

# Maintaining Employee Transportation Data


**Purpose:** Use this document as a reference for maintaining employee transportation data in ctcLink.

**Audience:** Finance and Business Office staff

 You must have at least one of these local college managed security roles:

- ZZ Expenses User Admin

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 Your Transportation ID will only be available for mileage that is dated on or after the Date Acquired **and** the Status Dates. You may need to backdate these dates when entering any new Transportation ID's, depending on when your Mileage expenses occurred.

## Maintaining Employee Transportation Data

**Navigation:** Travel and Expenses > Manage Employee Information > Update Employee Detail

1. Enter the desired information into the **begins with** field.
2. Select **Search**.
3. Select the forward arrow to reveal more options in the available tabs.
4. Select the **Transportation Information** tab.
5. Use the **Transportation Information** page to review, add, delete, or modify transportation type data for an employee.
6. Use the **Transportation ID** field to enter a description of the transportation type. After you enter the transportation ID, you may not edit it. If you need to change the name of this field, you can delete the line and re-enter a new one, providing that there are no miles associated with it. Enter **Transportation ID**.
7. Use the **Transportation Type** field to enter the transportation category. These are globally defined, and they can be based on the type of car (such as compact or luxury) or the horsepower (such as 3HP or 4HP). There are 3 transportation types configured for ctcLink: **Auto, Cycle, Plane**. Enter **Transportation Type**.

8. Use the **Date Acquired** field to enter the date that the employee acquired the vehicle. You may not edit this field after any miles are accrued for the transportation ID. Enter **Date Acquired**. Use the current date if **Date Acquired** is unknown.
9. Use the **Status Date** field to enter the date when the employee received a transportation type. Expenses compares this date to expense report transaction dates to determine the availability of transportation IDs on the drop-down list on the report . Enter **Status Date**.
10. Select the **Lease** option to indicate that the car is leased. This is informational only and is designed for the approver and auditor.
11. Select the **Car Allowance** option to indicate that the employee receives a car allowance. This is informational only, designed for the approver and auditor.
12. Select **Save**.

Organizational Data
User Defaults
Bank Accounts
Corporate Card Information
Transportation Information

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**Transportation Identification**

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*Transportation ID	Transportation Type	Short Description	Date Acquired	Status	*Status Date	Lease	Car Allowance
PERSONAL CAR	AUTO	AUTO	06/30/2020	Active	06/30/2020	<input type="checkbox"/>	<input type="checkbox"/>

Transportation Type Setup

**Distances Traveled**

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View All

Transportation ID	Year	Distance Type	Total Distance
PERSONAL CAR	0	Miles	0.00

Save
Return to Search
Notify
Add

Employee Data
Organizational Data
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Bank Accounts
Corporate Card Information
Transportation Information

13. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Maintaining Employee Transportation Data](#). This link will open in a new tab/window.