

Travel Expense Training

BEFORE TRAVEL

Before staff travel for the first time

- Please email Amy Brevick
 - Include employee names, supervisor, and the budget coding.
 - This will allow Finance to verify setup in ctcLink before the Expense Report is submitted (Employee Transportation Data setup, Security Roles, HCM/FSCM Dept match, Approver Tables).

Reminder—do not use P-Cards for meals or checked baggage

- Options: Pay out of pocket during travel or request a Travel Advance.

Effective 7/1/22

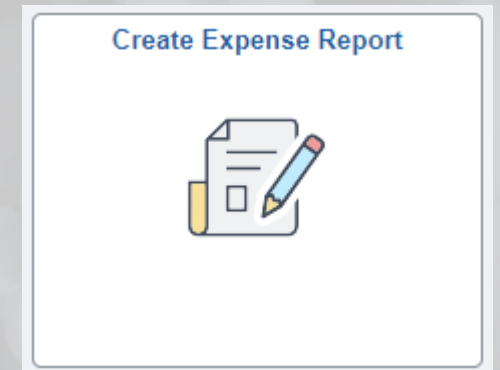
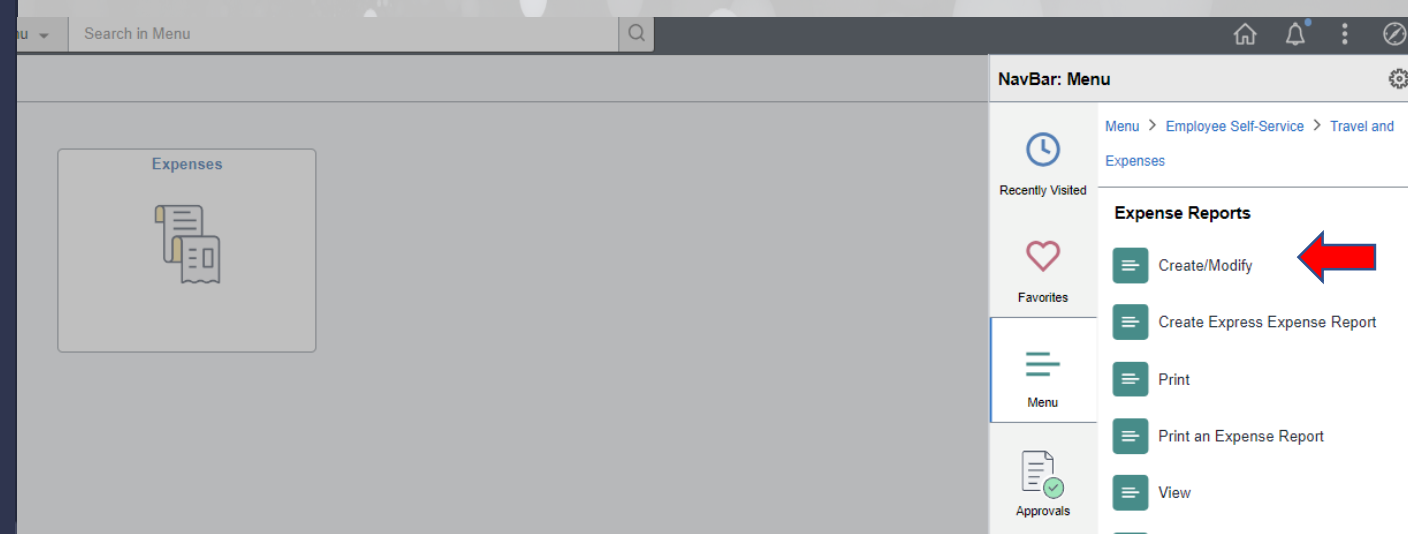
- ctcLink Expense Reports are for reimbursement only—enter expenses that need to be reimbursed in ctcLink. All other expense do not need to be entered in ctcLink.
- The Travel Expense Voucher still needs to be completed and include ALL expenses associated with the travel regardless of reimbursement.

