INNOVATIVE - INTEGRATED - CONNECTIONS

Creating an Expense Report from a Travel Authorization

The following instructions describe how to create an Expense Report from an approved Travel Authorization. If you are creating an expense report for travel using a District Travel Form, or for a trip without an approved Travel Authorization in ctcLink, please use those specific instructions.

You should create your Expense Report as soon as you return from your travel.

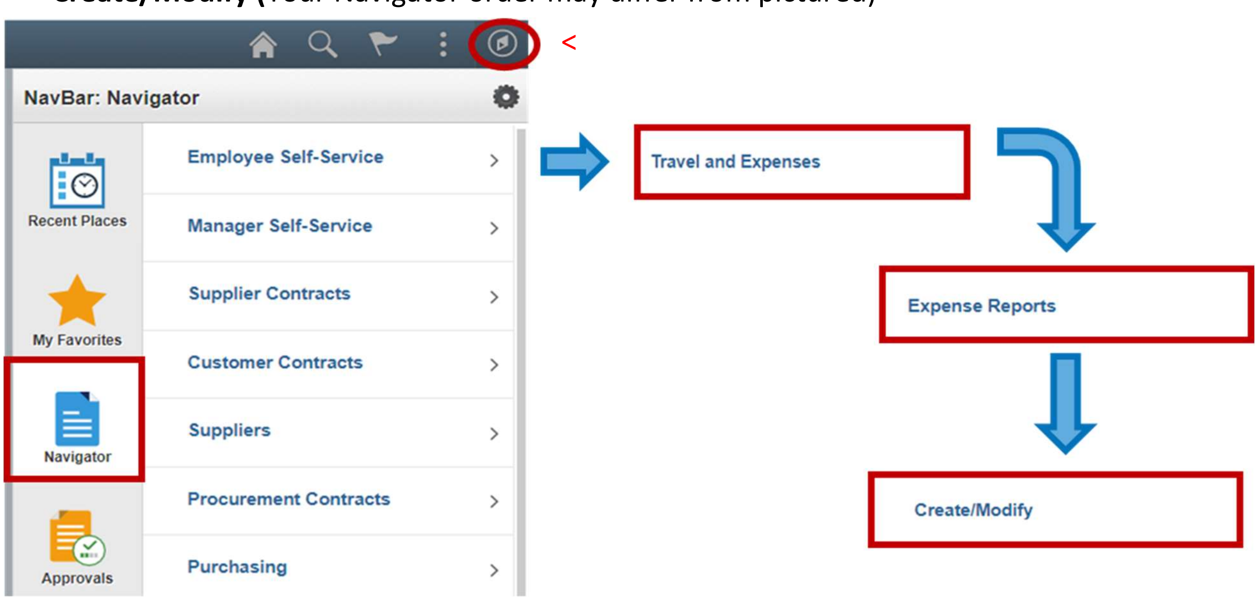
You will need to have all receipts from your trip and should scan them so they can be attached to your Expense Report.

Expense Reports can only be submitted after the travel has occurred. They are subject to approval by your HR Supervisor, the Budget Manager, Travel Manager. There may be additional levels of approval required for certain situations.

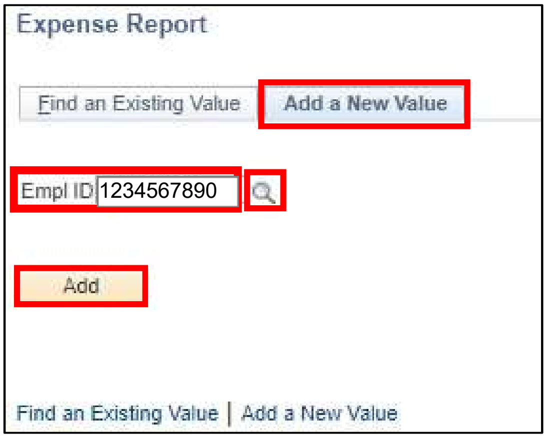
To create a new Expense Report, use the following instructions:

1. Log into ctcLink and navigate to the FSCM homepage by clicking either the FSCM link at the top or the Financial Self Service button on the left.

