

March Events – Expense Report Submission Guide (Emburse)

Step 1 – Start From Your Approved Pre-Approval

- Link your expense report to your approved pre-approval
- Ensure expenses match approved categories
- Do not add unapproved expense types without prior authorization

Step 2 – Required Documentation

Hotel:

1. Upload a hotel receipt that reflects a zero balance and it should include:

- Traveler (your) name
- Dates of stay
- Nightly rate
- Taxes and fees
- Payment method

If part of a group or direct-bill reservation:

- Include only your portion of the receipt.
- Funding Source: VDH or VDH Office

2. Save your request.

3. Itemize by night:

Example:

Night of March 24

- Lodging \$157
- Taxes (combined) \$15.21
- Parking (if applicable) \$15

Night of March 25

- Lodging \$157
- Taxes (combined) \$15.21
- Parking (if applicable) \$15

Do not separate individual occupancy taxes — total nightly taxes are acceptable.

Per Diem

- Itemize per diem by eligible day
- Do not upload meal receipts
- Adjust for provided meals

Example: Meals provided by VDH should receive a checkmark when you complete the Per Diem Wizard.

- March 24: No Meals Provided (If a Travel Day, only Travel Day is checked)
- March 25: Breakfast and Lunch are provided (Add checkmarks for the meals provided)
- March 26: Lunch is provided (Place a checkmark for the lunch meal provided)

Important:

- If a meal is provided and you choose not to eat it, you are not eligible for that per diem.
- If claiming meal exception due to dietary need: Upload dietary need attestation documentation

Ground Transportation

Upload receipts for:

- Uber/Lyft/Taxi (tip/gratuity may not exceed 20%)
- Public transit or Rail
- Parking
- Tolls

Note: Receipts for parking or tolls under \$75 are not required, but it is recommended that you include them when possible.

Mileage (POV)

- Your base point is your primary duty station or the primary place you report to work. The base point does not change. You should include the address, city, state, and zip code.
- Use the Calculate Mileage to enter your points of travel. Points of travel are the points that you traveled on the day listed.
- Confirm correct mileage rate (Fleet Available vs. Fleet Not Available)
- If mileage exceeds 200 miles: Attach the DPGS CBA Calculator print out. This resource is listed on your Emburse Dashboard. Attach the PDF of the CBA results with the number of miles estimated number of days necessary.

Step 3 – Final Review Before Submission

Confirm:

- All receipts uploaded
- All nights itemized correctly
- Per diem adjusted for provided meals
- Correct funding source selected
- Attach the conference agenda to the expense report.

Submit expense report promptly after travel.