



# How to Create, Submit and View an Expense Report

## Non-Travel-Related Expenses

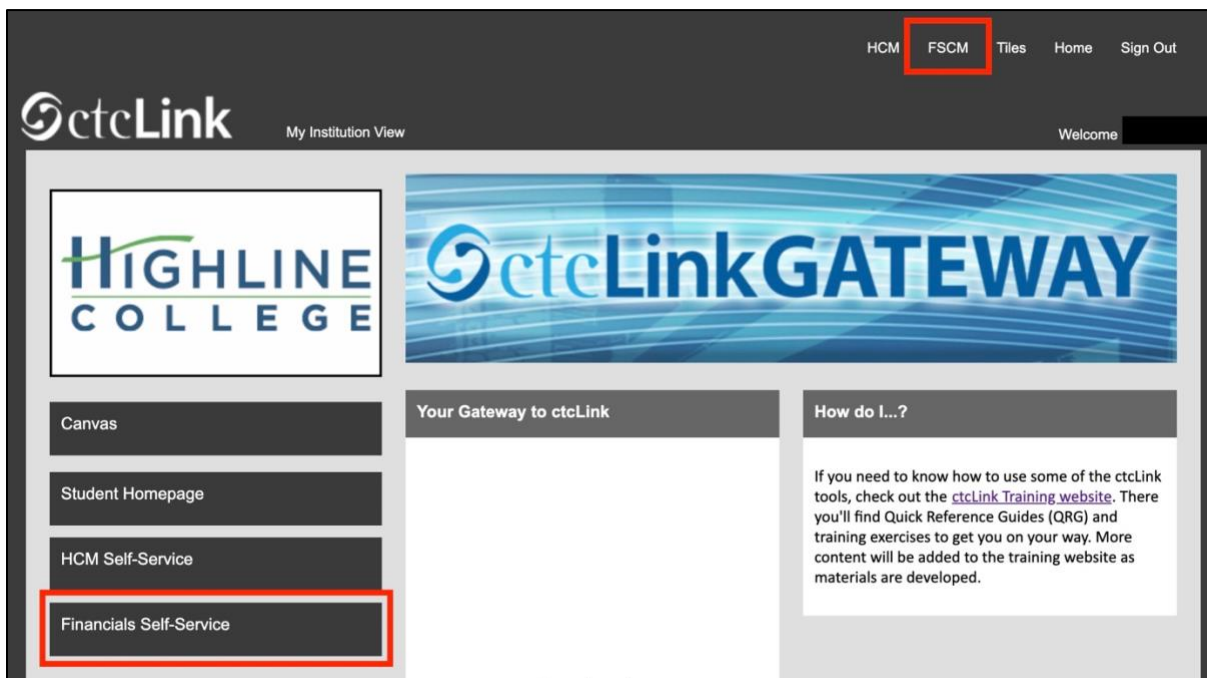
This guide will show you how to create and submit an expense report in [Part 1](#). An expense report is a college employee’s method of being reimbursed for approved expenses they paid for out of pocket. In [Part 2](#), you will see how to view the status of an expense report after submitting. First, a few tips:

- This guide is for expenses not related to travel. To create a travel-related expense report, see “How to Create an Expense Report: Travel-Related Expenses.”
- You will need an electronic copy of your receipt. If you don’t have an electronic receipt, you can take a picture with your phone and email it to yourself as a JPEG or PDF.
- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in menus will depend on your role at the college.
- The [Highline ITS Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

