Creating an Expense Report for Travel Reimbursement

The following instructions describe how to create an Expense Report for travel related reimbursements where a Travel Authorization was not completed in ctcLink before the date of travel. You should create your Expense Report as soon as you've returned from the trip and have all the receipts scanned (see Record Retention for Original Receipts at the end). Ensure you have a Transportation ID before beginning if your report will include mileage. (see the "Set Up Transportation ID" walkthrough for details)

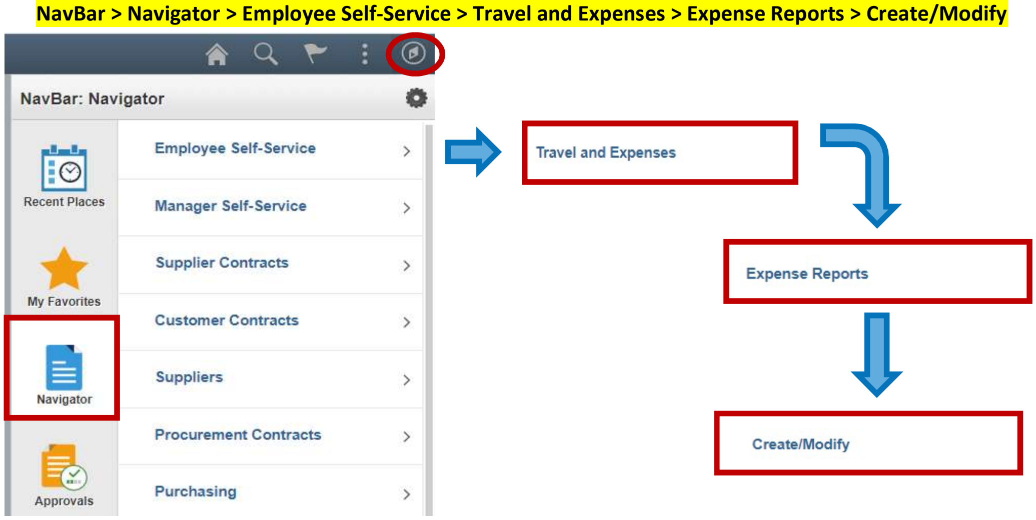
All Travel must be pre-approved with a Travel Authorization.

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" (Accounts Payable).

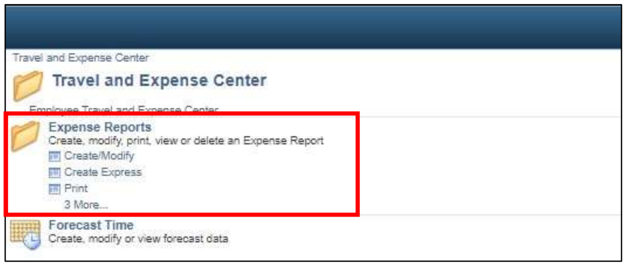
To create a new Expense Report, use the following navigation:

1. Log into ctcLink and navigate to the FSCM homepage.

2. Please do not use the Expenses tile but rather navigate using "classic" navigation shown below.
   NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

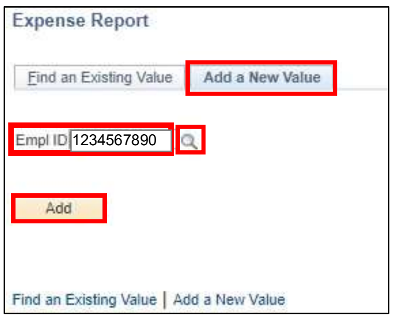


You can also access the Travel and Expense Center from Employee Self-Service that contains links to all of the travel documents on one page.

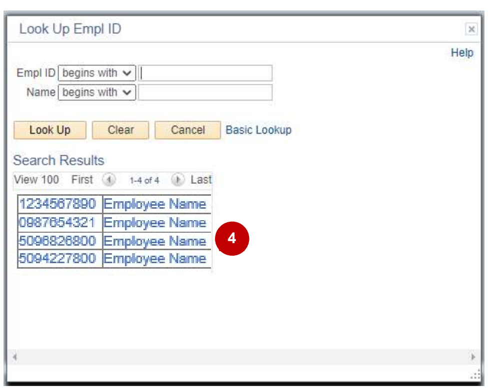


Either navigation will open the **Expense Report** page.

