




Creating Expense Reports

Purpose: Use this document as a reference for creating an expense report from a blank expense report in ctcLink.

Audience: All travelers


 Note: The Expense Report can be used for more than travel reimbursement, it can be used for other reimbursements. Check your local business process on other reimbursements that are not travel related.

 An Expense Report (ER) is Travel document created after travel to record actual cost of travel; it may also produce a reimbursement and/or reconcile a Cash Advance. It is used for **ALL Employee Reimbursements and replaces A-19**.


 To complete an Expense Report, you will need to know what Budget or Chartfield values to be added in the Accounting Details section. If unsure what values to use, please check with your supervisor.

Create an Expense Report


Navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

 Note: Depending on your role, the Empl ID will default into the field. If you are authorized to enter an expense report on behalf of someone else, then you will need to look up the Empl ID first.

1. The **Expense Report** search page displays.
2. Enter or lookup **Empl ID**.
3. Select the **Add** button.

 Note: From the **Create Expense Report** page you can start from a blank expense report (the default setting) or use the Quick Start drop-down button to create from an existing expense report or from a template.

4. The **Create Expense Report** page displays.
5. Select the **Business Purpose** from the drop-down menu.
6. Enter **Report Description**.
7. Select the **Default Location** from the drop-down menu.
8. Under the Expenses section, Select the **Date** from the calendar menu.
9. Select the **Expense Type** from the drop-down menu.
10. Enter **Description**.
11. Select **Payment Type** from the drop-down menu.

 For more information on Payment Types please see QRG [Expense Document Payment Types](#).

12. Enter **Amount**. Amount will not be available if the line is for a mileage-based expense type.
13. If the line is for a mileage-based expense type, select **Transportation ID** from the drop-down menu.
14. If the line is for a mileage-based expense type, enter **Miles**. (The green arrows icon will auto calculate or recalculate the mileage rate).
15. If the line is for a per diem rate-based expense type, enter **Location**. Note: Do not need to use line level location if default location in the header (top of document) is correct. (Line location overrides header default location).

Travel and Expenses
Create Expense Report

Create Expense Report

Save for Later
Summary and Subm

Jennifer Smith

*Business Purpose
Conference

*Report Description
HEUG Conference

Reference

Default Location
Seattle

Attachments

Actions
Choose an Action

GO

Expenses

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

Total
9.83
USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/02/2023	Transportation Mileage	Round trip Tacoma to Seattle	Employee	9.83	USD

*Billing Type
Billable

*Transportation ID
PRIVATE AUTO

*Miles
15.00
x
0.6550

Accounting Details

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate
1.00000000

Base Currency Amount
9.83
USD

Expand All
Collapse All

Total
9.83
USD

16. Select the arrow to expand the **Accounting Details**.
17. Depending upon your EMPLID setup, the **Accounting Details** may auto-fill. If the Accounting Chartfields are blank, enter or lookup valid values for:
 - a. **Oper Unit**.
 - b. **Fund**.
 - c. **Dept**. Within the drop-down menu, search for **Description** contains "travel" in the description. Select the corresponding Dept.
 - d. **Class**.
 - e. **State Purpose**.
 - f. Scroll to the right to view or add additional fields.
18. Select the **Attachments** link to attach a document at the header level of an expense report.

💡 The selected **Expense Type** will auto generate the aligned GL Account. i.e. 5080030 = Private Auto Mileage.

Creating Expense Reports

Page 3

Create Expense Report

Save for Later | Summary and Submit

Jennifer Smith

*Business Purpose: Conference
 *Report Description: HEUG Conference
 Reference:

Default Location: Seattle

Actions: Choose an Action

Expenses

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

Total: 9.83 USD

*Date: 11/02/2023
 *Expense Type: Transportation Mileage
 *Description: Round trip Tacoma to Seattle
 *Payment Type: Employee
 *Amount: 9.83
 *Currency: USD

*Billing Type: Billable
 *Transportation ID: PRIVATE AUTO
 *Miles: 15.00 x 0.6550

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

*Exchange Rate: 1.00000000
 Base Currency Amount: 9.83 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class
9.83	WA000	9.83	USD	1.00000000	5080030	7001	001	101	47100	131

Expand All | Collapse All

Total: 9.83 USD

19. The **Expense Report Attachments** window displays. Select the **Add Attachment** button. The **File Attachment** window appears. Select the **Chose File** button and navigate to the location where you stored your attachment and select it.
20. Select the **Upload** button.
21. Select OK when finished uploading Attachment(s).

