

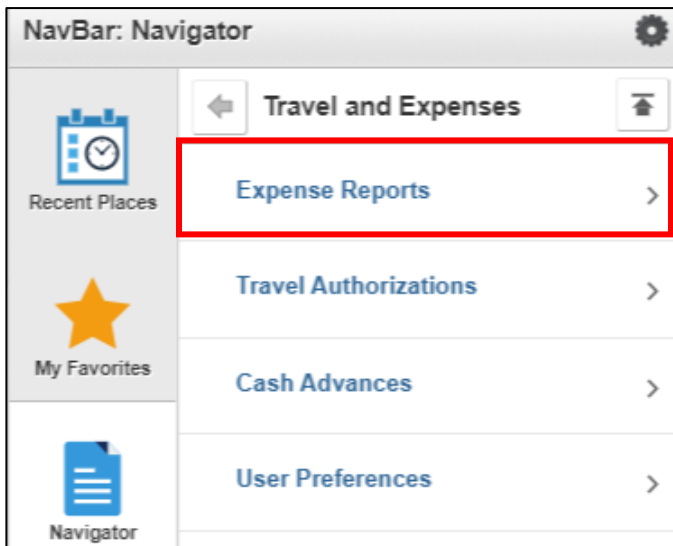
## Creating an Expense Report from a Travel Authorization

The following instructions describe how to create an Expense Report from an approved Travel Authorization. If you are creating an expense report for Blanket Travel or for a trip without an approved Travel Authorization in ctLink, please use those specific instructions. You should create your Expense Report as soon as you return from your travel. You should have all receipts from your trip and should scan them so they can be attached to your Expense Report. If you received a Cash Advance, it will be helpful to have the Cash Advance number. Please return any unused travel funds at the Cashier's Office and obtain a receipt before you begin this process.

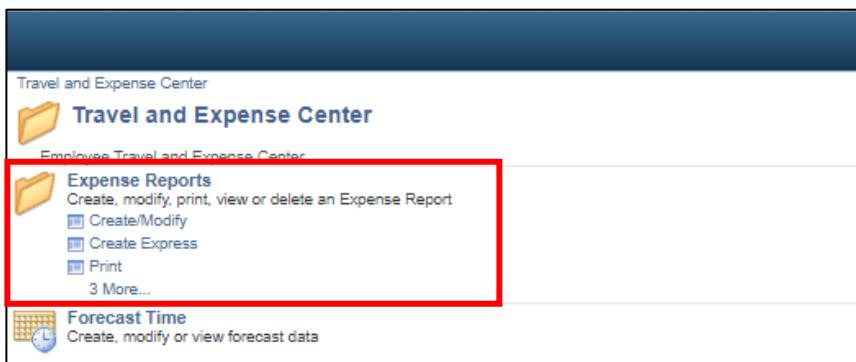
Expense Reports can only be submitted after the travel has occurred. They are subject to approval by the "Expense Approver" (Director/Dean/VP responsible for the budget account being charged) and the "Pre-Pay Auditor" (Travel Coordinator in Purchasing).

Please do not use the Expenses tile but rather navigate using "classic" navigation shown below.

**NavBar > Navigator > Employee Self-Service > Travel and Expenses**




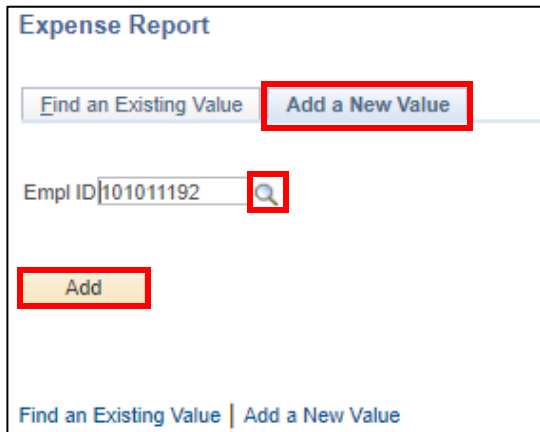
You can also access the Travel and Expense Center from Employee Self-Service that contains links to all of the travel documents on one page.