3. Select the **Add a New Value** tab if not already selected. Your **Empl ID** should be the default. If you are creating an Expense Report on behalf of someone else, either type in the EMPL (skip to step 5), or select the icon (continue to step 4).



4. 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 (If you do not see the EMPL ID for the person you are trying to do a report for, please contact the HelpDesk to get them added to your list). After selecting the correct EMPL ID, you will return to the previous page.



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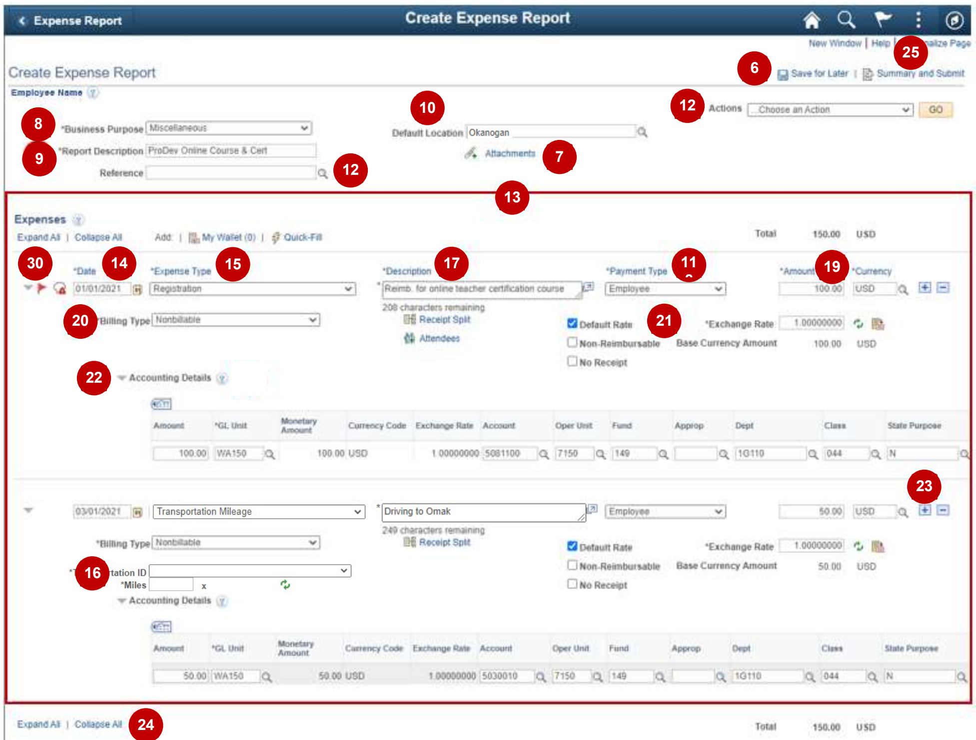
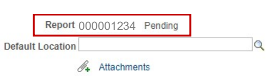
5.

6. Select the **Add** button and the **Create Expense Report** page will display.



7. Note that you will be able to save your progress with the Save for Later link after entering date into:
   - Business Purpose (step 8)
   - Report Description (step 9)
   - Expense Type (step 15)

   If you choose to save after entering data in these fields, you will see a message at the top-center of the report with the Report Number and the Report Status.