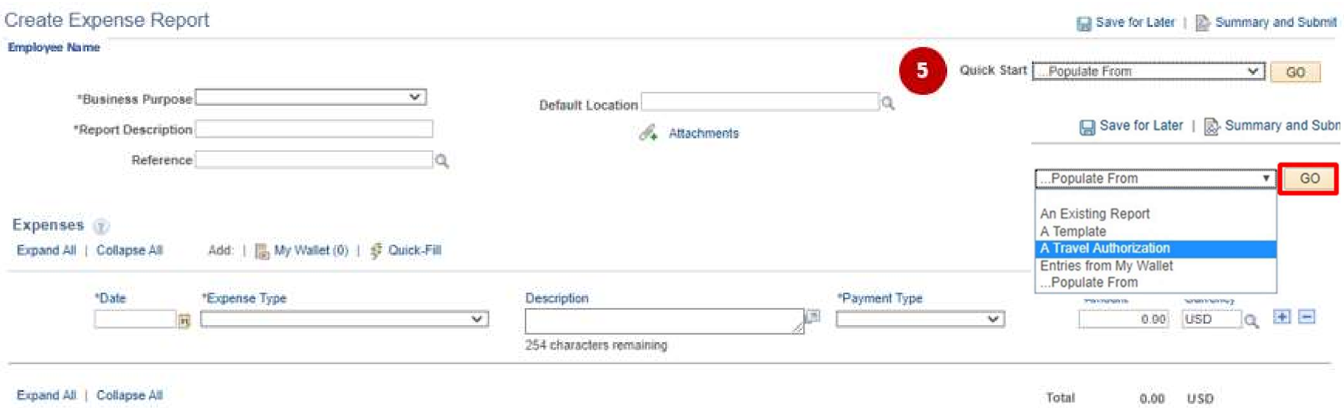
2. Please do not use the Expenses tile, but rather navigate using "Classic" navigation shown below: **NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify (**Your Navigator order may differ from pictured)



3. Select the **Add a New Value** tab. Your **Empl ID** should be the default. If you are creating an Expense Report on behalf of someone else, select the search icon. This will open the **Look Up Empl ID** window where you can select the Empl ID of the person you are creating the report for.

