

Expense Document Payment Types

Purpose: Use this document as a reference to review Expense Report and Travel Authorization document payment types in ctLink.

Audience: Finance or Business Office Staff.

NOTE: Regardless of the payment type used in Travel Authorizations, all expense lines entered will create an encumbrance.

Travel Authorization (TA) Payment Types

Create Travel Authorization

Save for Later | Summary and Submit

Business PurposeConference

DescriptionFall conference

Default Tacoma

Location

Date From09/22/2022

Date To09/23/2022

Attachments

Reference

ActionsChoose an ActionGO

Projected Expenses

Expand All | Collapse All | Add: Quick-Fill

Totals (1 Line)0.00USD

Date09/22/2022

Expense TypeRegistration

Descriptionconference registration

Payment Type

Amount0.00

CurrencyUSD

Billing TypeBilable

Number of Days1

Daily Amount50

Accounting Details

Chartfields

Amount	GL Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus Unit	Project	Act
	WA000	841		98389	285	N			

Expand All | Collapse All

Totals (1 Line)0.00USD

Expense Report (ER) Payment Types

Create Expense Report

Save for Later | Summary and Submit

Actions Choose an Action GO

*Business PurposeConference

*Report Descriptiontest

Reference

Default LocationTacoma

Attachments

Expenses

Expand All | Collapse All

Add | My Wallet (0) | Quick-Fill

Total10.00USD

*Date09/11/2022

*Expense TypeMiscellaneous

*DescriptionPaper for office

*Payment TypeTaxable Fringe Benefit PY

*Amount10.00

*CurrencyUSD

238 characters remaining

Receipt Split

Default

Non-Expense

No Receipt

Exchange Rate1.00000000

Currency Amount10.00

USD

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
10.00	WA000	10.00	USD	1.00000000	841		98389	285	N

Expand All | Collapse All

Total10.00USD

Employee

i

Used to identify items that need to be paid out to the Expense user/Traveler. If a traveler has received a Cash Advance, you would select 'Employee' as the expense line payment type. The Expense Report needs to generate an *Amount Due to Employee*, in order for the system to subtract the Cash Advance from the Amount Due and reconcile the Cash Advance.

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

Total 10.00 USD

*Date: 09/11/2022 *Expense Type: Miscellaneous *Description: Paper for office
 238 characters remaining *Payment Type: **Employee** *Amount: 10.00 *Currency: USD

☒ Default Rate *Exchange Rate: 1.00000000
☐ Non-Reimbursable Base Currency Amount: 10.00 USD
☐ No Receipt

▼ Accounting Details ?

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
10.00	WA000	10.00	USD	1.00000000	841		98389	285	N

P-Card

Used to identify items that were paid with a company credit card. These items should be marked as **Non-Reimbursable** on the Expense Report.

Non-reimbursable expense items do not flow to the General Ledger.

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

Total 10.00 USD

*Date: 09/11/2022 *Expense Type: Miscellaneous *Description: Paper for office
 238 characters remaining *Payment Type: **PCard** *Amount: 10.00 *Currency: USD

☒ Default Rate *Exchange Rate: 1.00000000
☒ **Non-Reimbursable** Base Currency Amount: 10.00 USD
☐ No Receipt


▼ Accounting Details ?


Chartfields



Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
10.00	WA000	10.00	USD	1.00000000	841		98389	285	N

Pre-Paid

Used to identify items that were pre-paid by Accounts Payable (AP) or other means. These items should be marked as **Non-Reimbursable** on the Expense Report.


 Non-reimbursable expense items do not flow to the General Ledger.



Expenses 

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

Total 164.79 USD


*Date: 01/06/2023 *Expense Type: Supplies *Description: Subscription to Soundly *Payment Type: **Pre-Paid** *Amount: 164.79 *Currency: USD


*Billing Type: Billable 231 characters remaining 

☒ Default Rate *Exchange Rate: 1.00000000  

☒ **Non-Reimbursable** Base Currency Amount: 164.79 USD


☐ No Receipt


▼ Accounting Details 



Chartfields 

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class
164.79	WA230	164.79	USD	1.00000000	5030010	7230	149		22000	044

Taxable Fringe Benefit AP


 Used to identify items that are considered a taxable fringe benefit and should be paid out through an AP pay cycle like a regular T&E reimbursement: these items should be marked as **reimbursable** on the Expense Report.



Expenses 

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

Total 10.00 USD


*Date: 09/11/2022 *Expense Type: Miscellaneous *Description: Paper for office *Payment Type: **Taxable Fringe Benefit AP** *Amount: 10.00 *Currency: USD


238 characters remaining 

☒ Default Rate *Exchange Rate: 1.00000000  

☐ Non-Reimbursable Base Currency Amount: 10.00 USD

☐ No Receipt

▼ Accounting Details 

Chartfields 

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
10.00	WA000	10.00	USD	1.00000000	841		98389	285	N

Taxable Fringe Benefit PY

i Used to identify items that are considered a taxable fringe benefit and should be paid out through the standard Payroll process and not through T&E: these items should be marked as **non-reimbursable** on the Expense Report.

Expenses

Expand All | Collapse All

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

Total10.00USD

*Date09/11/2022

*Expense TypeMiscellaneous

*DescriptionPaper for office
238 characters remaining
Receipt Split

*Payment TypeTaxable Fringe Benefit PY

Default Rate

Non-Reimbursable

No Receipt

*Amount10.00

*CurrencyUSD

*Exchange Rate1.00000000

Base Currency Amount10.00 USD

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
10.00	WA000	10.00 USD		1.00000000	841		98389	285	N