See the Appendix for instructions on how to return to a saved report

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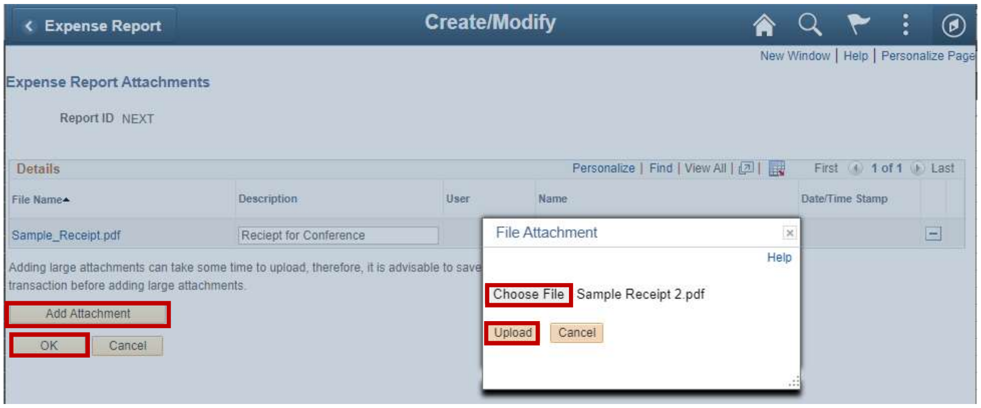
8. Select the **Attachments** link and the **Expense Report Attachments** window will open.



Select the **Add Attachment** button to bring up the File Attachment window. Here you can upload single or multiple files from your computer. When done adding attachments, click Upload to attach them to the Report. For each document enter a brief description of the documentation being attached.

Here you will attach your District Travel Authorization or your Approved A-40 form.

Receipts for travel are NOT required for meals and personal vehicle mileage reimbursements. All other expenses will require a receipt.

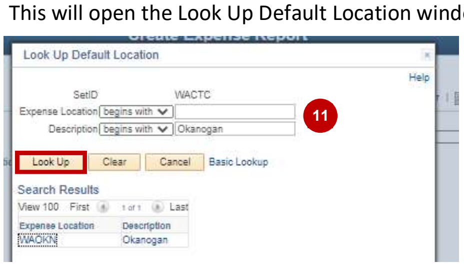
Once all documents have been uploaded, select the **OK** button.

9. From the **Business Purpose** drop down menu, select the option that best suits your purchase (see ctcLink Accounts section at the end for examples)

10. In the **Report Description** text box, enter a brief description that will allow you to remember what the reimbursement is for. Please note that there is a 30-character limit.

11. The Default location is the place you are traveling to. In the event of multiple stops, please pick the one where most of the expenses take place. To enter the Default Location, click the to the right of the field

This will open the Look Up Default Location window.



12. Enter the city to which you traveled in the Description field, then click Look Up. This will bring up a list of cities that match that criteria.

In the event that ctcLink does not have the city to which you traveled in the system (which can happen frequently as not all cities in the US or even WA are entered), you will want to find a city in either the same county, or at least one with the same per diem. Please see the walkthrough “Creating a Travel Authorization” for information on finding the per diem of a location.

Once you have found the correct Expense Location, click on it in the Search Results to be returned to the main page.

13. The **Reference** and **Actions** boxes will not be used.

14. Now you will enter the information about the **Expenses**

15. Enter the **Date** of the transaction (the actual date of purchase or first date of travel).
    a. Please note that if the date is more than 30 days in the past, you will need to provide justification as that exceeds WVC policy. The example on page 3 shows a red flag because this hasn’t been done yet (you will provide that information later if necessary).

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16. From the **Expense Type** drop down menu, select the appropriate option. Some example include:
    - Hotel in State of WA – For the room rate only
    - Hotel Room Tax (IN STATE) – For the room taxes (must be separate)
    - Meal IN State of WA Breakfast/Lunch/Dinner - For the per diem meal rate for that meal/location
    - Meal outside of WA Dinner - For the per diem meal rate for that meal/location
    - Transportation Mileage – For reimbursement for your personal vehicle mileage used for travel

    If you have questions, please contact your Budget Authority or the Business Office.

