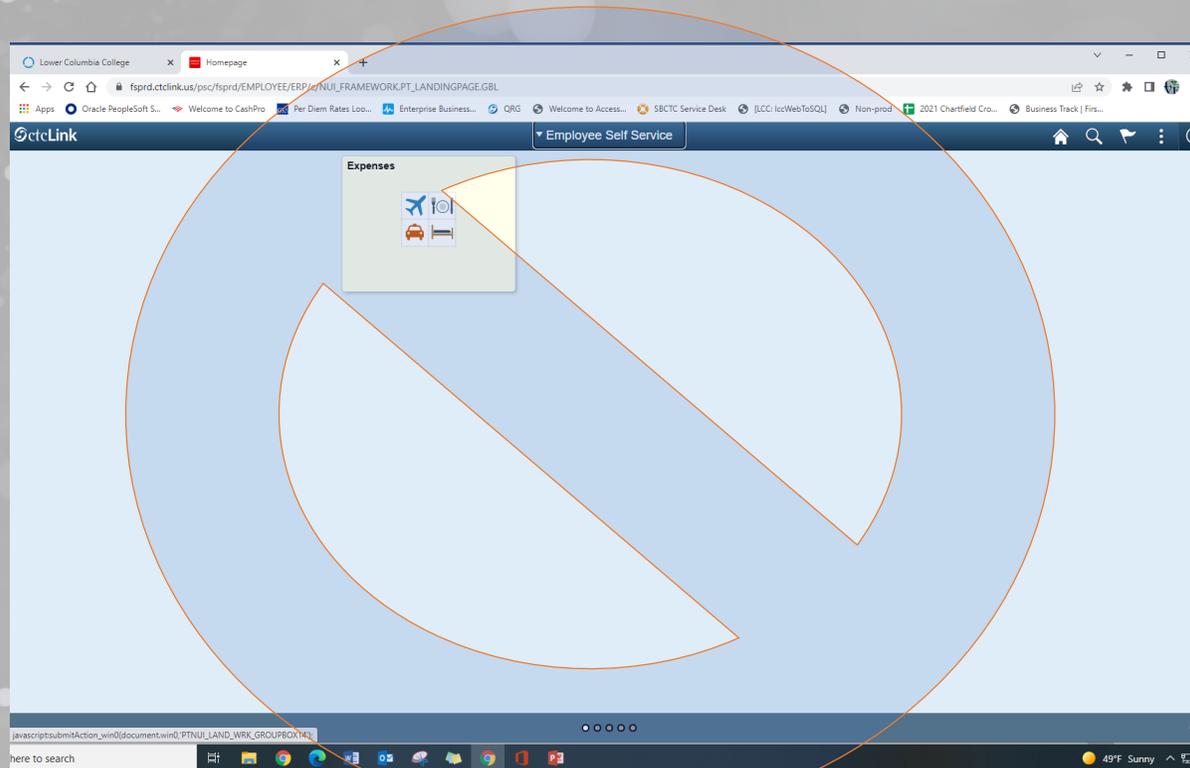


Travel Expense Training

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.).

The screenshot shows a web interface for creating an expense report. At the top, there is a dark blue header with a back arrow, the text 'Expense Report', and 'Create/Modify'. On the right side of the header are icons for home, search, notifications (3), and a menu. Below the header, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Create Expense Report' and includes a 'Save for Later' and 'Summary and Submit' link. The user's name 'Tanya Daymon' is displayed. The form contains several input fields: '*Business Purpose' with a dropdown menu set to 'Conference', '*Report Description' with the text 'Travel Training', and a 'Reference' field. There is also a 'Default Location' field set to 'Seattle' with a search icon, and an 'Attachments' link with a plus icon. A 'Quick Start' section has a dropdown menu set to '...Populate From' and a 'GO' button. At the bottom left, there is an 'Expenses' section with a help icon, and links for 'Expand All', 'Collapse All', 'Add: My Wallet (0)', and 'Quick-Fill'. At the bottom right, there is a summary row showing 'Total 0.00 USD'.

