

# ctcLink: Expense Reports

This article includes instructions and guidelines for entering and submitting expense reports.

## Additional Resources:

- Look up [Washington state per diem rates](#)
- Download the [Travel Expense Voucher](#)
- [Travel Expense Training presentation](#)

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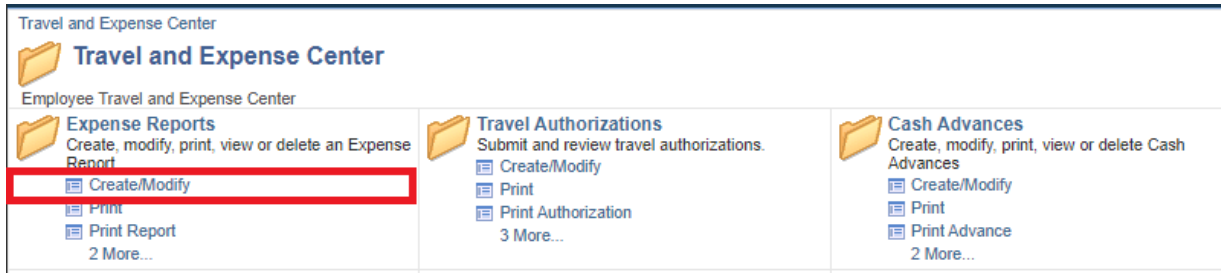
## Before You Get Started

1. **Contact the Business Office** - employee accounts must be configured individually in ctcLink. Before doing anything, the supervisor should contact Desiree Gamble or Tanya Daymon to make sure that the account has been set up for travel.
2. **Entering Expenses** - only enter expenses that need to be reimbursed. Do not include expenses that were purchased with a p-card.
3. **Timing** - Expense reports must be entered, submitted, AND approved all before the Finance department closes the month's expenses. Therefore, do not start an expense report if your supervisor will not be able to approve it before the month is closed out. Otherwise, you will have to start over from the beginning.
4. **Audits** - Expense reports must be submitted using ctcLink in order to be reimbursed. However, the Finance department still requires backup (paper) documentation for the auditors. You can download the **Travel Expense Voucher** from the [Forms A-Z page](#) of the college's website. Search for the **Travel Expense Voucher**.
5. **Report ID** - The report ID must be included on the Travel Expense Voucher (Excel) that is submitted separately to the Finance department. After creating a new expense report, the first thing you should do is click the **Save for Later** link (at the top of the screen). This will assign a report ID which will display on the screen. Record the report ID for later reference.
6. **Delegating** - If you want to allow someone else to enter expense reports on your behalf, see the knowledge base article, [Delegate Authority to Enter and Submit Travel Expenses](#).

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## Getting Started with Expense Reports

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



## [Find an existing Expense Report](#)

4. Select the **Find an Existing Value** tab
5. Enter the appropriate search criteria
6. Click the **Search** button

## [Create a new Expense Report](#)

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

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## The Expense Report Header

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

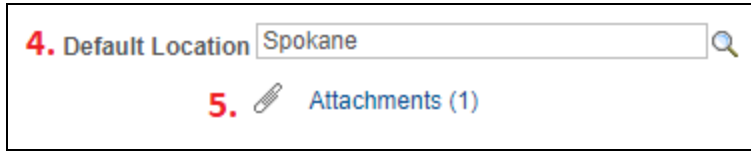



2. Select the purpose for travel from the **Business Purpose** dropdown menu
3. Enter a short description

The image shows a form for a user named "Brandon Ray" (with a help icon). It features two input fields. The first is a dropdown menu labeled "\*Business Purpose" with the value "Commission/Council" selected. The second is a text input field labeled "\*Description" containing the text "ITC - 2021/07/28".