17. Many of these choices will open a new field box:
    - Airline will open a Ticket Number field – enter the ticket number here
    - Hotel (in State or Outside State, but not International) will open a Location field, which will auto-populate from the Default Location you entered in step 10. You can change this location here with the and following the same steps in step 10.
    - Meals (in State or Outside State, but not International) will open a Location field, which will auto-populate from the Default Location you entered in step 10. You can change this location here with the and following the same steps in step 10.
    - Transportation Mileage will open a Transportation ID field and a Miles field.
        - Click the drop-down arrow to find your Transportation ID
          If you do not have a Transportation ID, this means that you have not completed the “Set Up Transportation ID” walkthrough. You will not be able to continue without doing so. Please see step 6 to Save for Later, complete the Set Up Transportation ID walkthrough, and return to enter your Transportation ID.
        - Enter the miles to your location (you will enter your return miles in a separate Expense Line if the return trip is a different day)

18. In the **Description** text box, enter a brief description of the reimbursement. (The small arrow button to the right of the box will open the description in a pop-up window to show the entire text.) There is a 254-character limit.

19. From the **Payment Type** drop down menu, select ‘Employee’. Any other option will result in you not receiving payment.

20. In the **Amount** text box enter the amount for the (first) receipt, unless the expense is a meal per diem, which will autofill. The currency field to the right should not be changed from USD.

21. Formerly, you could choose the **Billing Type**, but now the only choice is Billable, and that is automatically selected.

22. Review the following:
    - **Default Rate** – please leave this box selected.
    - **Non-Reimbursable** – would only be checked 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 and thus should not be on your Expense Report.
    - **No Receipt** – please check this box if the Expense Type does not have a receipt to support it. Most reimbursement expenses require receipts (aside from Meal per diems and Mileage), so the box should be left unchecked unless the expense is for Meals and/or Mileage.
    - **Exchange Rate** – this rate should never change.

23. **Accounting Details** – select the small triangle to expand this field. Please review the chartfields to ensure they remain accurate for the budget your travel expenses are being charged against.

    - **For all chartfields, please ensure the following boxes are filled (note – you can get the Fund, Class, and Dept numbers from your Budget Authority)**:
        - **Amount** – should autofill
        - **GL Unit** – enter WA150
        - **Account** – select the correct account from the drop down menu or type it in (see ctcLink Accounts on last page for account information)
        - **Oper Unit** – enter 7150
        - **Fund** – enter select the correct fund from the drop down menu, or type it in
        - **Dept** – select the correct dept from the drop down menu, or type it in (note that a number will be autofilled in here – this is not the correct Dept for your expense)
        - **Class** - select the correct class from the drop down menu, or type it in
        - **State Purpose** – This should always be 'N' in this instance, and should autofill.

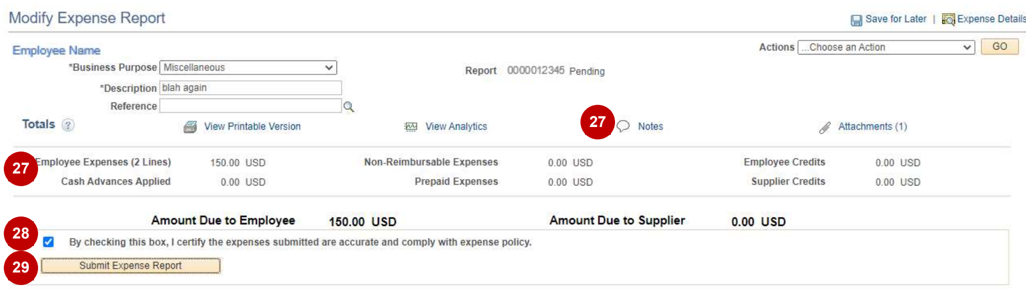
    - **Some chartstrings may also require some or all of the following:**
        - **Approp -** Only used for certain budgets – enter select the correct fund from the drop down menu, or type it in if you were given one to use
        - **PC Bus Unit – enter WA150 ONLY if you have a Project and Activity to enter**
        - **Project -** Only used for certain budgets – enter select the correct fund from the drop down menu, or type it in if you were given one to use
        - **Activity -** Only used for certain budgets – enter select the correct fund from the drop down menu, or type it in if you were given one to use
        - **Subsidiary** – Unless this is another WA State Agency, it should be blank. If you are unsure, contact the Business Office.

