

Travel Expense Training

Before Travel

Before staff travel for the first time

- Please email Tanya Daymon
 - 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

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

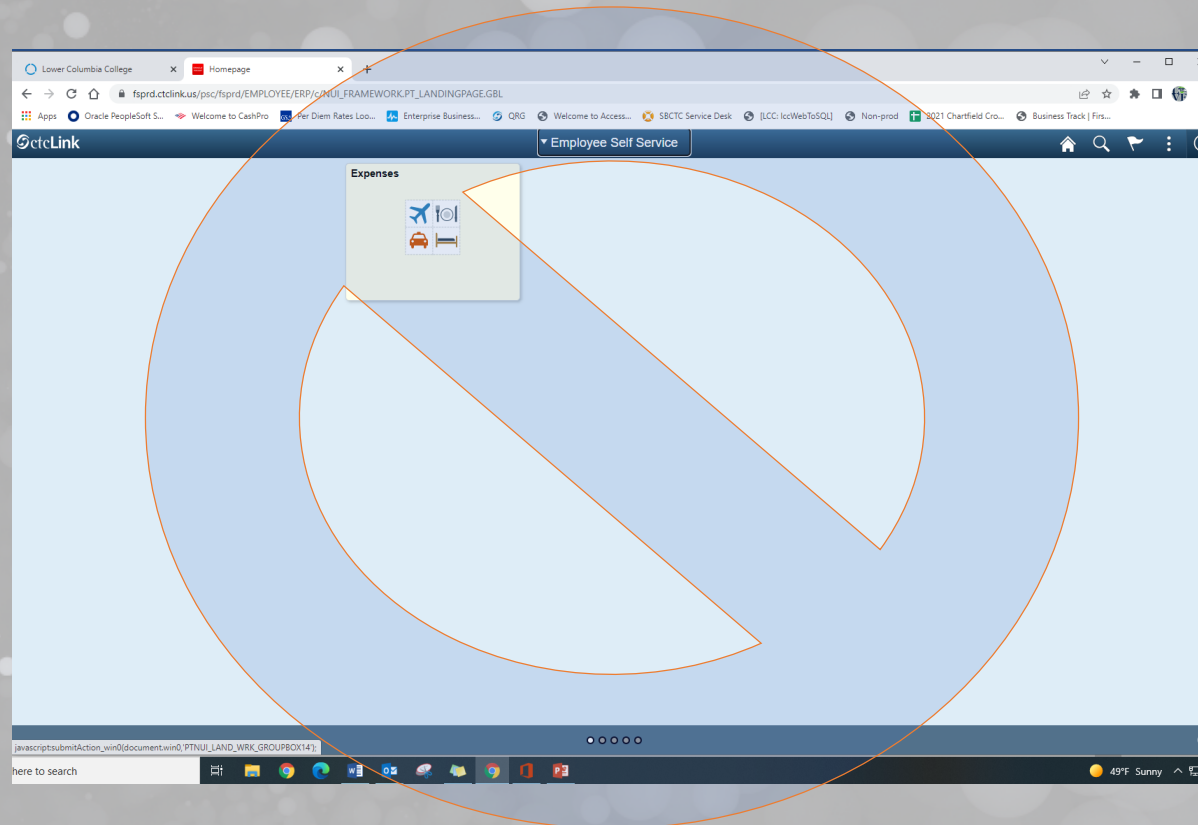
Effective 7/1/22

- ctcLink Expense Reports for reimbursement only—enter expenses that need to be reimbursed to employees in ctcLink. All other expense do not need to be entered in ctcLink.
- The Travel Expense Voucher still needs to include all expenses associated with travel.

