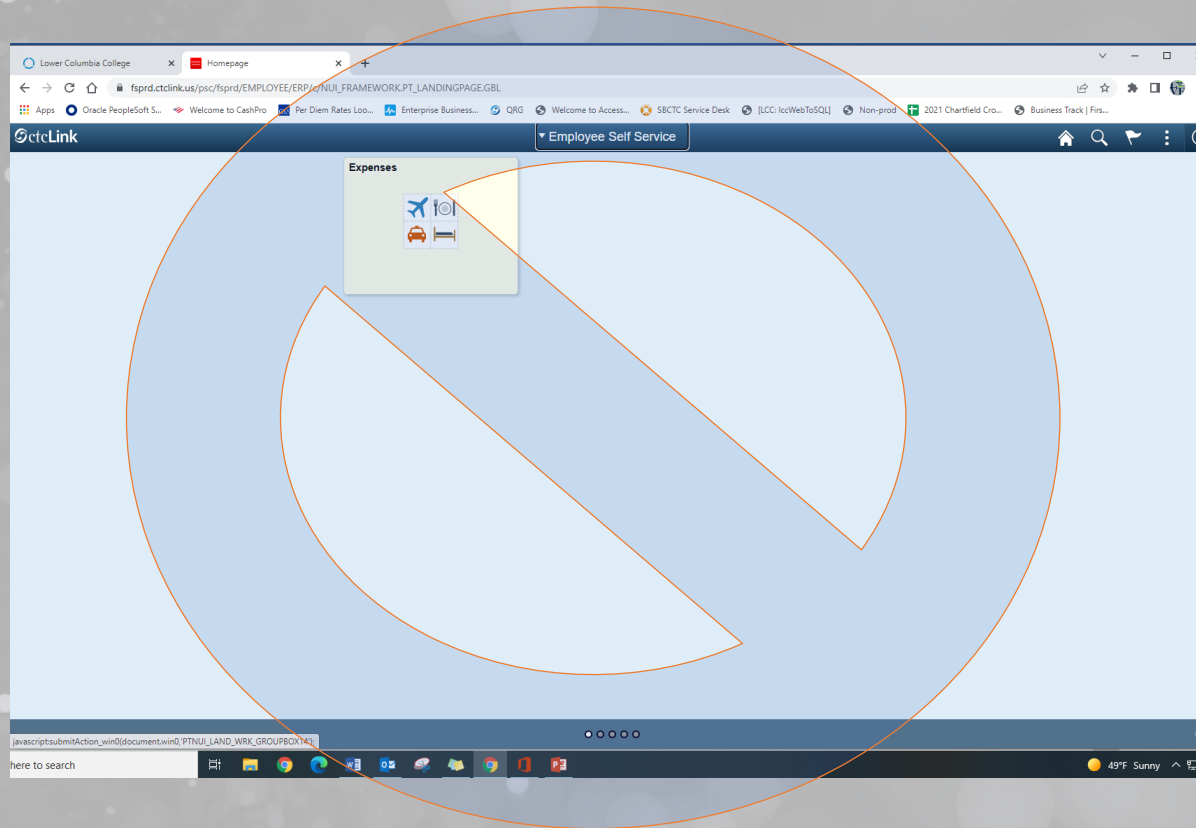


# Travel Expense Training

Navigation: NavBar > Navigator > Employee Self-Service >  
Travel and Expenses > Expense Reports > Create/Modify  
**\*Do not use expense tile shown below**




Add a New Value to create an Expense Report or search for an existing report.

[<](#) **Employee Self Service**

**Expense Report**

Find an Existing Value

Add a New Value

Empl ID  

Add






Find an Existing Value | Add a New Value

Start by adding details about the travel (Title of training, conference, or meeting).

Click on the Attachments link to include documentation & receipts for travel (expense voucher, hotel, agenda, etc.).

Expense Report

Create/Modify



New Window | Help | Personalize Page

Create Expense Report

Tanya Daymon ?

\*Business PurposeConference

\*Report DescriptionTravel Training

Reference

Default LocationSeattle

Attachments

Quick Start...Populate From



GO

Save for Later

Summary and Submit

Expenses ?

Expand All | Collapse All

Add: |  My Wallet (0) |  Quick-Fill

Total

0.00

USD

# For each day of travel, enter the travel expenses by expense type.

## Expenses ?


Expand All | Collapse All

Add: |  My Wallet (0) |  Quick-Fill

Total 352.00 USD

▼


\*Date

01/17/2022 


\*Expense Type


Hotel in State of WA ▼

\*Description

Lodging 

247 characters remaining

 Receipt Split

 Per Diem Deductions


\*Payment Type



PCard ▼

\*Amount

176.00

\*Currency


USD 

\*Billing Type

Billable ▼



\*Location

Seattle 

► Accounting Details ?

☒ Default Rate

\*Exchange Rate

1.00000000  

☒ Non-Reimbursable


Base Currency Amount

176.00 USD

☐ No Receipt

▼


\*Date

01/18/2022 


\*Expense Type


Hotel in State of WA ▼

\*Description

Lodging 

247 characters remaining

 Receipt Split

 Per Diem Deductions


\*Payment Type



PCard ▼

\*Amount

176.00

\*Currency


USD 

\*Billing Type

Billable ▼



\*Location

Seattle 

► Accounting Details ?