24. If you have more than one Receipt/Expense type, click the + button to the right of the Currency box. This will open a second Expense line. Repeat steps 12-19 for each Receipt/Expense.

25. 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.

26. You are now ready to check for errors and submit your Expense Report for approval. Select the **Summary and Submit** link in the top right corner of the window.

27. This will open a new page that will summarize your Expense Report.



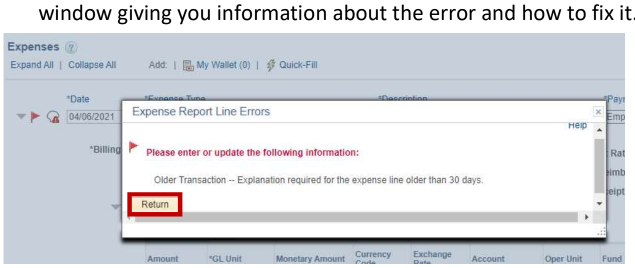
28. Please review the summary to ensure the amounts reflected in total accurately represent all out of pocket expenses. If you would like to add any additional notes for the approvers, select the **Notes** link.

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

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

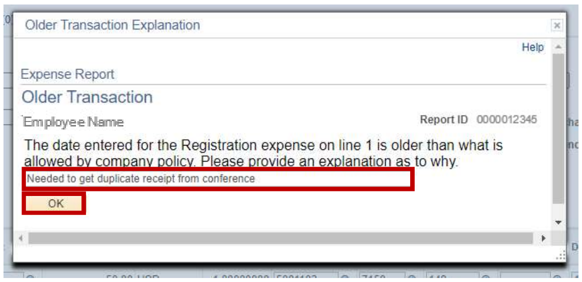
31. If there are errors, you will be returned to the Expense Report to correct them. If not, skip to step 32.

   Look for Red Flags at the right of the Date (see the example on page 3). Clicking the Red Flag will open a window giving you information about the error and how to fix it.



   Click Return to return to the Expense Report

   The icon to the left of the flag in the example on page 3 is a comment box. In this case the error is that the date of the purchase is more than 30 days from the date of the Expense Report. You would click the icon to open the Older Transaction Explanation window and provide the reason for being late.



Click OK.

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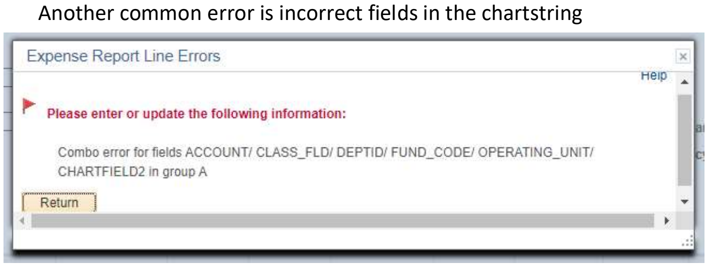
You will see that the Flag has cleared and the icon now shows a yellow triangle to indicate a note. You can click on the icon again and change your response if necessary.

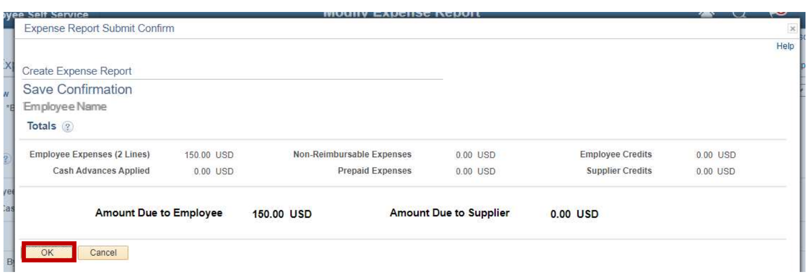
Another common error is incorrect fields in the chartstring



If you see this error, please verify that your chartstring is correct in step 19. If you still receive this message after making corrections, please contact the Budget Authority for help. Please note that this type of error will not clear until you attempt to resubmit.