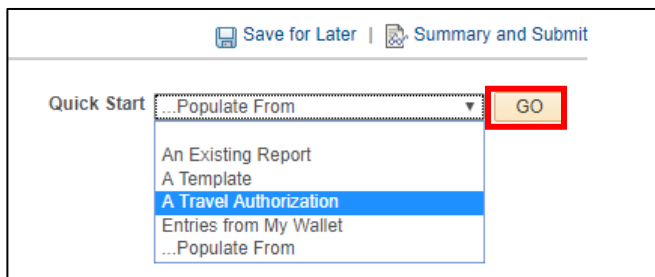
**To create a new Expense Report use the following navigation:**

**NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify**

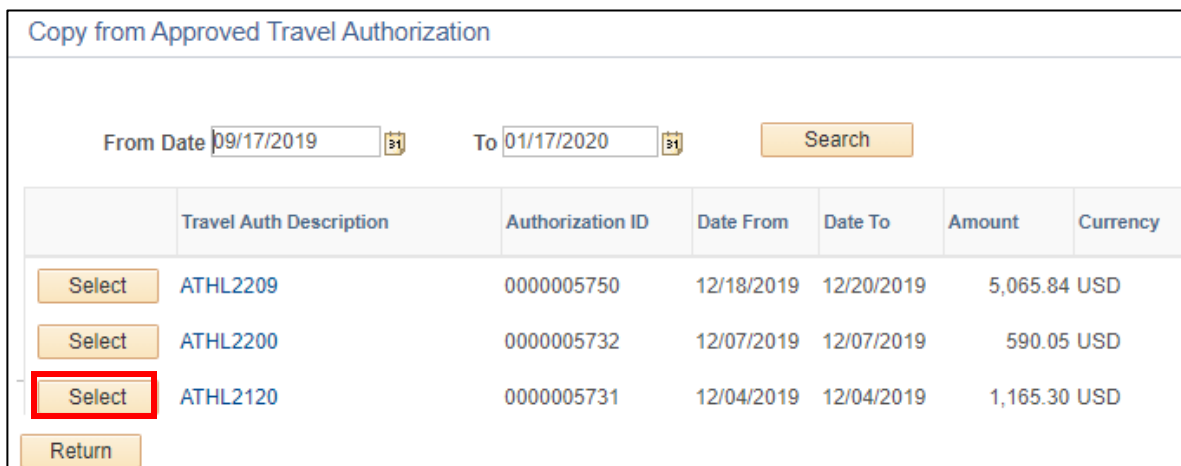
1. Either navigation will open the **Expense Report** page.
2. Select the **Add a New Value** tab. Your **Empl ID** should be the default. If you are creating an Expense Report on behalf of someone else, select the  icon. This will open the **Look Up Empl ID** window where you can select the Empl ID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



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



5. 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.



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

**Modify Expense Report** Save for Later | Summary and Submit

Kevin . . . . . ?

\*Business Purpose: General Travel and Expense

\*Report Description: ATHL2200

Reference: [Search]

Report: **0000015139 Pending**

Default Location: [Search]

Authorization ID: 0000005732

**Attachments**

**Expenses** Total: 590.05 USD

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

\*Date: 12/07/2019

\*Expense Type: Meals no per diem

\*Description: DINNER PER DIEM \$17 FOR 17 TRAVELERS

\*Payment Type: Employee

\*Amount: 289.00

\*Currency: USD

\*Billing Type: Billable

\*Location: Kelso

\*Exchange Rate: 1.00000000

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Account	Fund	Approp	Class	Dept	Progr
289.00	WA140	289.00	USD	1.00000000	7140	5080010	522		264	53111	

7. 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.