Creating an Expense Report for Yourself

Navigation: NavBar > Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

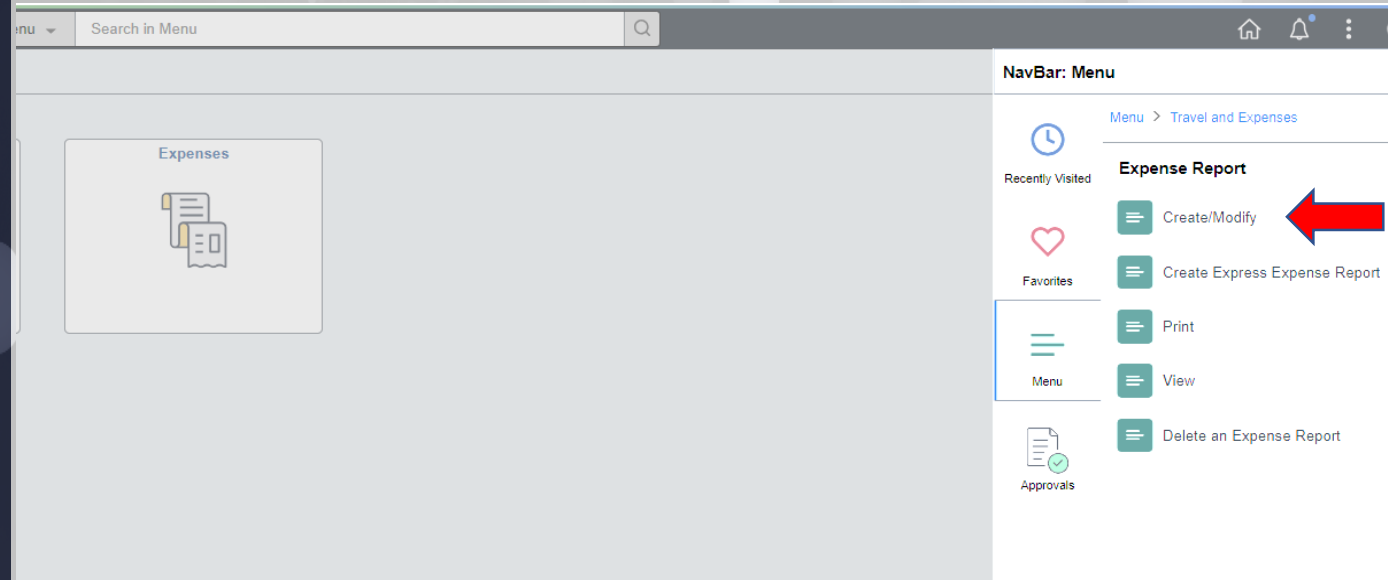
OR

Use the "Expenses" Tile and select "Create Expense Report"



Creating an Expense Report for Other Employees

Navigation: NavBar > Menu > Travel and Expenses > Expense Report > Create/Modify




Choose to add a New Value to create the 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 (Travel Expense Voucher, hotel, agenda, etc.).

Expense Report Create/Modify

New Window | Help | Personalize Page

Create Expense Report Save for Later | Summary and Submit

Tanya Daymon

*Business Purpose

*Report Description

Reference

Default Location [Attachments](#)

Quick Start

Expenses

Expand All | Collapse All Add: | |

Total 0.00 USD

For each day of travel, enter the travel expenses by expense type that need to be reimbursed to the employee.