4. Click the magnifying glass to select the **Default Location**  
To find locations in Washington:
  - a. Set the **Expense Location** dropdown menu to **begins with**
  - b. Enter **WA**
  - c. Click the **Look Up** button to display all the locations in Washington


5. Upload any attachments (invoices, receipts, etc.)



4. Default Location  

5.  Attachments (1)

6. The **Quick Start** dropdown menu is located just under the save and submit options.



6. Quick Start  

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## Use Quick Start to Create an Expense Report

If a Travel Authorization has already been approved, then an expense report can be automatically generated. It is easier to quickly edit any expenses that need to be updated.

1. Login to ctLink and select the **FSCM pillar**
2. Navigate to: **Employee Self-Service > Travel and Expense Center**
3. Under Expense Reports, select **Create/Modify**
4. Select the **Add a New Value** tab
5. Enter your **ctLink ID** number and click the **Add** button
6. Select **A Travel Authorization** from the Quick Start dropdown menu and click the **Go** button
7. Select the appropriate Travel Authorization and its expenses will be added to the Expense Report
8. Edit any expenses that changed and add any new expenses
9. Double check the accuracy of the Accounting Details for each expense that is listed
  - a. Refer to the [Accounting Details](#) section below
10. Click the **Plus** and **Minus** buttons to add and remove expenses



11. Upload any necessary receipts or documentation
12. Click the **Summary and Submit** link in the top right corner to submit the expense report



 Save for Later |  Home |  Summary and Submit

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## Enter an Expense for Transportation

1. Enter the **Date**
2. Enter the **Expense Type** (Example: Transportation Mileage)
3. Enter a **Description** (Example: Travel - 340 miles)

4. Enter the **Payment Type**
  - a. Employee - if the employee should be reimbursed
  - b. PCard - if the expense was paid with a college credit card

07/29/2021	Transportation Mileage	*Travel - 340 miles	Employee
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236 characters remaining

5. Click the **section arrow** to the left of the itemized expense to expand the details of the expense

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


6. Check the **Billing Type**
7. Enter the **Transportation ID** (Example: PRIVATE AUTO)
8. Enter the **Miles** (Example: 340)

*Billing Type	Billable
*Transportation ID	PRIVATE AUTO
*Miles	340 x 0.5600

9. Check the **Default Rate** option
10. Check the **No Receipt** option

<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	0.00 USD
<input checked="" type="checkbox"/> No Receipt		

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

 Accounting Details
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12. Enter the appropriate account. Refer to the [Accounting Details](#) section below.

Account	Oper Unit	Fund	Approp	Dept	Class
5080030	7130	148			

13. If this is the last itemized expense, then click the **Summary and Submit** link in the top right corner to submit the expense report.

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## Enter an Expense for a Meal

1. Enter the **Date**
2. Enter the **Expense Type** (Example: Meal in State of WA Dinner)
3. Enter a **Description**
4. Enter the **Payment Type**
  - a. Employee - if the employee should be reimbursed
  - b. PCard - if the expense was paid with a college credit card

07/27/2021	Meal in State of WA Dinner	*Dinner	Employee
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5. Enter the **Amount**
6. Enter the **Currency**

28.00	USD
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7. Click the **section arrow** to the left of the itemized expense to expand the details of the expense

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

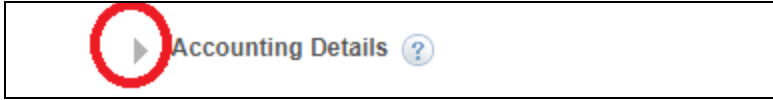
8. Check the **Billing Type**
9. Check the **Location**

*Billing Type	Billable
*Location	Spokane

10. Check the **Default Rate** option
11. Check the **No Receipt** option

<input checked="" type="checkbox"/> <b>Default Rate</b>	*Exchange Rate	1.00000000		
<input type="checkbox"/> <b>Non-Reimbursable</b>	Base Currency Amount	28.00	USD	
<input checked="" type="checkbox"/> <b>No Receipt</b>				

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



13. Enter the appropriate account. Refer to the [Accounting Details](#) section below.

Account	Oper Unit	Fund	Approp	Dept	Class
5080030	7130	148			

14. If this is the last itemized expense, then click the **Summary and Submit** link in the top right corner to submit the expense report.