32. Once the errors are corrected, repeat steps 22-26.

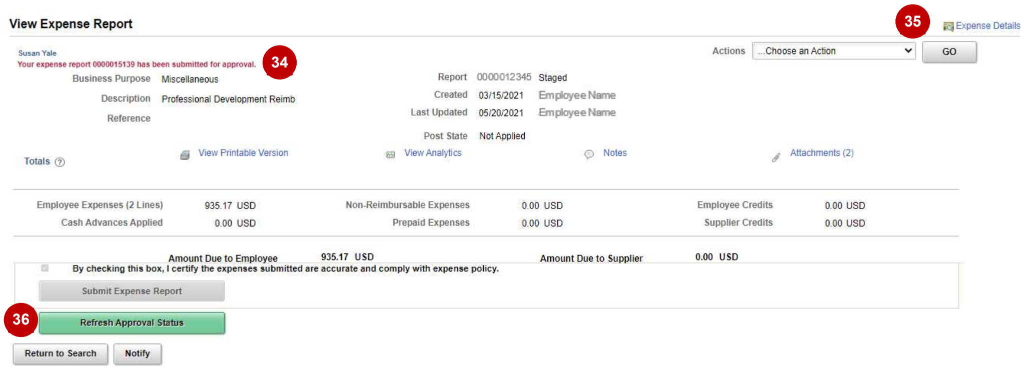
33. The **Submit Confirmation** page will open.



(This is your last chance to go back and make changes before it is submitted for approval)

Select the **OK** button.

34. This will open the View Expense Report window (very similar to the Modify Expense Report earlier.)



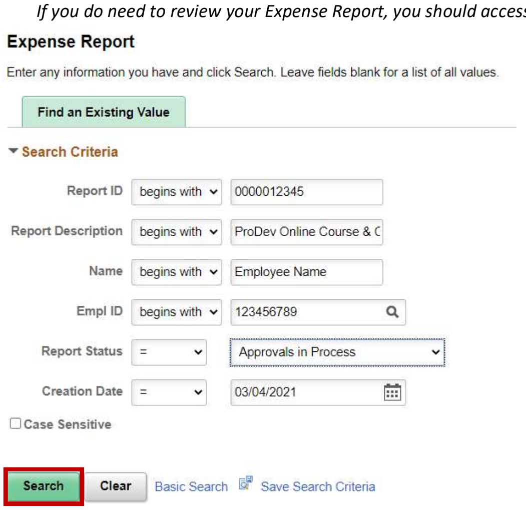
35. You will receive a note that your Expense Report has been submitted for approval. You can make a note of this number to find the report later (or search by your EMPL ID)

36. You can select the **Expense Details** link if you would like to return to the details page.

37. Select the **Refresh Approval Status** button to see the approval workflow for your Expense Report (This may not work right away as the system needs to refresh).

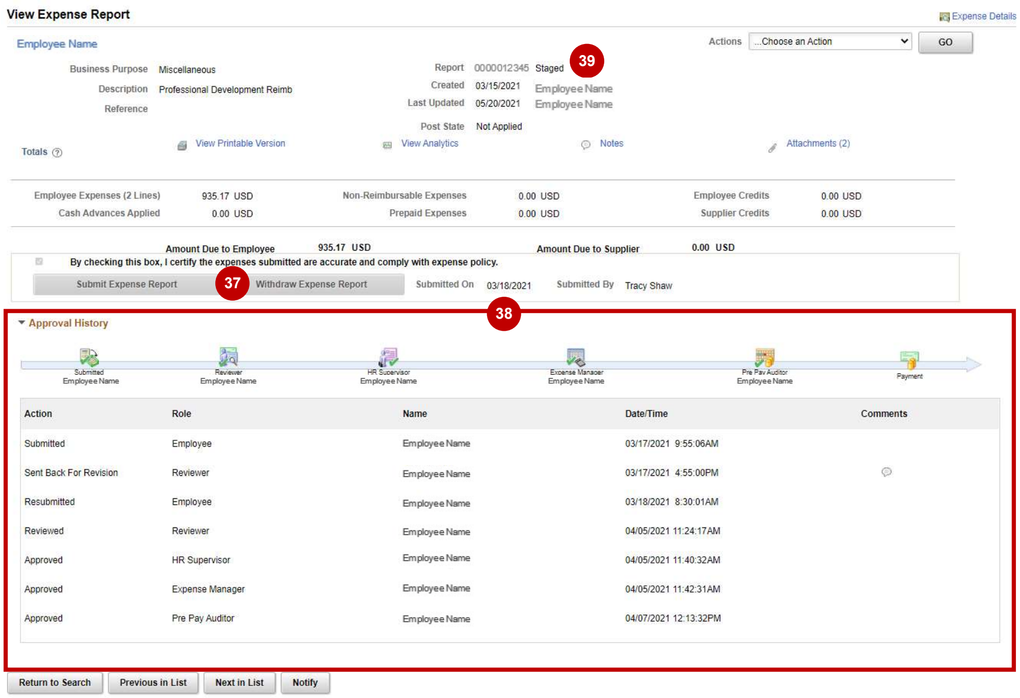
You can also access this screen later by using the following navigation path:
NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > View