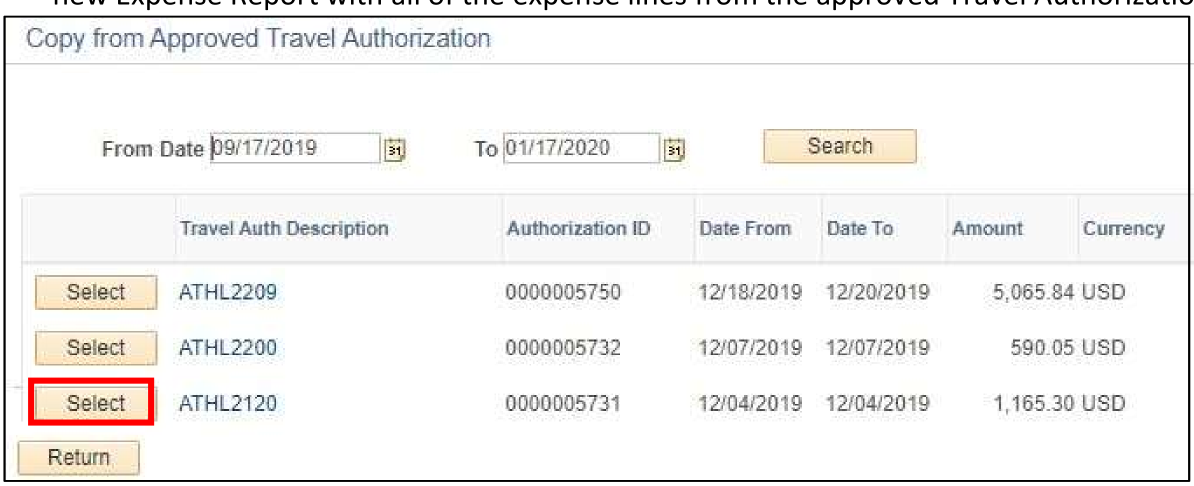


4. Select the **Add** button and the **Create Expense Report** page will display.

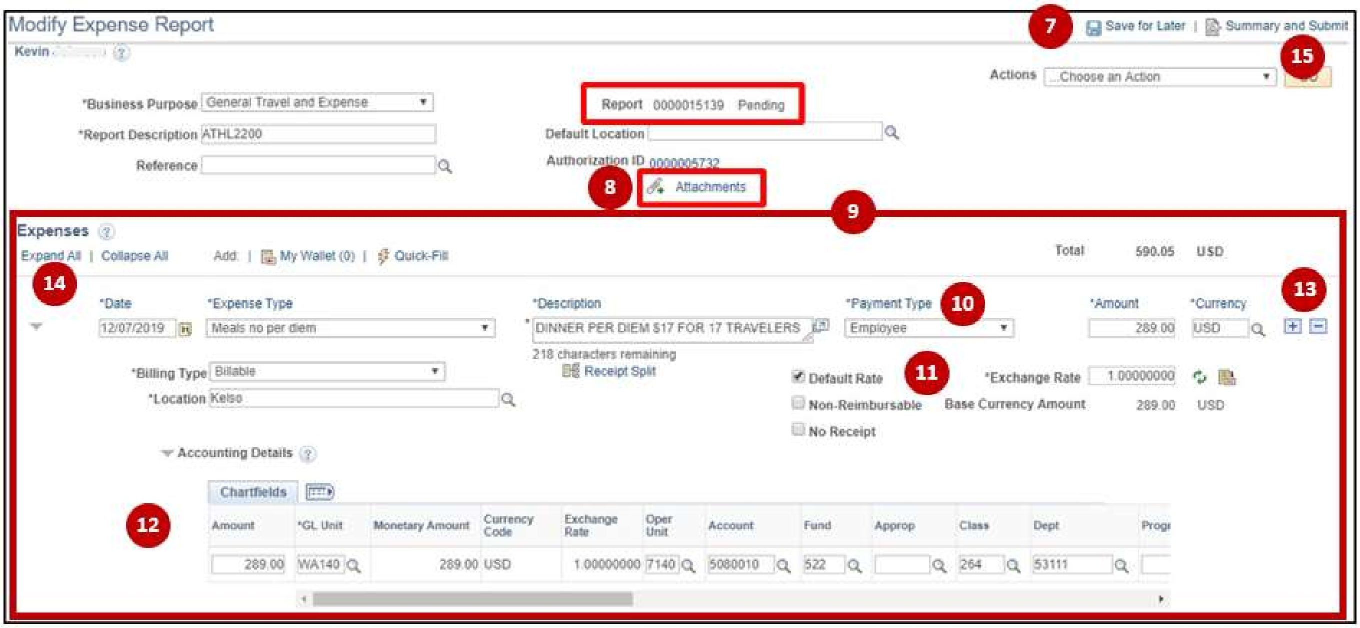


5. From the **Quick Start** drop down menu that says **Populate From** and select **A Travel Authorization**, then select the **GO** button.

6. The **Copy From Approved Travel Authorization** window opens. The **Select** button will populate the new Expense Report with all of the expense lines from the approved Travel Authorization.



7. Select the **Save for Later** link and a Report number will be assigned.



8. Select the **Attachments** link and the **Expense Report Attachments** window will open. Select the **Add Attachment** button to upload each document and enter a brief description of the receipts or other documentation being attached. Select the **Add Attachment** for each document. Once all documents have been uploaded, select the **OK** button.

9. Review each line and make any changes necessary to reflect the actual travel expenses incurred.

10. **Payment Type** – following are the only acceptable options available in the dropdown menu. DO NOT select Pre-Paid or either of the Taxable Fringe Benefit options.
    - **Employee** – if you received a Cash Advance or paid for the expense out of pocket and are seeking reimbursement.
    - **Pcard** – if the Purchasing Department paid for the expense using a College PCard. This generally occurs for conference registration fees and all modes of transportation (airline tickets, train tickets, rental cars and motorpool vans).

11. Review the check boxes for each expense line:

    - **Default Rate** – please leave this box selected.
    - The **Exchange Rate** should never change.
    - **Non-Reimbursable** – please check this box if the **Payment Type** selected was PCard. This signifies that the expense has already been paid for by the College and therefore should not be reimbursable to the employee. Motorpool are also non-reimbursable.
    - **No Receipt** – please check this box if the Expense Type does not have a receipt to support it. For instance, Transportation Mileage and Per Diem Meals do not have receipts required. For all expenses requiring receipts, the box should be left unchecked.