Create Expense Report

Save for Later | Summary and Submit

Jennifer Smith

Actions: Choose an Action

Expenses

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

*Date: 11/27/2023
 *Expense Type: Transportation Mileage
 *Description:
 *Payment Type:
 *Amount: 78.60
 *Currency: USD

*Billing Type: Billable
 *Transportation ID: PRIVATE AUTO
 *Miles: 120.00 x 0.6550

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class
78.60	WA000	78.60	USD	1.00000000	5080030	7001	001	101	47100	131

Expense Report Attachments

Report ID: NEXT

File Attachment

Choose File Attachment example.docx

Details

File Name	Description	User	Date/Time Stamp
Attachment example.docx			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

💡 Use the **Expense Report Attachments** page to add new attachment(s) and/or remove attachment(s) from the Expense Report. Notice that the attachments link has a “(2)” after it. This means that there are two attachments. The system updates this number every time you add or delete an attachment.

22. Enter any additional attributes or details for the Expense Report line item as necessary, such as indicators for:

- **Non-Reimbursable**
- **No Receipt**
- **Attendees**
- **Ticket Number**

❗ Depending upon your college business unit setup, you maybe required to attach receipts at the **Line Level** or select **No Receipt** and enter a comment.


23. If the Expense Report needs lines added or removed, select the **Add a New Row [+]** or **Delete a Row [-]** icon. If new lines are added, repeat steps 8 - 22 above.

The screenshot shows the 'Create Expense Report' interface for Jennifer Smith. At the top, there are fields for 'Business Purpose' (Conference), 'Report Description' (HEUG Conference), and 'Default Location' (Seattle). A red arrow points to the 'Attachments (2)' link. Below these are 'Expenses' with a table of two items:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
11/02/2023	Transportation Mileage	Round trip Tacoma to Seattle 226 characters remaining	Employee	9.83	USD	[+/-]
*Billing Type Billable *Transportation ID PRIVATE AUTO *Miles 15.00 x 0.6550						
*Exchange Rate 1.00000000 Base Currency Amount 9.83 USD						
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt						
Accounting Details						
11/02/2023	Meal in State of WA Lunch	HEUG Conference Lunch 233 characters remaining	Employee	22.00	USD	[+/-]
*Billing Type Billable *Location Seattle						
*Exchange Rate 1.00000000 Base Currency Amount 22.00 USD						
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt						
Accounting Details						

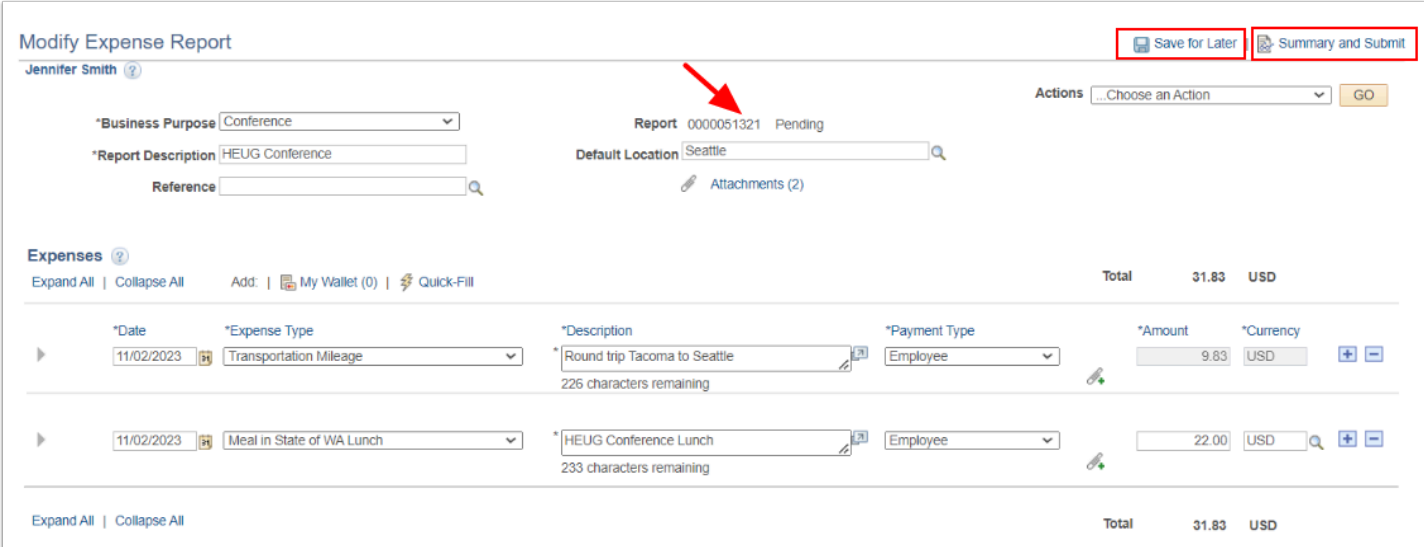
At the bottom, there are 'Expand All' and 'Collapse All' links, and a 'Total' of 31.83 USD.