Expense Report Create/Modify

New Window | Help | Personalize Page

Create Expense Report Save for Later | Summary and Submit

Tanya Daymon

*Business Purpose Conference

*Report Description Travel Training

Reference

Default Location Seattle

Attachments

Quick Start ...Populate From GO

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	*Expense Type	*Description	*Payment Type	*Amount	*Currency
▼	01/17/2022	Hotel in State of WA	* Lodging	PCard	176.00 USD
		247 characters remaining			
		Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
		Per Diem Deductions	<input checked="" type="checkbox"/> Non-Reimbursable	Base Currency Amount	176.00 USD
			<input type="checkbox"/> No Receipt		
		<input type="checkbox"/> Billable			
		*Location Seattle			
		Accounting Details ?			

▼	01/18/2022	Hotel in State of WA	* Lodging	PCard	176.00 USD
		247 characters remaining			
		Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
		Per Diem Deductions	<input checked="" type="checkbox"/> Non-Reimbursable	Base Currency Amount	176.00 USD
			<input type="checkbox"/> No Receipt		
		<input type="checkbox"/> Billable			
		*Location Seattle			
		Accounting Details ?			

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

↓
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 ctLink Chart of Accounts](#) google sheet for coding.

*Date: 01/17/2022  *Expense Type: Hotel in State of WA  *Description: Lodging  *Payment Type: PCard  *Amount: 176.00 *Currency: USD   

*Billing Type: Billable  *Location: Seattle  

247 characters remaining
 Receipt Split
 Per Diem Deductions

Default Rate *Exchange Rate: 1.00000000  
 Non-Reimbursable Base Currency Amount: 176.00 USD
 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.

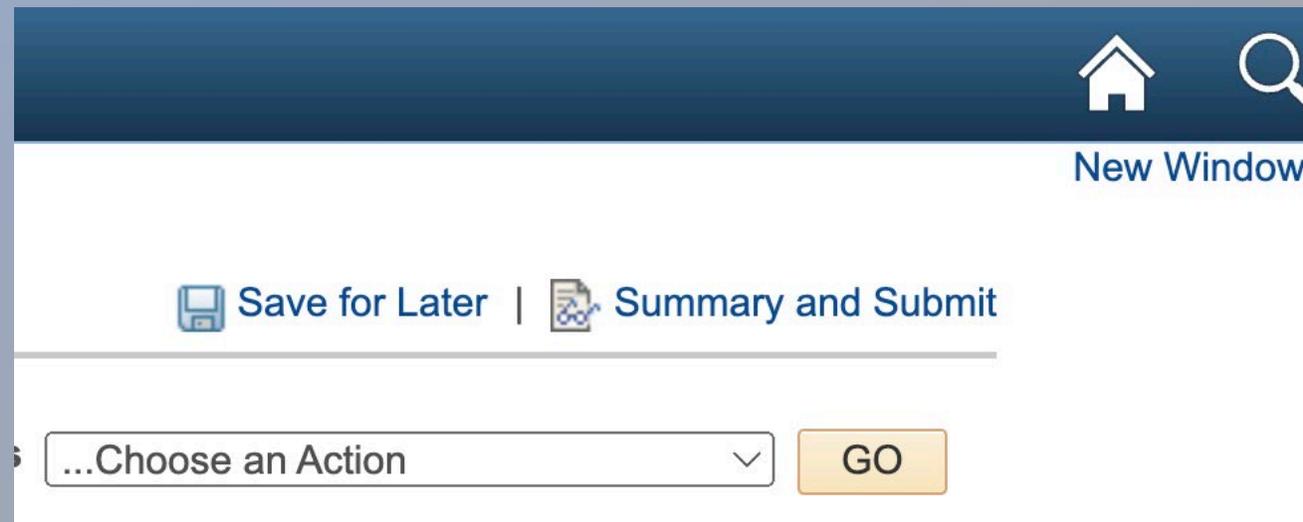
	*Payment Type	*Amount	*Currency	
	PCard	176.00	USD	+ -
<input checked="" type="checkbox"/>	Default Rate	*Exchange Rate	1.00000000	↻ 📄
<input checked="" type="checkbox"/>	Non-Reimbursable	Base Currency Amount	176.00	USD
<input type="checkbox"/>	No Receipt			


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 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

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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