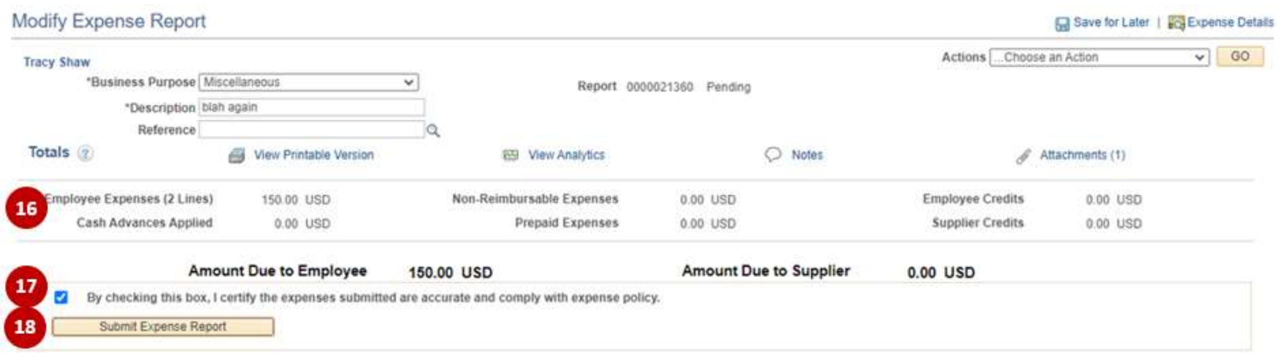
12. **Accounting Details** – select the triangle to expand this field. Please review the chartfields to ensure they remain accurate for the budget your travel expenses are being charged against.

13. If you need to add (an) additional Expense Line, click (one of) the + button(s) on the right. It does not matter which one, but it will add the line below that one. Enter the information for the new expense(s) as needed. If you need to delete a line, click the – button for that particular line.

14. Once you have entered all necessary information, you should perform a final review of the Expense Report. **Expand All / Collapse All** links can be selected to see or hide all of the details you have entered.

15. You are now ready to submit your Expense Report for approval. Select the **Summary and Submit** link.

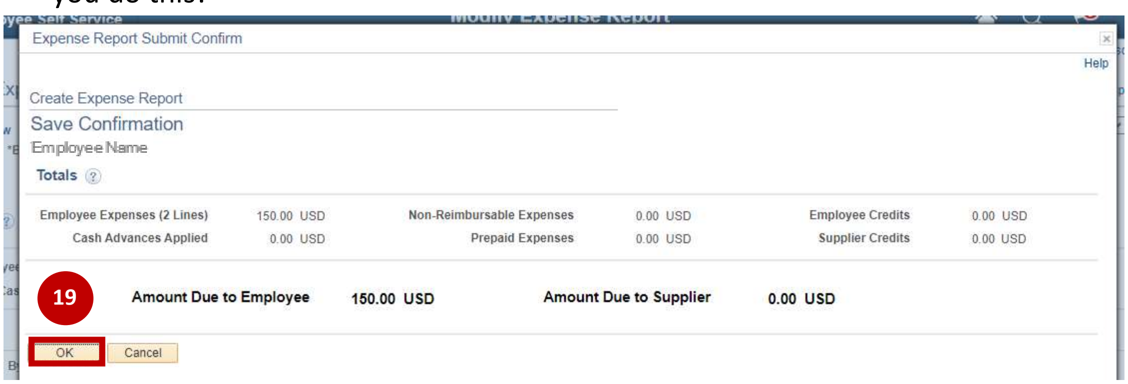
16. This will open a new page that will summarize your Expense Report. Please review the summary to ensure the amounts reflected in total accurately represent amount due to you for your of pocket expenses. If you would like to add any additional notes for the Travel Coordinator, select the **Notes** link.