Creating an Expense Report

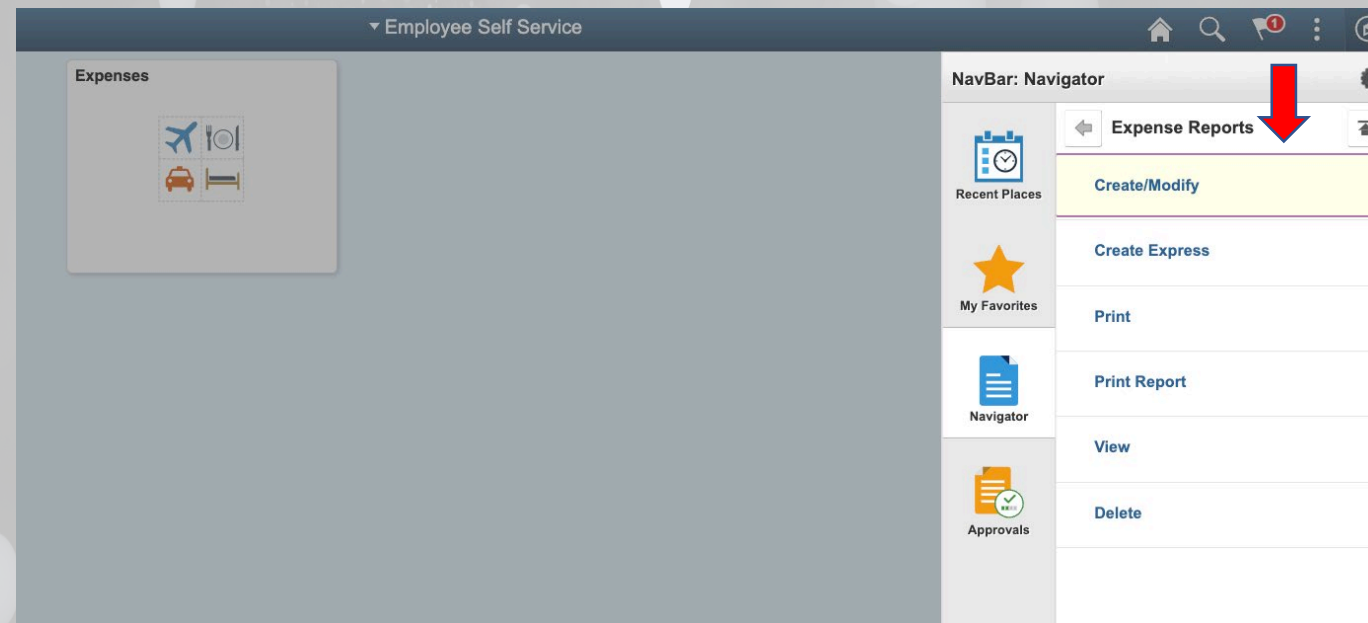
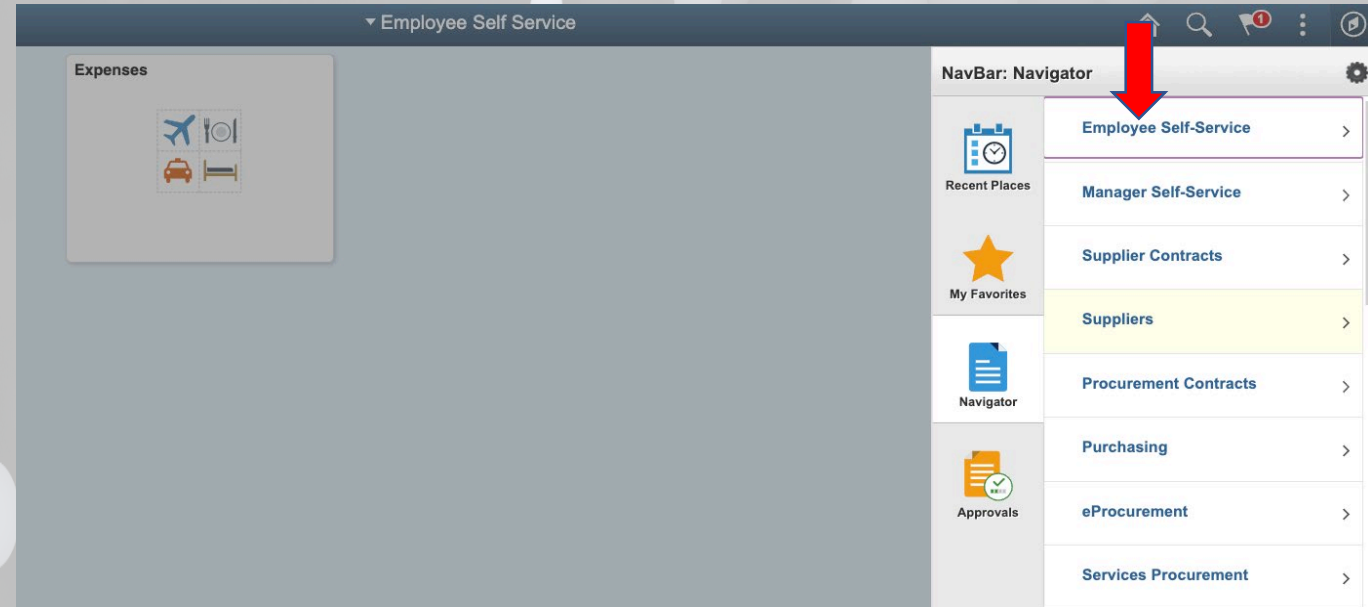
Navigation: NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

***Do not use expense tile shown below**



Creating an Expense Report

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



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 (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 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 PurposeConference

Default LocationSeattle

*Report DescriptionTraining

Attachments

Reference

Actions...Choose an ActionGO

Expenses

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

Total44.00USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/04/2022	Meal in State of WA Breakfast	Breakfast	Employee	20.00	USD
		245 characters remaining			
		Receipt Split			
		Per Diem Deductions			
		Accounting Details			
			<div><div>Default Rate</div><div>Non-Reimbursable</div><div>No Receipt</div></div>	<div>*Exchange Rate1.00000000</div> <div>Base Currency Amount20.00</div>	USD
07/04/2022	Meal in State of WA Lunch	Lunch	Employee	24.00	USD
		249 characters remaining			
		Receipt Split			
		Per Diem Deductions			
		Accounting Details			
			<div><div>Default Rate</div><div>Non-Reimbursable</div><div>No Receipt</div></div>	<div>*Exchange Rate1.00000000</div> <div>Base Currency Amount24.00</div>	USD

Total44.00USD

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

Expenses ?