☒ Default Rate

\*Exchange Rate

1.00000000  

☒ Non-Reimbursable

Base Currency Amount

176.00 USD


☐ No Receipt

Expand All | Collapse All

Total 352.00 USD

Click on the plus icon to add additional expense lines. Each expense must be entered.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
01/18/2022	Hotel in State of WA	* Lodging 247 characters remaining <a href="#">Receipt Split</a> <a href="#">Per Diem Deductions</a>	PCard	176.00	USD	<a href="#">+</a> <a href="#">-</a>
*Billing Type Billable		*Exchange Rate 1.00000000				
*Location Seattle		Base Currency Amount 176.00		USD		
Accounting Details ?		<input checked="" type="checkbox"/> Default Rate <input checked="" type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt				
<hr/>						
01/18/2022	Meal in State of WA Breakfast	* Breakfast 245 characters remaining <a href="#">Receipt Split</a> <a href="#">Per Diem Deductions</a>	Employee	20.00	USD	<a href="#">+</a> <a href="#">-</a>
*Billing Type Billable		*Exchange Rate 1.00000000				
*Location Seattle		Base Currency Amount 20.00		USD		
Accounting Details ?		<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt				

[Insert Line](#)

# Enter accounting details

The Account will automatically populate based on the expense type. Travelers will need to add the remaining chart fields. Refer to the [FY22 ctclink Chart of Accounts](#) google sheet for coding.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency					
01/17/2022	Hotel in State of WA	Lodging	PCard	176.00	USD	+ -				
		247 characters remaining								
*Billing Type	Billable	Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000	↻ 📄				
*Location	Seattle	Per Diem Deductions	<input checked="" type="checkbox"/> Non-Reimbursable	Base Currency Amount	176.00	USD				
			<input type="checkbox"/> No Receipt							
▼ Accounting Details ?										
Chartfields 📄										
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class
176.00	WA130	176.00	USD	1.00000000	5080010	7130	148		44023	083





# Continue entering expenses for each day



## Items to remember:

- If p-card was used, make sure you click on the “Non-Reimbursable” that way it still acknowledges the expense, but will not pay the traveler.
- Do not change the meal amounts unless the actual amount was paid. The per diem rates will automatically generate according to the travel location.
- ctcLink will NOT allow rates for hotel or per diem to exceed allowed amount.
- Don’t have all of the information or need to finish later? You can click on disk icon and “Save for Later” in upper right corner to finish later.

*Payment Type	*Amount	*Currency
<input type="text" value="PCard"/>	176.00	USD
<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
<input checked="" type="checkbox"/> Non-Reimbursable	Base Currency Amount	176.00 USD
<input type="checkbox"/> No Receipt		



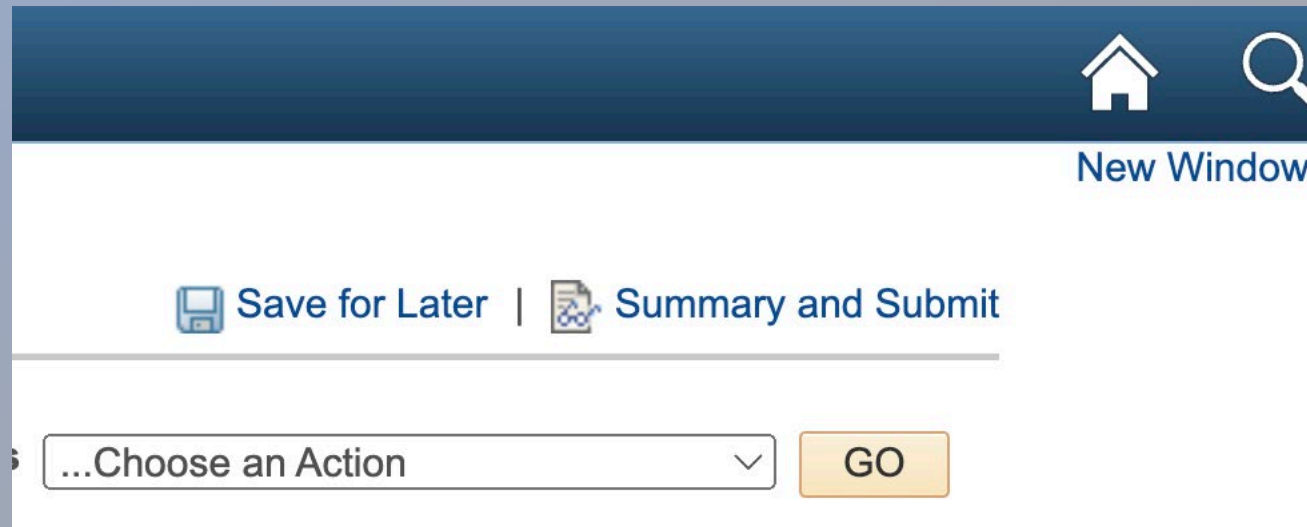
New Window

 Save for Later |  Summary and Submit

Actions



When everything is entered for the travel, click “Summary and Submit” in upper right corner.



The screenshot shows a web interface with a dark blue header bar. On the right side of the header bar are a white house icon and a white magnifying glass icon. Below the header bar, on the right, is the text "New Window" in blue. In the center of the page, there are two links: "Save for Later" with a floppy disk icon and "Summary and Submit" with a document icon and a blue arrow. Below these links is a horizontal line. At the bottom of the screenshot, there is a dropdown menu with the text "...Choose an Action" and a downward arrow, followed by an orange button with the text "GO".

Save for Later | Summary and Submit

...Choose an Action

The amount that is being reimbursed to employee should match the Travel Expense Voucher. After verifying the amounts are correct, select the check box and click “Submit Expense Report.” This will start the approval workflow. Expense Reports must be approved within the same month of submitting.

Employee Expenses (2 Lines)	352.00 USD	Non-Reimbursable Expenses	352.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	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

Write the EMPLID and Report number on top of Travel Expense Voucher, attach proper documents and send to Finance.



# Thank you

Questions, please contact

Tanya Daymon

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