**Expense Report Attachments**

Report ID 0000015139

Details Personalize | Find | View All | [Print] | [Grid]

File Name	Description	User	Name
Return_of_CA1192.pdf	Return of Cash Adv#1192		

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

**Add Attachment**

**OK** | Cancel

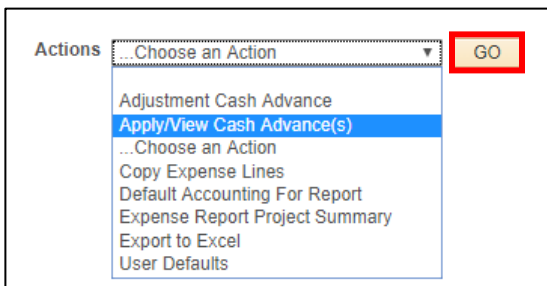
8. Review each line and make any changes necessary to reflect the actual travel expenses incurred. This is particularly important if you received a Cash Advance but did not use all of the travel funds. You must adjust the original estimate to what was actually used. These funds must be returned to the Cashier’s Office and a copy of the receipt must be attached to the Expense Report.


9. **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).
10. 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 and the Clark College Bus 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.
11. **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.

The screenshot displays the 'Expenses' interface with two expense lines. The top line is for 'Meals no per diem' (Date: 12/07/2019, Amount: 238.00 USD, Payment Type: Employee). The bottom line is for 'CLARK BUS' (Date: 12/07/2019, Amount: 301.05 USD, Payment Type: PCard). Both lines have their 'Accounting Details' expanded, showing a 'Chartfields' table with columns for Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, Oper Unit, Account, Fund, Approp, Class, Dept, and Progr.

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Account	Fund	Approp	Class	Dept	Progr
238.00	WA140	238.00	USD	1.00000000	7140	5080010	522		264	53111	
301.05	WA140	301.05	USD	1.00000000	7140	5080070	522		264	53111	

12. 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.
13. To apply a Cash Advance, select **Apply/View Cash Advance(s)** from the **Actions** drop down menu and select the **GO** button.



14. The **Apply Cash Advance(s)** page will open. Select the  under **\*Advance ID**. From the **Look Up Advance ID** window, you can select the Cash Advance to apply to this Expense Report. Then select the **Add Cash Advance** button. If you have multiple Cash Advances outstanding, please take care to apply to the correct one.

The screenshot shows the 'Apply Cash Advance(s)' page. At the top, it says 'Create Expense Report' and 'Apply Cash Advance(s)'. The 'Report ID' is 0000015139. Below this is a table titled 'Cash Advance Information' with columns: \*Advance ID, Advance Amount, Balance, Exchange Rate, and Total Applied. The table has one row with a magnifying glass icon in the \*Advance ID column, and values 0.000, 0.00, and 0.00 USD. Below the table are buttons for 'Add Cash Advance' (highlighted with a red box) and 'Update Totals'. To the right is a 'Look Up Advance ID' window. It contains fields for 'Empl ID' (101011501), 'DateTime Stamp' (12/17/2019 4:02PM), and 'Advance ID begins with'. Below these are 'Look Up', 'Clear', and 'Cancel' buttons. At the bottom of the window is a 'Search Results' table with columns: Advance ID, Advance Description, Balance, and Currency Code. The table has three rows, with the second row (0000001192 ATHL2200 289 USD) highlighted with a red box. An 'OK' button is located at the bottom left of the main page.

15. If you did not use all of the Cash Advance, you will need to enter the amount actually used in the **Total Applied** box. In the case of our example, we only used \$238. Then select the **Update Totals** button. The amount of the funds returned to the Cashier's Office should now display in the **Balance** column. If no funds were returned, the **Balance** will be zero. Select the **OK** button.

