

ctcLink: Travel Authorizations

NOTE: Do not use ctcLink to enter, submit, or approve travel authorizations. The process for travel authorizations is:

1. Download both the **Prior Approval for Travel** and **Travel Expense Voucher** forms from the [LCC Forms](#) web page
2. Attach all documents
3. Submit everything to the Business Office.

Additional Resources:

- Look up [Washington state per diem rates](#)
- Download the [Travel Expense Voucher](#)
- [Travel Expense Training presentation](#)
- [ctcLink: Expense Reports knowledge base article](#)

The information below is for reference only. The Travel Authorization process has been replaced with the process outlined above.

This article includes instructions and guidelines for entering and submitting travel authorizations. Travel authorizations can be converted to expense reports in order to get reimbursed for travel expenses. Travel authorizations must be submitted prior to the date(s) of travel. If the dates have already passed, then skip the Travel Authorization step and submit an Expense Report instead.

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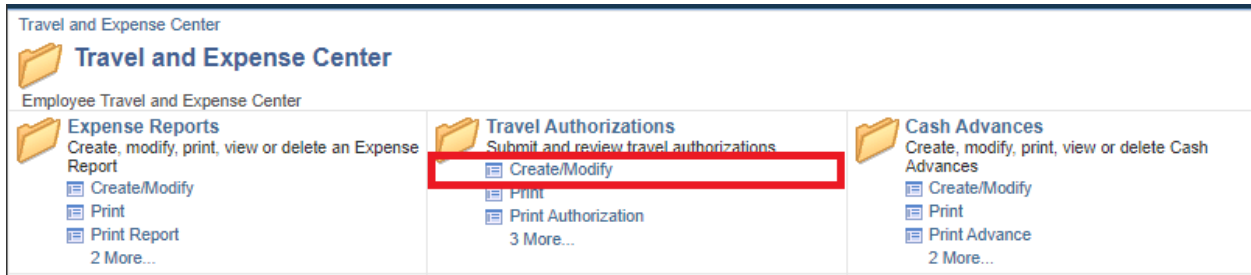
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Getting Started with Travel Authorizations

1. Login to ctcLink and select the **FSCM pillar**
2. Navigate to: **Employee Self-Service > Travel and Expense Center**
3. Under Travel Authorizations, select **Create/Modify**



[Find an existing Travel Authorization](#)

4. Select the **Find an Existing Value** tab
5. Select your search criteria from the “Search By” dropdown menu (example: Empl ID)
6. Enter the search value
7. Click the **Search** button

[Create a new Travel Authorization](#)

8. Select the **Add a New Value** tab
9. Enter your **ctcLink ID** number
10. Click the **Add** button

The Parts That Make Up a Travel Authorization

Travel Authorization Details

1. The **Save for Later** option and **Summary and Submit** option are located in the top right corner



2. Select the purpose for travel from the **Business Purpose** dropdown menu
3. Enter a short description

The screenshot shows the following form fields:

- Brandon Ray** (User Name)
- 2. *Business Purpose** (Dropdown menu): Commission/Council
- 3. *Description** (Text input): ITC - 2021/07/28

4. Click the magnifying glass to select the **Location** - To find a location in Washington:
 - a. Set the Search by dropdown menu to **Expense Location**
 - b. In the Begins with box, enter **WA**
 - c. Click the **Look Up** button
5. Enter the starting date

- a. NOTE: The travel date(s) must be in the future. If the dates have already passed, then skip the Travel Authorization step and submit an Expense Report instead.
- 6. Enter the ending date
- 7. Upload any attachments (invoices, receipts, etc.)

4. Default

5. *Date From

6. *Date To

7. Attachments

Projected Expenses

*Date: 09/27/2021 *Expense Type: Hotel in State of WA *Description: Hotel Room *Payment Type: Employee *Amount: 114.00 Currency: USD

*Billing Type: Billable *Location: Spokane

Accounting Details

Amount	*GL Unit	Account	Oper Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus U
114.00	WA130	5080010	7130	148		44023	083	N	

- 1. Begin entering the first itemized expense
 - a. The amounts can be estimated and corrected later on the Expense Report
- 2. Select the **Expense Type** from the dropdown menu
- 3. Select the appropriate **Payment Type**
 - a. Employee - if the employee should be reimbursed
 - b. PCard - if the expense was paid with a college credit card
- 4. Click the **section arrow** to the left of the itemized expense to expand the details of the expense

*Date: 09/27/2021 *Expense Type: Hotel in State of WA

- 5. Click the **section arrow** to the left of the Accounting Details to expand Accounting Details Section

*Billing Type: Billable *Location: Spokane

Accounting Details

- 6. Enter the correct account number for **EVERY INDIVIDUAL EXPENSE**. Refer to the [Accounting Details](#) section below.