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.*



Enter any information you have for the Expense Report to find it, then click Search

38. 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 22-30).



39. This area shows the Approval Workflow and History. At the top is a ‘timeline’ of all the approvals needed. When the approvals are done the icon will show a green check in the lower left. In this example, all the approvals are complete.

    You may receive notice that your report has been returned to you for corrections/additions. Please make those changes and resubmit.

    It is your responsibility to ensure your Expense Report is moving through the Workflow. Please check back and verify that approvals are not ‘stuck’ with someone. If necessary, please contact them and ask that they check for your report.

40. Once all approvals are made, the Expense Report is Staged for payment. You can see the status of this example is marked as Staged.

41. After staging a check will be produced and either be mailed to your home address or be made available at the Wenatchee Campus Cashier’s Office.

APPENDIX

ctcLink Accounts

Generally, the 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.

If you have any questions about which Account to use, please contact the Business Office.

Below are some commonly used Accounts:

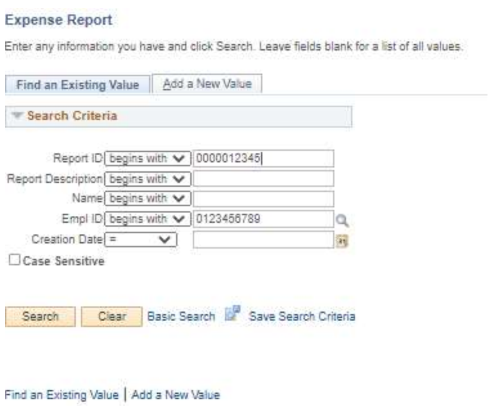
ctcLink		Legacy
Account	**Description**	**Sub-objects**
5030010	Supplies & Materials	EA
5081100	Training (including tuition)	EG
5080010	Instate Subsistence/Lodging (includes meal per diems and hotel room and taxes)	GA
5080020	Instate Airfare (for instate-to-instate air travel)	GB
5080030	Private Auto Mileage (for personal vehicle mileage only)	GC
5080040	Other Travel Expenses (includes tolls, bus, train and taxi fare, car rental, luggage fees)	GD
5080050	Out of state Subsist/Lodging (includes meal per diems and hotel room and taxes outside WA)	GF
5080060	Out of State Airfare (used whenever one or more locations are outside of WA)	GG
5081100	Training (including tuition)	EG
5081102	Conferences/Registrations	EG
5081103	Dues/Membership Fees	EG
5081120	Subscriptions (periodicals)	EJ
5081230	Software Maintenance & Subscriptions	EY

Record Retention for Original Receipts:

Original receipts for expenses 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, employees 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.

Returning to a Saved Report to make changes and Submit:

Following the same navigation path to Create/Modify an Expense Report, this time you will click the Find an Existing Value tab.



Enter as much information as possible and then click Search.

Find the correct Expense Report and click one of the blue links to reopen the report, then continue where you left off.