

Domestic Travel: PQE2026

1. **Login to:** Single Sign On (<https://sso.tamus.edu>)
2. **Select:** Emburse Expense (Chrome River).
3. **On the "Pre-Approval" tab, Click:** “⊕Creat”
4. **In the Pre-Approvals For XXX (your name), enter the following details:**

- **Report Name:** PQE2026/Snowbird, UT
- **Start Date:** January 4, 2026
- **End Date:** January 10, 2026
- **Number of Days** (auto-calculated): 7
- **Business Purpose:**

To present research results at the Physics of Quantum Electronics Winter Colloquium Conference. Participation results in mutual exchange of information, increased visibility of TAMU and TAMU Quantum Optics group, establishment of professional networks, and more efficient use of limited resources. I am traveling as an (your title, Graduate Research Assistant, Postdoctoral Researcher, etc). My presentation of research results to the scientific community falls within my job duties.

- **GSA Meal Rate:** \$60
- **GSA Lodging Rate:** \$142
- **Traveler Type:** Employee-Out of State
- **Domestic Duty Point Destination:** UNITED STATES / Snowbird,Utah
- **Personal Travel Included:** if yes, you must add comment in “Description for Personal Travel (include dates)” to explain (e.g., if departure above is on January 3, then comment would be: personal travel on January 3, not claiming rental car/gas expenses or lodging for this day, airfare quote for travel had personal travel not been involved has been obtained and forwarded to the IQSE Business office.) **Note: If personal travel is included, you MUST see Mr. Teng Ma BEFORE making any purchases, e.g., airfare, in order to ensure proper procedures are being followed so that maximum reimbursement may be obtained.**
- **Allocations:** 02-292118-00000-S IQSE-CRI - CTR FOR BIOPHOTONICS (IQSE) State

5. When all information has been entered into the Request Header, Click on the **“Save”** on the upper right corner.
6. **Add applicable expenses (you can click the ⊕ button to add a new type of expense):**
 - **Hotel:** The room rate is estimated at \$400/day, if 2, 3, or 4 people share a room, then divide the rate accordingly. Put the total in the “Estimated Amount”.

- **Individual Meals:** n/a (Food is not being reimbursed for this trip).
- **Airfare:** Estimated \$800, then click "Save"
- **Conference / Seminar:** \$625

If applicable (Travel group Leaders):

- **Miscellaneous / Other:** \$390/590/790 (\$195/\$295/\$395 × 2),
Description: Round-trip shuttle from SLC airport to Cliff Lodge, Snowbird.
 - Canyon Transportation now only operates Private transportation, SUV, 4-5 people, \$195; Van, 6-8 people, \$295; Minibus, 10-14 people, \$395 one way between SLC and Snowbird. May arrange for the travel group leader or a member to pay if not able to split the bill.
 - **Car Rental:**
 - **Due to new FLSA rules, only monthly paid TAMU employees may rent/drive rental cars**
 - Enter 200\$; (**RENTAL CAR GROUP LEADERs ONLY!!**)
 - in the Description field, enter the to/from information, e.g., "from College Station, TX to Houston, Texas on January 4, 2026, and from Houston, Texas to College Station, TX on January 10, 2026."
 - In the Notes field, enter the name of the people you are sharing the rental car with
 - then click "Save"
 - **Note: only rental car group leaders should be claiming rental car expenses; rental car groups must be approved by the Business Office PRIOR to submission of the Travel Request.**
 - **Miscellaneous / Other:** enter 50\$, Description "Gasoline", Click "Save" (**again RENTAL CAR GROUP LEADERs ONLY!!**)
7. **Email:** (iqse@tamu.edu) so that your Emburse Pre-Approval may be reviewed, account number changed (if needed) and make sure nothing else is needed (e.g., quote, etc.).

Once the IQSE Business Office has verified the information, an email will be sent to the traveler to let them know the Travel Request can be submitted. Once the traveler clicks "Submit" a message will pop up requesting confirmation from the traveler that travel request is university business, click "accept and submit" to continue the submission process. One submitted, a message pops up letting the traveler know the information has been submitted correctly.