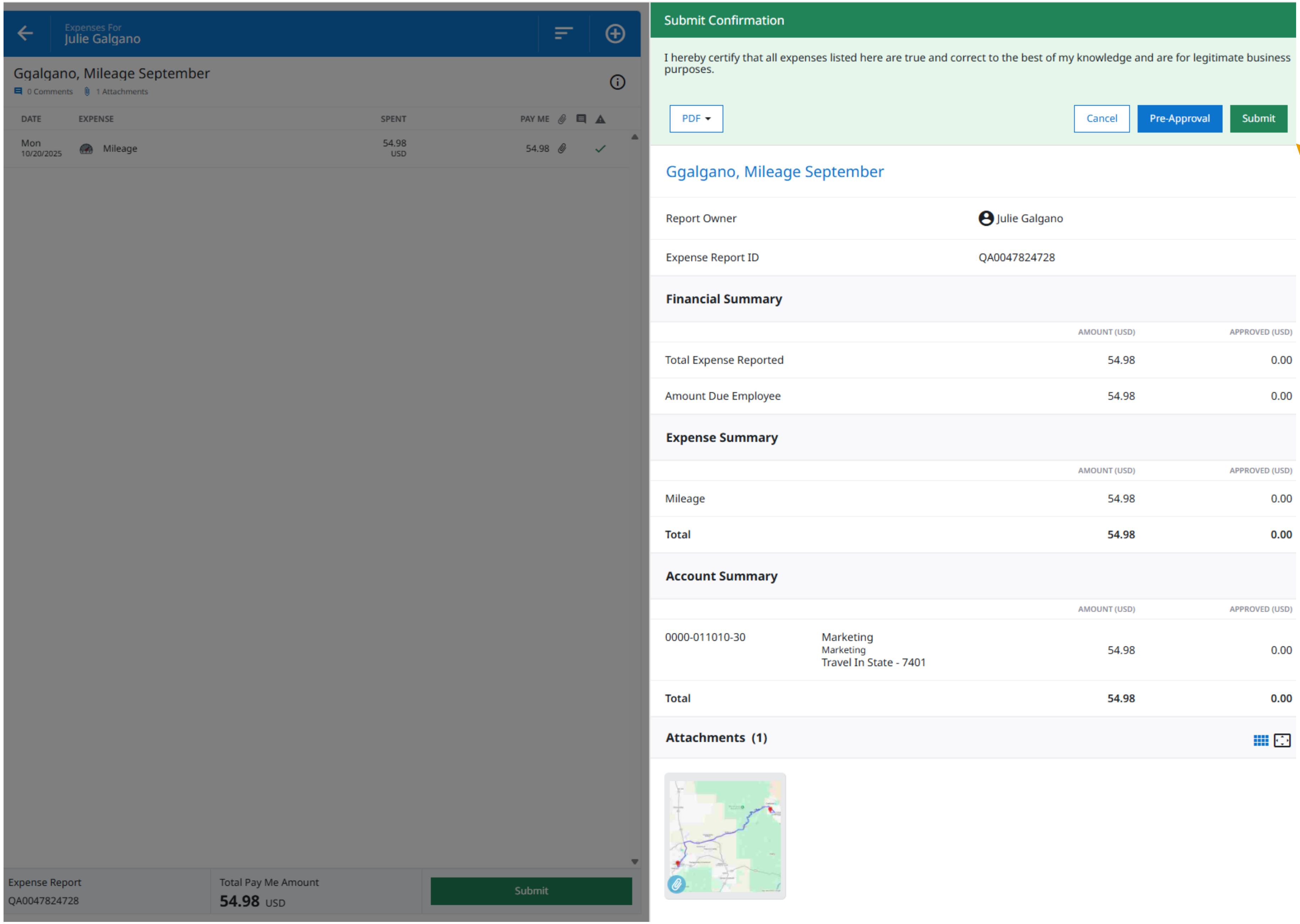
This warning will flag for each day mileage is requested, and no commute is backed out. If you left and/or returned from home, you are required to back out your commute miles. Please enter those commute miles before proceeding. If you left from your designated campus than you can respond to the warning 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

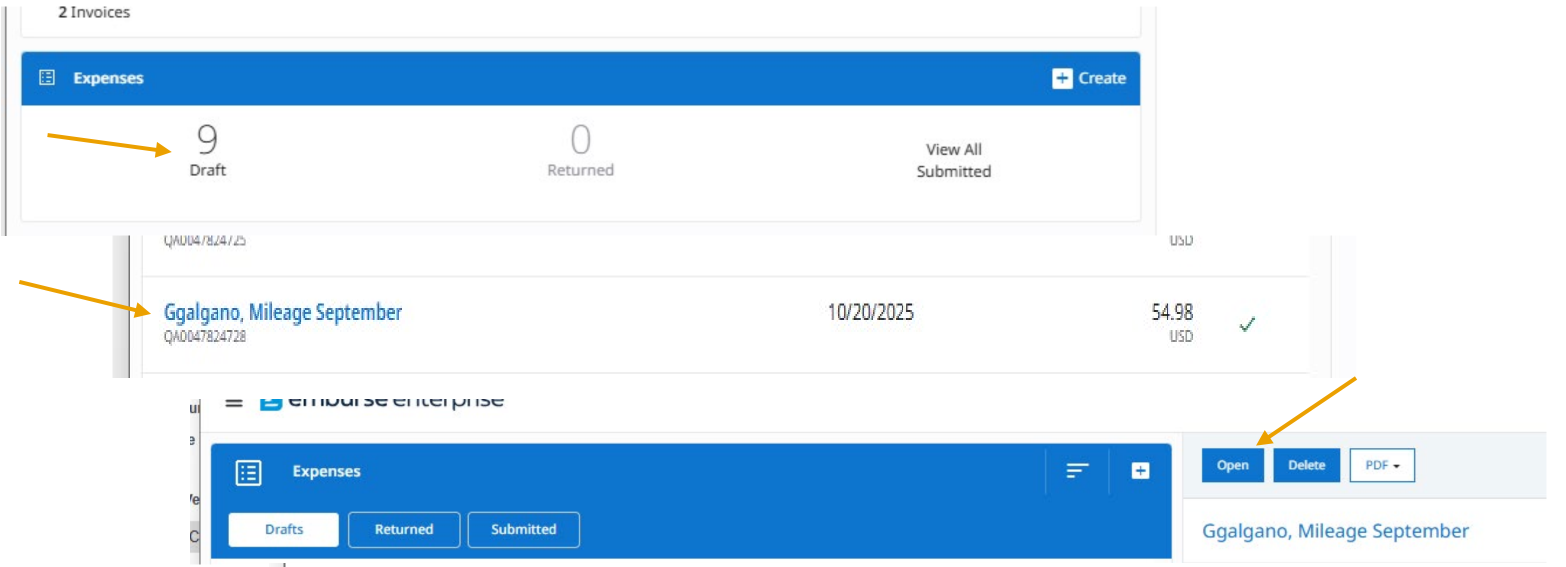
If this is all the mileage you are requesting, click submit



Click Submit again and Congratulations!

You've submitted for mileage reimbursement.

To add entries to a draft mileage claim form



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.