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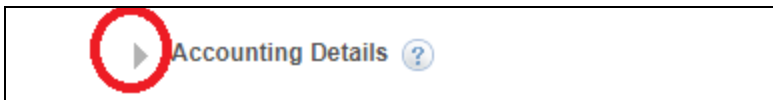
## Enter Expenses Related to a Hotel

### Enter Basic Hotel Expenses

1. Enter the **Date**
2. Enter the **Expense Type** (Example: Hotel in State of WA)
3. Enter a **Description**
4. Enter the **Payment Type**
  - a. Employee - if the employee should be reimbursed
  - b. PCard - if the expense was paid with a college credit card
5. Enter the **Amount** of the hotel room, not including taxes. Taxes are entered on a separate line.
6. If the amount field is highlighted red, or a red flag appears next to the date on the left, then there is an error that must be corrected

	<b>*Date</b>	<b>*Amount</b>	<b>*Currency</b>
▼ ▲	07/27/2021	158.00	USD

7. Click the **Red Flag** to determine the error. In this case, the amount spent exceeds the amount that is authorized for travel to Spokane (\$ 114.00).
  - a. **Uncheck the Default Rate box to continue.**
8. Click the **section arrow** to the left of the Accounting Details to expand Accounting Details Section



9. Enter the appropriate account. Refer to the [Accounting Details](#) section below.

## Enter Hotel Taxes

1. Enter the **Date**
2. Enter the **Expense Type** - Example: Hotel Room Tax (IN STATE)
3. Enter a **Description**
4. Enter the **Payment Type**
  - a. Employee - if the employee should be reimbursed
  - b. PCard - if the expense was paid with a college credit card
5. Enter the **Amount** (Example: Add all of the taxes and enter the total amount of taxes)
6. Enter the **Currency**
7. Click the **section arrow** to the left of the Accounting Details to expand Accounting Details Section
8. Enter the appropriate account. Refer to the [Accounting Details](#) section below.
9. If this is the last itemized expense, then click the **Summary and Submit** link in the top right corner to submit the expense report.

## Splitting Expenses Between Different Accounts

1. If you want to split expenses between different accounts, click the **Plus button** located at the far right of the Charfields data entry section.
2. Make sure the amounts listed on the left add up to the total amount entered above.

The screenshot shows an expense entry form with the following fields:

- \*Date:** 02/24/2022
- \*Expense Type:** Hotel in State of WA
- \*Description:** 1 Night
- \*Payment Type:** Employee
- \*Amount:** 114.00
- \*Billing Type:** Billable
- \*Location:** Spokane
- \*Exchange Rate:** 1.00000000
- Base Currency Amount:** 114.00

The Accounting Details section is expanded, showing a table for splitting the expense:

Amount	Affiliate	Fund Affil	Oper Unit Affil	Subcategory	Category	Add Account
100.00						<input type="button" value="+"/>
14.00						<input type="button" value="+"/>

## Example of Itemized Expenses

Below is an example of all the itemized expenses included on a single expense report.

Date	Expense Type	Description	Payment Type	Amount
07/27/2021	Hotel in State of WA	Hotel	Employee	136.80 USD
07/27/2021	Hotel Room Tax (IN STATE)	Hotel Tax	Employee	18.92 USD
07/27/2021	Transportation Mileage	Travel - 340 miles	Employee	190.40 USD
07/27/2021	Meal in State of WA Dinner	Dinner	Employee	28.00 USD
07/28/2021	Hotel in State of WA	Hotel	Employee	136.80 USD

07/28/2021	Hotel Room Tax (IN STATE)	Hotel Tax	Employee	18.92 USD
07/28/2021	Meal in State of WA Dinner	Dinner	Employee	28.00 USD
07/29/2021	Transportation Mileage	Travel - 340 miles	Employee	190.40 USD

## Accounting Details

One troubling issue with expense reports 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.

ctcLink does a pretty good job of pre-populating the correct chartfields based on the information you entered. However, you should double check them (**especially the Department field**) for accuracy.

## 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.)