Employee Self Service
Create Expense Report

Create Expense Report
Save for Later | Summary and Submit

Tanya Daymon

*Business Purpose:

*Report Description:

Reference:

Default Location:

[Attachments](#)

Actions: GO

Expenses

Expand All | Collapse All

Add: [Quick-Fill](#)

Total **44.00** **USD**

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/04/2022	Meal in State of WA Breakfast	Breakfast <small>245 characters remaining</small>	Employee	20.00	USD
<p>*Billing Type: <input type="text" value="Billable"/></p> <p>*Location: <input type="text" value="Seattle"/></p>		<p>Receipt Split</p> <p>Per Diem Deductions</p>	<p><input checked="" type="checkbox"/> Default Rate</p> <p><input type="checkbox"/> Non-Reimbursable</p> <p><input type="checkbox"/> No Receipt</p>	<p>*Exchange Rate: <input type="text" value="1.00000000"/></p> <p>Base Currency Amount: 20.00 USD</p>	
Accounting Details					
07/04/2022	Meal in State of WA Lunch	Lunch <small>249 characters remaining</small>	Employee	24.00	USD
<p>*Billing Type: <input type="text" value="Billable"/></p> <p>*Location: <input type="text" value="Seattle"/></p>		<p>Receipt Split</p> <p>Per Diem Deductions</p>	<p><input checked="" type="checkbox"/> Default Rate</p> <p><input type="checkbox"/> Non-Reimbursable</p> <p><input type="checkbox"/> No Receipt</p>	<p>*Exchange Rate: <input type="text" value="1.00000000"/></p> <p>Base Currency Amount: 24.00 USD</p>	
Accounting Details					

Expand All | Collapse All

Total **44.00** **USD**

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

Expenses ?

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


Total 44.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
07/04/2022	Meal in State of WA Breakfast	Breakfast 245 characters remaining Receipt Split Per Diem Deductions	Employee	20.00	USD	
*Billing Type <input type="text" value="Billable"/>		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>			
*Location <input type="text" value="Seattle"/>		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	20.00	USD	
		<input type="checkbox"/> No Receipt				
Accounting Details ?						

07/04/2022	Meal in State of WA Lunch	Lunch 249 characters remaining Receipt Split Per Diem Deductions	Employee	24.00	USD	
*Billing Type <input type="text" value="Billable"/>		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>			
*Location <input type="text" value="Seattle"/>		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	24.00	USD	
		<input type="checkbox"/> No Receipt				
Accounting Details ?						

Expand All | Collapse All

Total 44.00 USD



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 [FY24 ctcLink Chart of Accounts](#) google sheet for coding.

Expenses ?

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

Total 44.00 USD

***Date** ***Expense Type** ***Description** ***Payment Type** ***Amount** ***Currency**

▼ 07/04/2022 Meal in State of WA Breakfast Breakfast Employee 20.00 USD

***Billing Type** Billable 245 characters remaining

***Location** Seattle Receipt Split **Default Rate** ***Exchange Rate** 1.00000000

Non-Reimbursable **Base Currency Amount** 20.00 USD

No Receipt

Per Diem Deductions

▼ **Accounting Details** ?

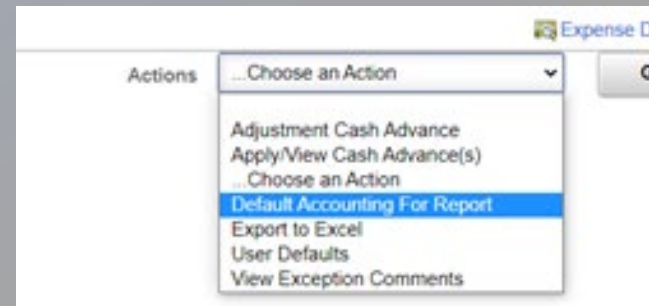
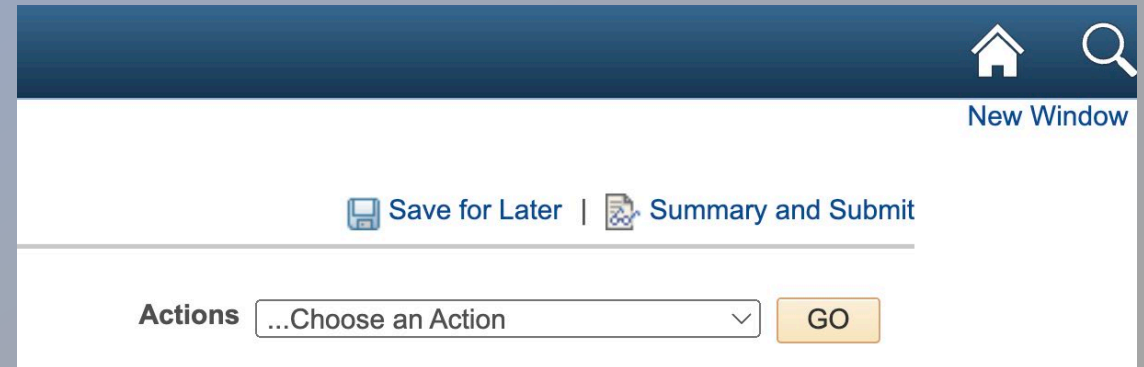
Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class
20.00	WA130	20.00	USD	1.00000000	5080010	7130	148		44023	083

