Expense Document Payment Types

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

Audience: Finance or Business Office Staff.

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

Travel Authorization (TA) Payment Types

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Expense Report (ER) Payment Types

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Employee

() 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.

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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.

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

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

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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.

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Taxable Fringe Benefit PY

() 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.

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