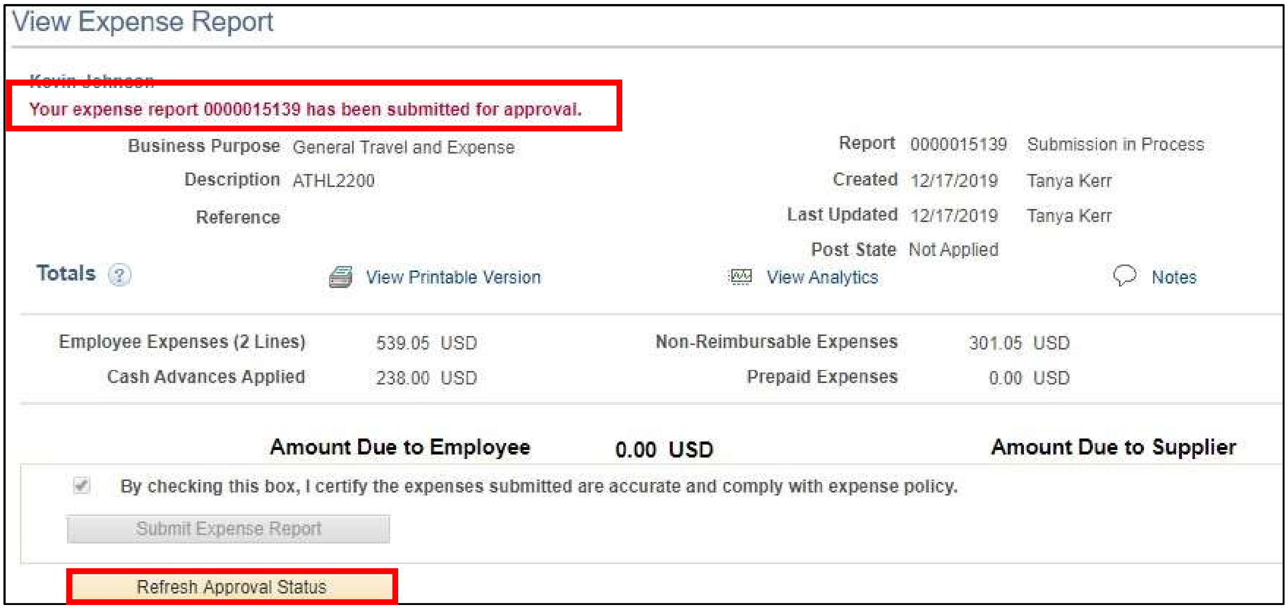
17. Select the **Checkbox** to certify that the expenses are accurate and comply with the College's policy.

18. Select the **Submit Expense Report** button.

19. The **Save Confirmation** page will open. Select the **OK** button. This step gets missed a lot, so ensure you do this!



20. You will receive a note that your Expense Report has been submitted for approval. Select the **Refresh Approval Status** button to see the approval workflow for your Expense Report.



21. You can select the **Expense Details** link if you would like to return to the detailed page.

22. If you need to make any changes to your Expense Report after it has been submitted for approval, select the **Withdraw Expense Report** button. This will pull the Expense Report out of the approval workflow. After making your changes, you must submit it for approval again (steps 18-20).

23. Once an Expense Report has been submitted, you will not be able to make changes or access it through the **Create/Modify** page. If you do need to review your Expense Report, you should access it from the **View** page where you can search using your Empl ID or Expense Report #. Use this navigation to find the View page:
NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Report > View

ctcLink Accounts

Generally, the accounts will default based on the Expense Type that has been selected. The defaults are set by the SBCTC and might not always reflect the appropriate coding so please double-check the accounts for accuracy.

If you have any questions about which Account to use, please contact the Business Office.

Below are some commonly used Accounts:

ctcLink		Legacy
Account	**Description**	**Sub-objects**
5030010	Supplies & Materials	EA
5081100	Training (including tuition)	EG
5080010	Instate Subsistence/Lodging (includes meal per diems and hotel room and taxes)	GA
5080020	Instate Airfare (for instate-to-instate air travel)	GB
5080030	Private Auto Mileage (for personal vehicle mileage only)	GC
5080040	Other Travel Expenses (includes tolls, bus, train and taxi fare, car rental, luggage fees)	GD
5080050	Out of state Subsist/Lodging (includes meal per diems and hotel room and taxes outside WA)	GF
5080060	Out of State Airfare (used whenever one or more locations are outside of WA)	GG
5081100	Training (including tuition)	EG
5081102	Conferences/Registrations	EG
5081103	Dues/Membership Fees	EG
5081120	Subscriptions (periodicals)	EJ
5081230	Software Maintenance & Subscriptions	EY

Record Retention for Original Receipts:

Original receipts for expenses should be scanned and uploaded to the Expense Report. The traveler will now be responsible for maintaining the original receipts for the record retention policy – which is currently six years. In the event of an audit, employees may be called on to produce original documentation. We recommend that you print a copy of your final expense report to retain with the original receipts.