

PRE-APPROVAL DETAILS		Emburse Enterprise
Pre-Approval Request For	Jane Doe [Managing Director / R00000000 / janedoe@ttuhsc.edu , janedoe@ttuhsc.edu]	
Report Name	TE Doe, J Jan 26,Irving,TX1/25-1/27/25	
Pre-Approval ID	0100-0176-3716	
Submit Date	12/23/2025	
Expense Dates	01/25/2026 - 01/27/2026	
Total Expenses Approved	1,241.28 USD	
Prior Approver	Auto Bot (Budget Checker)	
Destination	Irving, Texas, USA	
Fiscal Year	FY26 (Current)	
Traveler Type (E)	Employee	
Origination	El Paso, Texas, USA	
End Date	Jan 27, 2026	
APPROVER	Ortega, Robert / Assistant Vice President / Finance and Admin Elp	
Start Date	Jan 25, 2026	
Expense Owner	R00000000	
Trip Purpose (E)	Conference	
Trip Type	In-State	
Chart	E	
Business Purpose		
TACUBO Texas Association of College and University Business Officers Winter Conference		
Reason for Assignment		
This email is a notification that a Pre-Approval Report has been submitted to encumber funds for travel. You are receiving this notification because you are the Fund/ORG Manager.		
Account Summary		
		Amount (USD)
E-183167-203201-60	100.00% FUND: IDC Business Affairs Elp (LOCAL)	1,241.28
	ORGN: Business Affairs Elp / PROG: Institutional Support	
Expense Details		
Airfare		300.00 USD
Lodging		546.28 USD
	Description Hotel stay for two nights. Conference rate is \$234.00 per night	
Meals - Itemized		225.00 USD
	Description Estimated meals for three days	
	NumberofDays 3	
	AvgDailyAmt 75	
Miscellaneous / Other		95.00 USD
	Description Hotel Taxes	
Taxi / Car Service		75.00 USD
	Description Uber to and from the airport	
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