

students: Select **Yes** if you will be traveling with students; otherwise, select **No**.

- **Are you attending a conference:** Select **Yes** if you are attending a conference.

Add Expenses

- Select the specific expense tile you want to add to the Pre-Approval Report

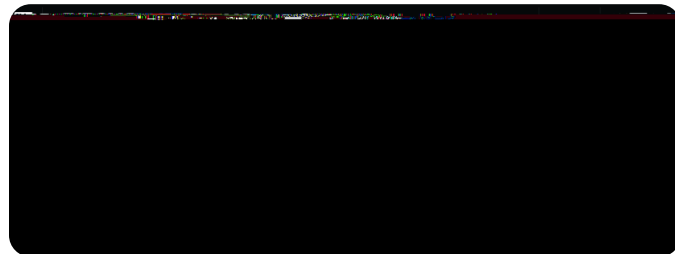


- Complete the expense tile form and click Save at the top right side of the screen to continue.

 A screenshot of the 'Airfare' expense form. The form has a title 'Airfare' with an airplane icon. It includes a 'Cancel' button and a 'Save' button at the top right. Below the title, there is a field for 'Estimated Amount' and a 'Description' field. At the bottom, there is a dropdown menu labeled '- Select -' and a field labeled 'To Be Paid By'. The bottom of the screen shows 'Personal Funds' and 'Procurement Card' options.

- **Estimated Amount:** Enter the estimated amount for this expense type.
- **Description:** Provide any additional information about this expense. This field is optional for most expense types.
- **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense.

- The expense will be added to the Pre-Approval Report and will be visible on the left side of the screen. The Add Pre-Approval Types page will appear on the right side of the screen.



- Continue adding expenses to the report by selecting the appropriate expense tile, completing the expense form, and clicking save at the top right side of the screen.

Submit

- When you have completed all the entries for the Pre-Approval Report, click the Submit button located at the bottom of the left side of the screen.

9. A submit confirmation will appear at the top of the right side of the screen.