## Directions

### Part 1: Create and Submit an Expense Report

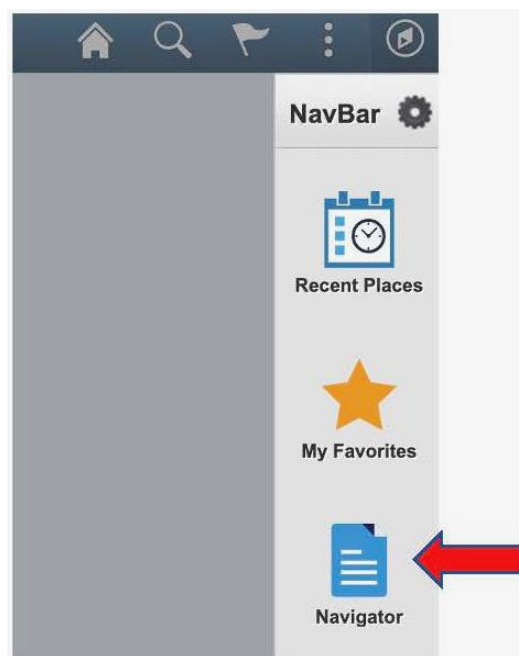
1. Log in to [ctcLink](#).
2. Click **FSCM (Financial Supply Chain Management)** from the top of the window or **Financials Self-Service** on the left navigation.



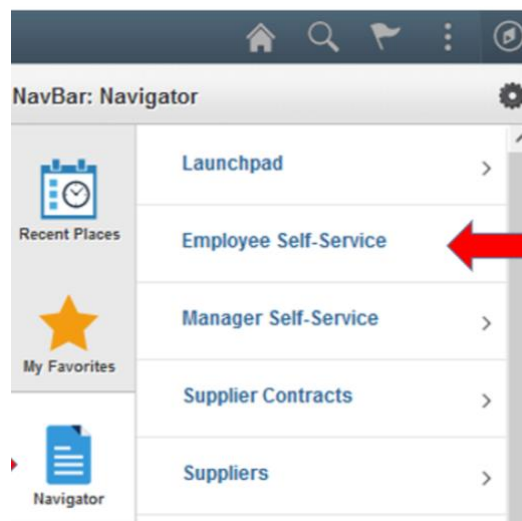
3. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.



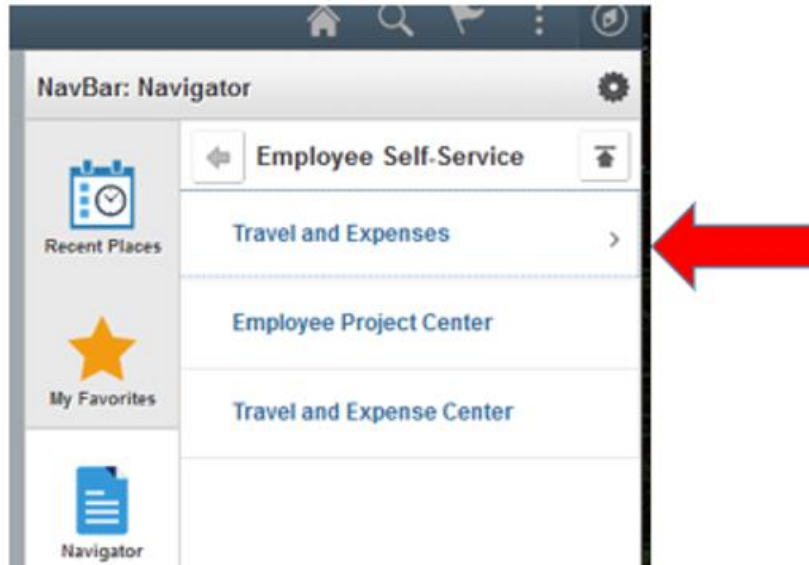
4. The **NavBar** tiles will display. Click the **Navigator** tile.



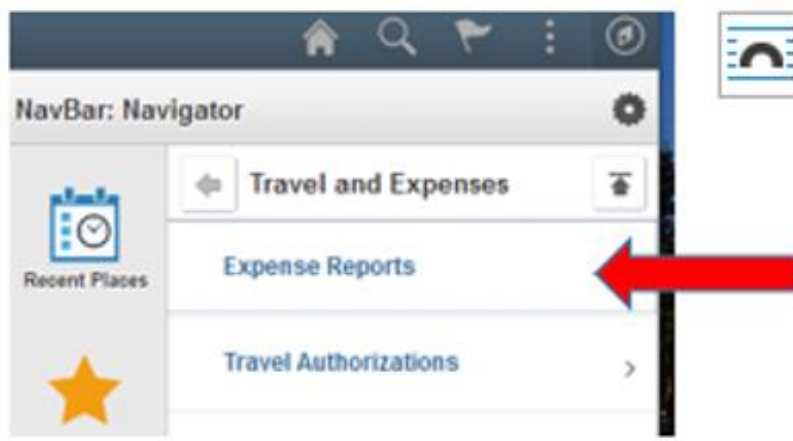
5. The **Secondary Level Content** menu will display. Click **Employee Self-Service**.



