

March Events – Pre-Approval Submission Guide (Emburse)

Step 1 – Identify Your Event & Dates

Confirm which event(s) you are attending:

- PHP Summit – March 24–25
- Finance-Admin In-Person Event – March 25–26
- Epidemiology Seminar – March 26
- BOMs attending Both Events – March 24–26

Confirm your attendance dates with your supervisor before submitting.

Step 2 – Confirm Your Funding Source

Funding varies by role and event.

Examples:

- PHP Summit attendees → PHP grant
- BOMs → Split funding (PHP + Finance)
- Finance-Admin attendees → Office/District budget
- Epidemiology attendees → Confirm with leadership

Always confirm funding source with your supervisor or district before submitting.

Dates of Events		
24-Mar	25-Mar	26-Mar
PHP Summit		
	Finance-Admin In-Person Staff Event	
		Epidemiology Seminar
Audience Attendance		
24-Mar	25-Mar	26-Mar
PHP Audience Funded		
BOMs		BOMs
Some Finance Staff (local)	Other Finance-Admin Staff	
		Epidemiology Staff
Hotel Dates		
24-Mar	25-Mar	26-Mar
PHP Audience Hotel Dates		
BOMs (from LHDs) Hotel Dates		
	Other Finance-Admin Staff (LHD) Hotel Dates	
	Epi Staff Hotel Dates (arrive night of 3/25)	
Funding/Cost Codes		
24-Mar	25-Mar	26-Mar
PHP Audience Funded		
BOMs (Funded by PHP)		BOMs (Funded by office/district - hotel and mileage)
Some Finance Staff (local) - mileage funded by Finance event	Non-BOM finance-admin staff (non-local) (funded by district staff - hotel stay and mileage)	Other Finance-Admin Staff (Funded by office/district - hotel and mileage)
	Epidemiology Staff (Funded by Epi?)	

Step 3 – What to include for Lodging

If lodging is paid by VDH, include:

- Hotel (approved nights only)
- Per diem (eligible travel and full days)
- Ground transportation

If you are not using lodging, include:

- Ground transportation
- Parking and tolls (if applicable)

Step 4 – Include Appropriate Expenses in Pre-Approval

Ground Transportation May Include:

- POV mileage (personal vehicle)
- Public transit
- Rideshare (Uber/Lyft/Taxi)
- Parking fees
- Tolls

Important:

- Fleet vehicles do NOT need to be listed in pre-approval. This expense is currently handled outside of Emburse. Please consult with your District or Office Fleet Administrator
- If using a personal vehicle when a fleet vehicle is available, reimbursement will be at the lower mileage rate per policy.
- If mileage exceeds 200 miles, include required cost comparison documentation.
- When estimating mileage, estimate slightly above what you predict will be to offset any trips necessary to get meals (if staying overnight).

Lodging & Per Diem (If Applicable)

If staying overnight, include:

- Hotel (each approved night)
- Per diem for eligible days

Example (March 24–26 stay):

- Hotel nights: March 24 & 25

- Per diem: March 24 (travel day)
- Per diem: March 25 (full day)
- Per diem: March 26 (travel day)

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)

Note: Adjust per diem for any meals being provided to you by VDH by checking boxes for the applicable meal.

Step 5 – Attach Agenda & Submit for Review

Before submitting:

- Attach the official event agenda
- Confirm funding source and dates
- Verify all estimated expenses

Submit pre-approval as soon as possible.

Pre-approvals route to:

- Supervisor
- Business Manager
- Additional leadership as required

Important: If traveling on PHP funding, be prepared to provide supporting documentation to the Office of Grants Administration upon request.