Create Expense Report

Apply Cash Advance(s)

Report ID 0000015139

**Cash Advance Information**

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000001192	289.00	51.00 USD	1.00000000	238.00 USD

Total Advance Applied 238.00 USD  
 Totals (2 Lines) 539.05 USD  
 Total Due Employee 0.00 USD

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

17. 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 any Cash Advances applied and the amount due to you if you had any additional out of pocket expenses. If you would like to add any additional notes for the Travel Coordinator, select the **Notes** link.

\*\* If you have other Cash Advances outstanding for other upcoming trips, you will see a **Warning** and the total amount of outstanding advances that could be applied to the expense report. Please disregard this warning - you should only apply an advance to the trip it is associated with.

Modify Expense Report

Kevin ...

\*Business Purpose: General Travel and Expense

\*Description: ATHL2200

Reference: [Search]

Report 0000015139 Pending

Actions: ...Choose an Action

Totals

Employee Expenses (2 Lines)	539.05 USD	Non-Reimbursable Expenses	301.05 USD	Employee Credits	0.00 USD
Cash Advances Applied	238.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>0.00 USD</b>		<b>Amount Due to Supplier</b>	
		<b>0.00 USD</b>			

**Warning**

Outstanding Cash Advance **Balance 2,036.00 USD**

There are available Cash Advances that can be applied to this expense report.  
Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

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

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

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

20. The **Save Confirmation** page will open. Select the **OK** button.
21. 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.

**View Expense Report**

Kevin Johnson

**Your expense report 0000015139 has been submitted for approval.**

Business Purpose: General Travel and Expense  
 Description: ATHL2200  
 Reference:

Report: 0000015139 Submission in Process  
 Created: 12/17/2019 Tanya Kerr  
 Last Updated: 12/17/2019 Tanya Kerr  
 Post State: Not Applied

Totals [?](#) [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (2 Lines)	539.05 USD	Non-Reimbursable Expenses	301.05 USD
Cash Advances Applied	238.00 USD	Prepaid Expenses	0.00 USD

**Amount Due to Employee: 0.00 USD**      **Amount Due to Supplier**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#)      [Refresh Approval Status](#)

22. You can select the **Expense Details** link if you would like to return to the detailed page.
23. 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).

**View Expense Report** [Expense Details](#)

Kevin Johnson

Business Purpose: General Travel and Expense  
 Description: ATHL2200  
 Reference:

Report: 0000015139 Submitted for Approval  
 Created: 12/17/2019 Tanya Kerr  
 Last Updated: 12/17/2019 Tanya Kerr  
 Post State: Not Applied

Totals [?](#) [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Employee Expenses (2 Lines)	539.05 USD	Non-Reimbursable Expenses	301.05 USD	Employee Credits	0.00 USD
Cash Advances Applied	238.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee: 0.00 USD**      **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#)      [Withdraw Expense Report](#)      Submitted On: 12/17/2019      Submitted By: Tanya Kerr

**Approval History**

Submitted Kevin Johnson → Expense Manager Sarah Gruhler → PREPAYAUD (Pooled) → Payment

24. 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 #.

### ctcLink Travel Accounts:

Generally the travel 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. For instance, if you are using the College bus or motorpool vans you would select the expense type of "Transportation Other" which is set to default to account 5080040 – Other Travel Expense. In that case, you should change the account to 5080070 – Motorpool Services.

ctcLink Account	Type	Description	Legacy Sub-objects
5080010	Expense	Instate Subsistence/Lodging	GA
5080020	Expense	Instate Airfare	GB
5080030	Expense	Private Auto Mileage	GC
5080040	Expense	Other Travel Expenses	GD
5080050	Expense	Out of State Subsist/Lodging	GF
5080060	Expense	Out of State Airfare	GG
5080070	Expense	Motorpool Services	GN
5081102	Expense	Conferences	

### Record Retention for Original Receipts:

Original receipts for expenses including hotels, taxi/Uber rides, baggage fees, registrations paid by the traveler, etc. 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, travelers 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.