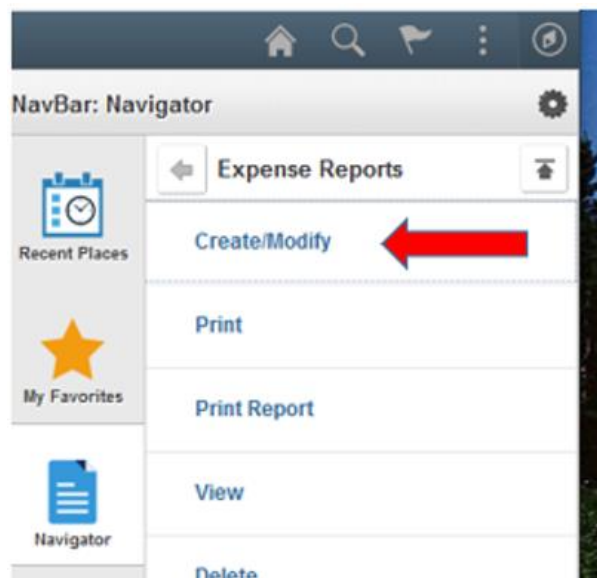
6. The **Employee Self-Service** menu will display. Click **Travel and Expenses**.



7. The **Travel and Expenses** menu will display. Click **Expense Reports**.



8. The **Expense Reports** menu will display. Click **Create/Modify**.



9. With the **Add a New Value** tab selected, enter your **Empl ID**, which is another name for your ctcLink ID. Click the **Add** button.

Employee Self Service

### Expense Report

Find an Existing Value | Add a New Value

Empl ID 101027261

Add

10. Fill in the form header:

- **Business Purpose** field: For this example, we selected **Miscellaneous** from the drop-down menu.
- **Report Description** field: Enter information to describe your request for reimbursement. For this example, we entered **Dry erase sheets**.
- **Reference** field: *leave blank*
- **Default Location** field: *leave blank*
- Click **Attachments** link.

Employee Self Service | Create Expense Report

Create Expense Report

Business Purpose: Miscellaneous

Report Description: Dry erase sheets

Reference:

Default Location:

Attachments

Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
		254 characters remaining		0.00	USD

11. The **Expense Report Attachments** page will display. Click **Add Attachment** button.

Expense Report Attachments

Report ID NEXT

Details

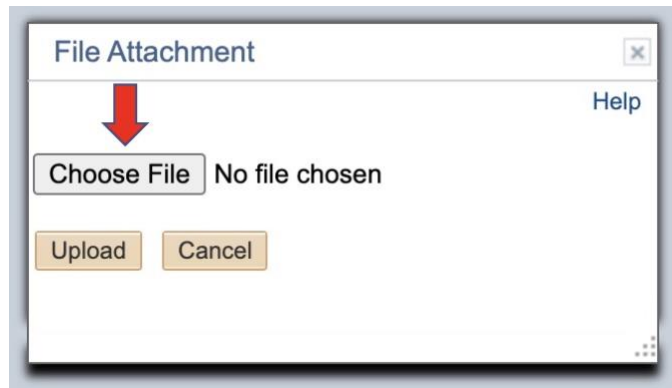
File Name	Description	User	Name	Date/Time Stamp
View				