7. Click the **Plus** button to the right of the itemized expense to add another expense
8. Click the **Minus** button to the right of the itemized expense to remove that expense



9. Click the **Summary and Submit** link in the top right corner to submit the travel authorization.



Accounting Details

One troubling issue with travel authorizations is that you cannot run a budget check before submitting them for approval. There are two common reasons why a budget check might fail.

1. If there is something wrong in any of the chartfields, the budget check will fail.
2. The budget check will also fail if no money has been assigned to the account.

Account Chartfields

Amount: Enter the amount to be reimbursed

GL Unit: Enter WA130 (for Lower Columbia College)

Account Options:

<u>Account</u>	<u>Description</u>
5080010	Instate Subsistence/Lodging
5080020	Instate Airfare
5080030	Private Auto Mileage
5080040	Other Travel Expenses
5080050	Out of State Subsist/Lodging
5080060	Out of State Airfare
5080070	Motorpool Services

Oper Unit: Enter 7130 for Lower Columbia College

Fund: Enter the correct fund code

Appropriation Index: Often left blank

Dept: Enter the correct department code

Class: Enter the correct class code

State Purpose:

<u>State Purpose</u>	<u>Description</u>
N	Null
Y	IT OFM Maint & Operations

PC Bus Unit: Only used for grants

Project: Only used for grants

Activity: Only used for grants

Leave the remaining chartfields blank:

- **Source Type:** Leave blank
- **Program:** Leave blank
- **Subsidiary:** Leave blank
- **Affiliate:** Leave blank
- **Fund Affil:** Leave blank
- **Oper Unit Affil:** Leave blank
- **Subcategory:** Leave blank
- **Category:** Leave blank

Category: Some common categories related to travel are listed below if you would like to include them. Use only the first 3 numbers of the category number listed below.

<u>Category</u>	<u>Description</u>
405-15-00	Gasoline, Automotive
905-14-00	Airplane/Helicopter Services (Not Otherwise Classified)
962-88-00	Travel, Non-Local, Provided by Third Party (Incl. Commercial Airplane Travel)
962-89-00	Vehicle Transporting Services
963-37-00	Fees, Conference/Convention
963-38-00	Fees, Credit Card
963-39-00	Fees (Not Otherwise Classified)
963-39-63	Re-Certification Fees
963-40-00	Fees, Symposium
963-41-00	Fees, Tournament
963-45-00	Licensing Fees
963-47-00	Meals
963-48-00	Membership Dues
963-55-00	Permits (Not Otherwise Classified)
963-55-10	Allowance, Permit
963-57-00	Postage Related Purchases (Incl. Postage Stamps, Postage by Phone for Meters, etc.)

963-64-00 Registration Fees
963-77-00 Sponsorships (All Types)
963-79-00 Surcharges and Taxes (To Include Fuel Surcharges and Taxes)
963-79-78 Surcharges, Fuel
963-79-83 Taxes, Motor Fuel
963-85-00 Toll and Bridge Fees
963-87-00 Tours, All Types
963-88-00 Tuitions
963-91-00 Warranties

971-30-00 Hotel/Motel Accommodations (Incl. Lodges, Resorts, Bed/Breakfast Inns, etc.) Rental
971-55-00 Parking Spaces in a Parking Lot or Garage, Rental or Lease
971-55-55 Rental of Parking Spaces
971-65-00 Room Rental or Lease for Conferences, Seminars, etc.

975-14-00 Automobiles and Other Passenger Vehicles (Including Emergency Type) Rental or Lease
975-14-40 Automobile Rental or Lease Services
975-16-00 Automotive Accessories Rental or Lease (For Automobiles, Buses, Trucks, Vans, etc.)