24. Select **Save for Later**. Notice the page changes from *Create Expense Report* to *Modify Expense Report*. Your **Report ID** has also been generated and is in 'Pending' status.

-  Selecting the **Save for Later** link to save the Expense Report without submitting it for approval lets you save the report with or without invalid or missing information, and you can modify it later.

When you select the Save for Later link, Expenses displays the Save Confirmation page to indicate that it successfully saved the Expense Report and indicates if missing or invalid information exists.

25. Select the **Summary and Submit** link.



Modify Expense Report

Jennifer Smith ?

*Business Purpose: Conference

*Report Description: HEUG Conference

Reference:

Report: 0000051321 Pending

Default Location: Seattle

Attachments (2)

Actions: ...Choose an Action GO

Save for Later Summary and Submit

Expenses ?

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


*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/02/2023	Transportation Mileage	Round trip Tacoma to Seattle 226 characters remaining	Employee	9.83	USD
11/02/2023	Meal in State of WA Lunch	HEUG Conference Lunch 233 characters remaining	Employee	22.00	USD

Expand All | Collapse All

Total 31.83 USD

Submit Expense Report

- The Modify Expense Report **Summary and Submit** page displays. Select the **checkbox** to certify that the expenses submitted are accurate and comply with expense policies.
- Select the **Submit Expense Report** button.

-  The ER **Summary and Submit** page is a great place to review your Expenses totals (Amount due to employee, non-reimbursable expenses, etc) for accuracy. FYI, If 'Amount due to Employee' is 0.00, no payment will generate. If this is not expected, then do not submit. Instead, close this window and review your expense lines to remove 'non-reimbursable' where appropriate.

❗ Toggle from the **Summary and Submit** page and the **Expense Details** page to review and/or update as needed.

Modify Expense Report Save for Later Expense Details

Jennifer Smith Business Purpose Conference Report 0000051321 Pending Actions ...Choose an Action GO

Description HEUG Conference Reference

Totals View Printable Version View Analytics Notes Attachments (2)

Employee Expenses (2 Lines)	31.83 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 31.83 USD Amount Due to Supplier 0.00 USD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

- The **Expense Report Submit Confirmation** page displays.
- Select **OK**.

Expense Report Submit Confirm Help

Create Expense Report

Save Confirmation

Jennifer Smith

Totals View Printable Version View Analytics Notes Attachments (2)

Employee Expenses (2 Lines)	31.83 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 31.83 USD Amount Due to Supplier 0.00 USD

OK Cancel

💡 Optional to refresh the View Expense Report page to view the Approval History.

View Expense Report

Expense Details

Jennifer Smith

Business Purpose

Conference

Description

HEUG Conference

Reference

Report

0000051321

Submitted for Approval

Created

11/06/2023

Last Updated

11/06/2023

Post State

Not Applied

Totals

View Printable Version

View Analytics

Notes

Attachments (2)

Employee Expenses (2 Lines)	31.83 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

31.83 USD

Amount Due to Supplier

0.00 USD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Withdraw Expense Report

Submitted On

11/06/2023

Submitted By

Approval History

Submitted Jennifer Smith

HR Supervisor

Expense Manager

EXEC

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Jennifer Smith	11/06/2023 1:01:22PM

Return to Search

Notify

5. Process complete.

View Error Messages / Add Line Attachments

- Expenses Red Arrow Flag:** Select the drop down red arrow flag to display all errors that need to be addressed.
- No Receipt Comment Error:** Select the No Receipt bubble to add a comment.
- Attachments Icon:** Select the paperclip icon to add expense line attachments.

Create Expense Report Save for Later Summary and Submit

*Business Purpose: Conference Default Location: Tacoma

*Report Description: Fall conference Reference:

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

1 ▼ ▶

*Date: 10/30/2022 *Expense Type: Supplies Description: supplies for conference 231 characters remaining Receipt Split

*Payment Type: Employee

3 ▶ ✖

2 ✖

Expense Report Line Errors

Please enter or update the following information:

No Receipt -- Expense amount is over 0 USD and you do not have a receipt. Explain why.

Return

Exchange Rate: Fund: Approp: USD 1.00000000 149

Expense Line Attachments

Report ID: NEXT Date: 10/30/2022 Expense Type: Supplies Amount: 100.00 USD

Details

File Name	Description	Date	Rate	Date/Time Stamp

Adding large attachments can take some time to upload. Therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment OK Cancel

Create Expense Report

No Receipt Included

Report ID: NEXT

Minimum Receipt Amount: 0.00 USD

Monetary Amount: 100.00 USD

A receipt has not been included for the Supplies expense on line 1. Please provide an explanation as to why.

Comment:

OK

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 [Creating Expense Reports](#). This link will open in a new tab/window.