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

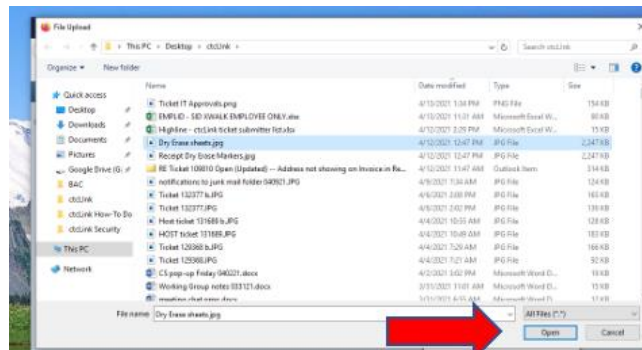
Add Attachment

OK Cancel

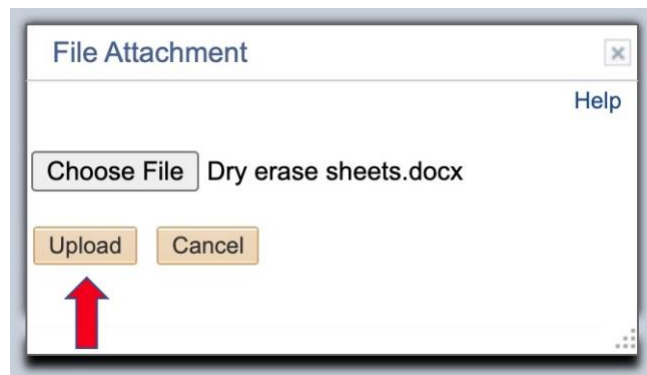
12. The **File Attachment** pop-up will display. Click **Choose File**.



13. Find the file on your computer, click on it, and click the **Open** button.



14. The file name will appear in the **Choose File** field. Click the **Upload** button.



15. The file name will appear in the **File Name** column. In the **Description** column, enter a brief description. Click **OK**.



16. The **Create Expense Report** page will display. Complete the **Expenses** section:

- **Date:** Enter the date of purchase as shown on your receipt.
- **Expense Type:** From the drop-down menu, select a non-travel expense category.
- **Description:** Enter a short description.
- **Payment Type:** Select **Employee** from the drop-down menu
- **Amount:** Enter the amount of reimbursement including tax.

The screenshot shows the 'Create Expense Report' page. The 'Expenses' section is expanded, showing a table with one row of data. The fields are: Date (07/16/2021), Expense Type (Supplies), Description (Dry erase sheets), Payment Type (Employee), Amount (4.30), and Currency (USD). Red arrows point to each of these fields. The total amount is 0.00 USD.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/16/2021	Supplies	Dry erase sheets 238 characters remaining	Employee	4.30	USD

16. If you need to add another expense, click the **Add a New Row [+]** icon on the right side of the row and complete step 15 again.

The screenshot shows the 'Create Expense Report' page. The 'Expenses' section is expanded, showing a table with one row of data. A red arrow points to the '+ -' icon on the right side of the row. The total amount is 0.00 USD.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/16/2021	Supplies	Dry erase sheets 238 characters remaining	Employee	4.30	USD

17. Click **Expand All** on the bottom left.

The screenshot shows the 'Create Expense Report' page. The 'Expenses' section is expanded, showing a table with one row of data. A red arrow points to the 'Expand All' button on the bottom left. The total amount is 0.00 USD.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/16/2021	Supplies	Dry erase sheets 238 characters remaining	Employee	4.30	USD

18. Click the **Caret** icon (in the shape of a triangle) next to **Accounting Details** link to view and enter budget information

**Expense Report** **Create Expense Report**

Create Expense Report Save for Later | Summary and Submit

Kari Cantey Actions ...Choose an Action **GO**

\*Business Purpose: Miscellaneous  
 \*Report Description: Dry erase sheets  
 Reference:

Default Location:  Attachments (1)

**Expenses** Total 4.30 USD

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

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/16/2021	Supplies	Dry erase sheets 238 characters remaining Receipt Split	Employee	4.30	USD

Default Rate      \*Exchange Rate: 1.00000000  
 Non-Reimbursable      Base Currency Amount: 4.30 USD  
 No Receipt

**Accounting Details** ?

19. Click the **Expand** icon next to **Chartfields** to reveal all available fields.

**Expense Report** **Create Expense Report**

Create Expense Report Save for Later | Summary and Submit

Kari Cantey Actions ...Choose an Action **GO**

\*Business Purpose: Miscellaneous  
 \*Report Description: Dry erase sheets  
 Reference:

Default Location:  Attachments (1)