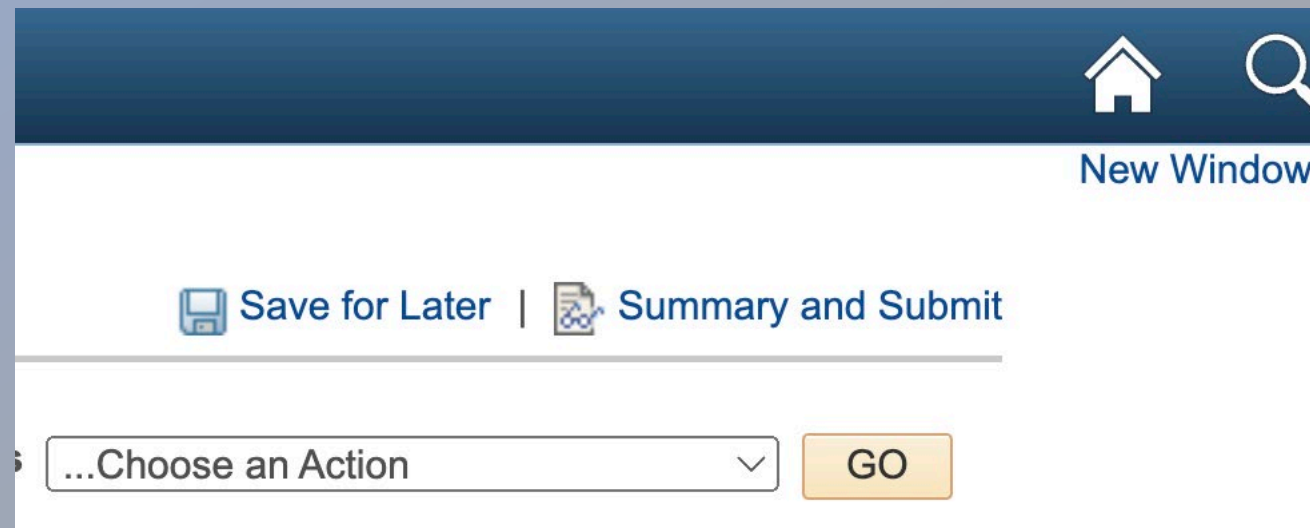
Continue Entering Expenses for Each Day

Items to Remember:

- Complete the Travel Expense Voucher first, then use it as a guide to enter reimbursable expenses in ctLink.
- Update the default chartstring for each Expense Report before adding expense lines, then you don't have to code each line. Select "Default Accounting for Report" from the Actions dropdown list.
- The per diem rates will automatically generate according to the travel location.
- Don't have all of the information or need to finish later? You can click on the disk icon and "Save for Later" in upper right corner.



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



The amount that is being reimbursed to the 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
<input checked="" type="checkbox"/>	By checking this box, I certify the expenses submitted are accurate and comply with expense policy.		
<input type="button" value="Submit Expense Report"/>			

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



Thank you

Questions, please contact
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