Expand All | Collapse All

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

Total44.00USD

*Date

07/04/2022

*Expense Type

Meal in State of WA Breakfast

*Description

Breakfast

*Payment Type

Employee

*Amount

20.00

*Currency

USD

*Billing Type

Billable

*Location

Seattle

Accounting Details ?

245 characters remaining

Receipt Split

Per Diem Deductions

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate

1.00000000

Base Currency Amount

20.00

USD

07/04/2022

Meal in State of WA Lunch

Lunch

Employee

24.00

USD

*Billing Type

Billable

*Location

Seattle

Accounting Details ?

249 characters remaining

Receipt Split

Per Diem Deductions

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate

1.00000000

Base Currency Amount

24.00

USD


Expand All | Collapse All



Total44.00USD



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.

Expenses 


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

Total 44.00 USD


*Date

07/04/2022 


*Expense Type

Meal in State of WA Breakfast 


*Billing Type

Billable 


*Location


Seattle 

*Description


Breakfast 

245 characters remaining

 Receipt Split

 Per Diem Deductions

*Payment Type


Employee 

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt



*Amount

20.00

*Currency


USD 


*Exchange Rate







1.00000000  

Base Currency Amount

20.00 USD

Accounting Details 

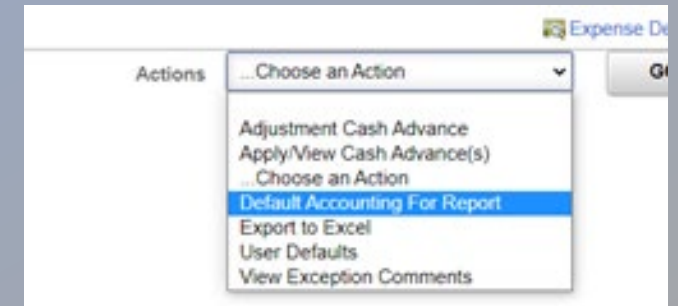
Chartfields 

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 ctcLink.
- 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 disk icon and "Save for Later" in upper right corner to finish later.



Expense De

Actions ... Choose an Action

Adjustment Cash Advance
Apply/View Cash Advance(s)
... Choose an Action
Default Accounting For Report
Export to Excel
User Defaults
View Exception Comments

*Payment Type *Amount *Currency

PCard 176.00 USD

☒ Default Rate *Exchange Rate 1.00000000

☒ Non-Reimbursable Base Currency Amount 176.00 USD

☐ No Receipt

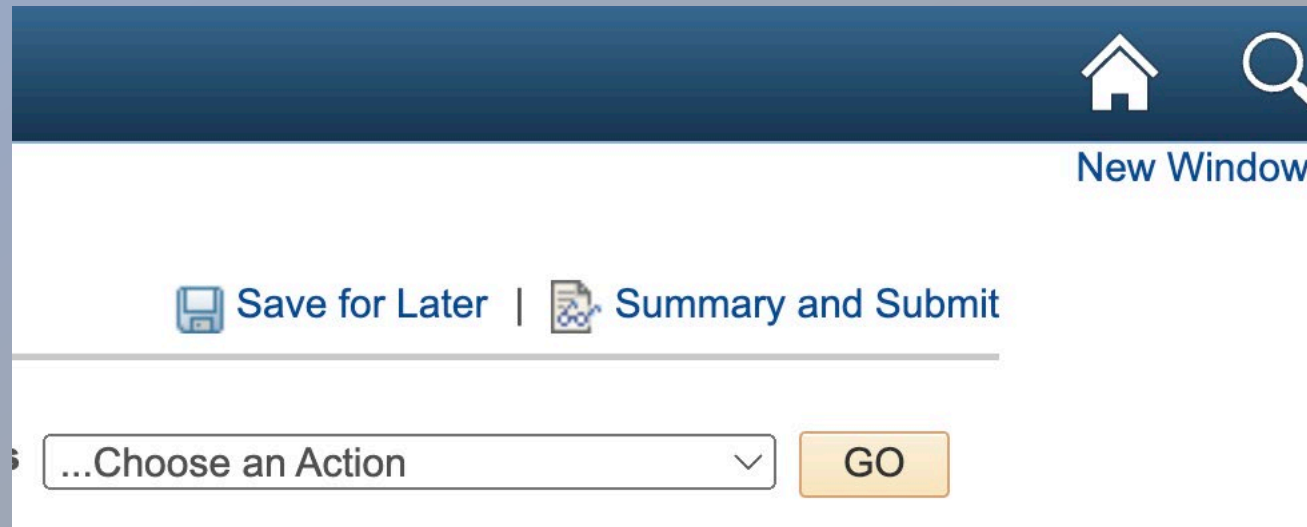
Home Search

New Window

Save for Later | Summary and Submit

Actions ...Choose an Action GO

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	0.00 USD
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☒ 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

tdaymon@lowercolumbia.edu