**Expenses** Total 4.30 USD

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

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/16/2021	Supplies	Dry erase sheets 238 characters remaining Receipt Split	Employee	4.30	USD

Default Rate      \*Exchange Rate: 1.00000000  
 Non-Reimbursable      Base Currency Amount: 4.30 USD  
 No Receipt

**Accounting Details** ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project
4.30	WA090	4.30	USD	1.00000000	146		00210	141	Y		

Expand All | Collapse All Total 4.30 USD

20. Fill in the following required fields:

- **GL Unit**
- **Fund**
- **Dept:** A number might already be entered. Verify that it is correct.
- **Class**
- **State Purpose:** If the expense is related to IT — such as software, hardware, IT training, cloud services or subscription, or other IT-related items — the State Purpose field must be either Y or X. For questions, contact IT and/or the Finance office.
- **Program**

If your expenses are related to a grant, then also fill in these additional fields:

- **PC Bus Unit**
- **Project**
- **Activity**

The screenshot shows two sections of a web form. The top section, titled "Accounting Details", contains a table with the following columns: Amount, \*GL Unit, Monetary Amount, Currency Code, Exchange Rate, Fund, Approp, Dept, Class, State Purpose, and PC Bus Unit. A row of data is visible with values: 4.30, WA090, 4.30 USD, 1.00000000, 140, 00210, 141, and Y. Red arrows point to the \*GL Unit, Fund, Dept, Class, and State Purpose fields. The bottom section contains fields for Project, Activity, Program, Subsidiary, Affiliate, Fund Affil, and Oper Unit Affil. A red arrow points to the Program field, which contains the value 00211.

21. Click on the **Summary and Submit** link at the top right of the Expense Report

The screenshot shows the "Create Expense Report" form. At the top right, there is a "Create Expense Report" button and a "Summary and Submit" link. A red arrow points to the "Summary and Submit" link. The form includes fields for \*Business Purpose (Miscellaneous), \*Report Description (Dry erase sheets), Reference, and Default Location. There is also an "Attachments (1)" link and a "GO" button.

22. Review the information for accuracy and check the box under **Amount Due to Employee**. Click the **Submit Expense Report** button.

The screenshot shows the "Create Expense Report" form with a summary table. The table has the following data:

Totals	Amount Due to Employee	Amount Due to Supplier
Employee Expenses (1 Line)	4.30 USD	0.00 USD
Cash Advances Applied	0.00 USD	0.00 USD
Non-Reimbursable Expenses		0.00 USD
Prepaid Expenses		0.00 USD
Employee Credits		0.00 USD
Supplier Credits		0.00 USD

Below the table, there is a checkbox labeled "By checking this box, I certify the expenses submitted are accurate and comply with expense policy." which is checked. A red arrow points to the "Submit Expense Report" button.

23. The expense report is now submitted and is in the workflow. The budget manager will need to approve the request before it moves on to the next steps for processing.

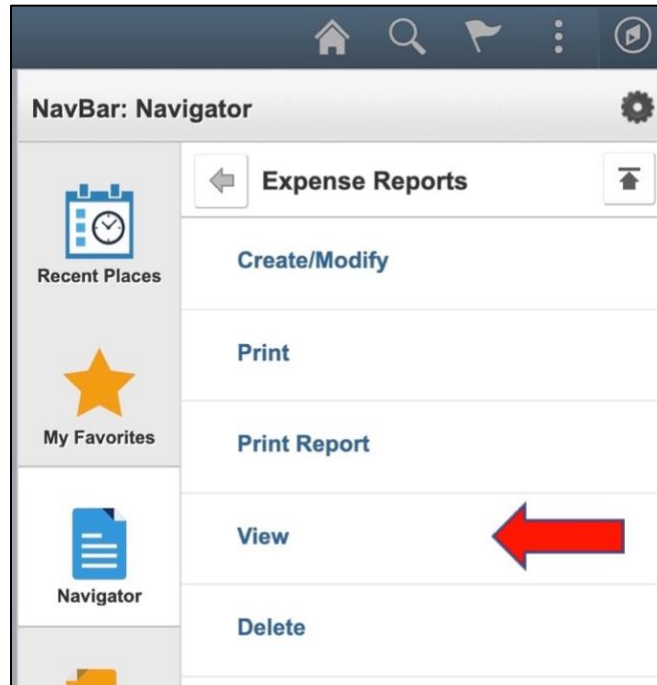


## Part 2: View an Expense Report

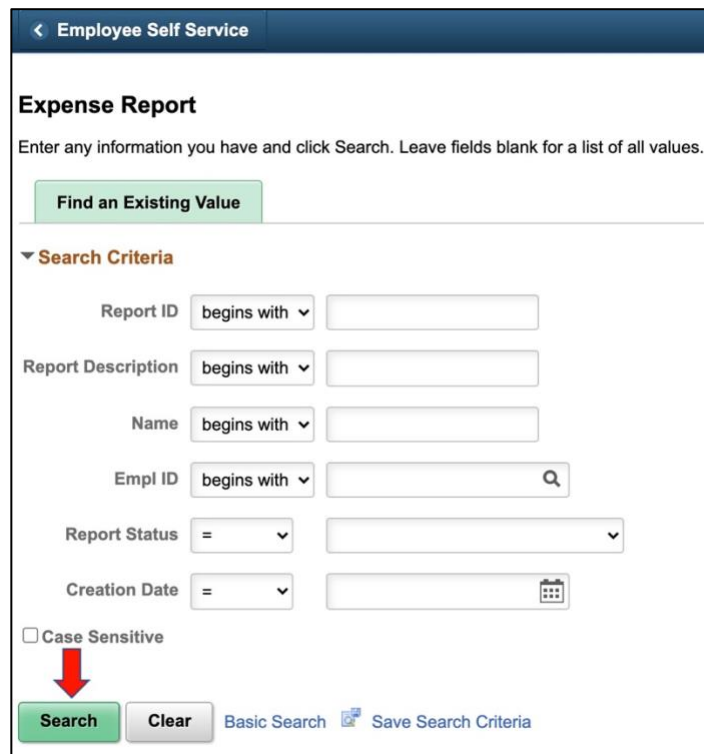
If you would like to see where your expense report is in the approval process, you can view the status.

24. Follow steps 1-7 in [Part 1](#).

25. From the **Expense Reports** menu, click **View**.



26. The **Expense Report** search page will display. You can enter search criteria or simply click the **Search** button.

A screenshot of a web application interface for 'Employee Self Service'. The page title is 'Expense Report'. Below the title, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a green button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. It contains several search fields: 'Report ID' (begins with dropdown and text input), 'Report Description' (begins with dropdown and text input), 'Name' (begins with dropdown and text input), 'Empl ID' (begins with dropdown, text input, and search icon), 'Report Status' (equals dropdown and dropdown menu), and 'Creation Date' (equals dropdown, text input, and calendar icon). There is a checkbox for 'Case Sensitive'. At the bottom, there is a green 'Search' button with a red arrow pointing to it, a grey 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

27. You should see a list of your submitted expense reports with the date and status included. To see the details, click on any field in the row.

Search Clear Basic Search Save Search Criteria

Search Results

View All 1-2 of 2

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000018567	Whiteboard marker	Daniels,Patricia Lee	101027261	Staged	04/12/2021
0000018375	Test	Daniels,Patricia Lee	101027261	Paid	03/26/2021

28. You will see the summary information, including the **Approval History**. If the history is not showing, click the **Caret** icon (in the shape of a triangle) to expand the view.

View Expense Report Expense Details

Patricia Daniels Report: 0000018567 Approved for Payment  
Description: Whiteboard marker Created: 04/12/2021 Patricia Daniels  
Reference: Last Updated: 04/12/2021 Chau Trac  
Post State: Not Applied

Totals: View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (1 Line)	4.36 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: 4.36 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: 04/12/2021 Submitted By: Patricia Daniels

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Patricia Daniels	04/12/2021 3:28:51PM
Approved	Expense Manager	Timothy Wnye	04/12/2021 3:32:43PM
Approved	Pre Pay Auditor	Heather Wcbsen	04/12/2021 3:44:16PM
Approved	Pre Pay Auditor	Chau Trac	04/12/2021 3:46:12PM