How to Create an Expense Report

Travel-Related Expenses

This guide will show you how to create an expense report from a travel authorization (TA) in Part 1 and, in Part 2, how to create one for travel-related expenses that don't need a travel authorization. An expense report is a college employee's method of being reimbursed for approved expenses they paid for out of pocket. College employees can only be reimbursed for expenses incurred for work purposes. First, a few tips:

- Your screen may look different than the images you see in this guide. The number of tiles you see and the options you have in menus will depend on your role at the college.
- In addition to the Directions section, you'll also find help and tips in the Know Before You Go section.
- The Highline ITS Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

Know Before You Go

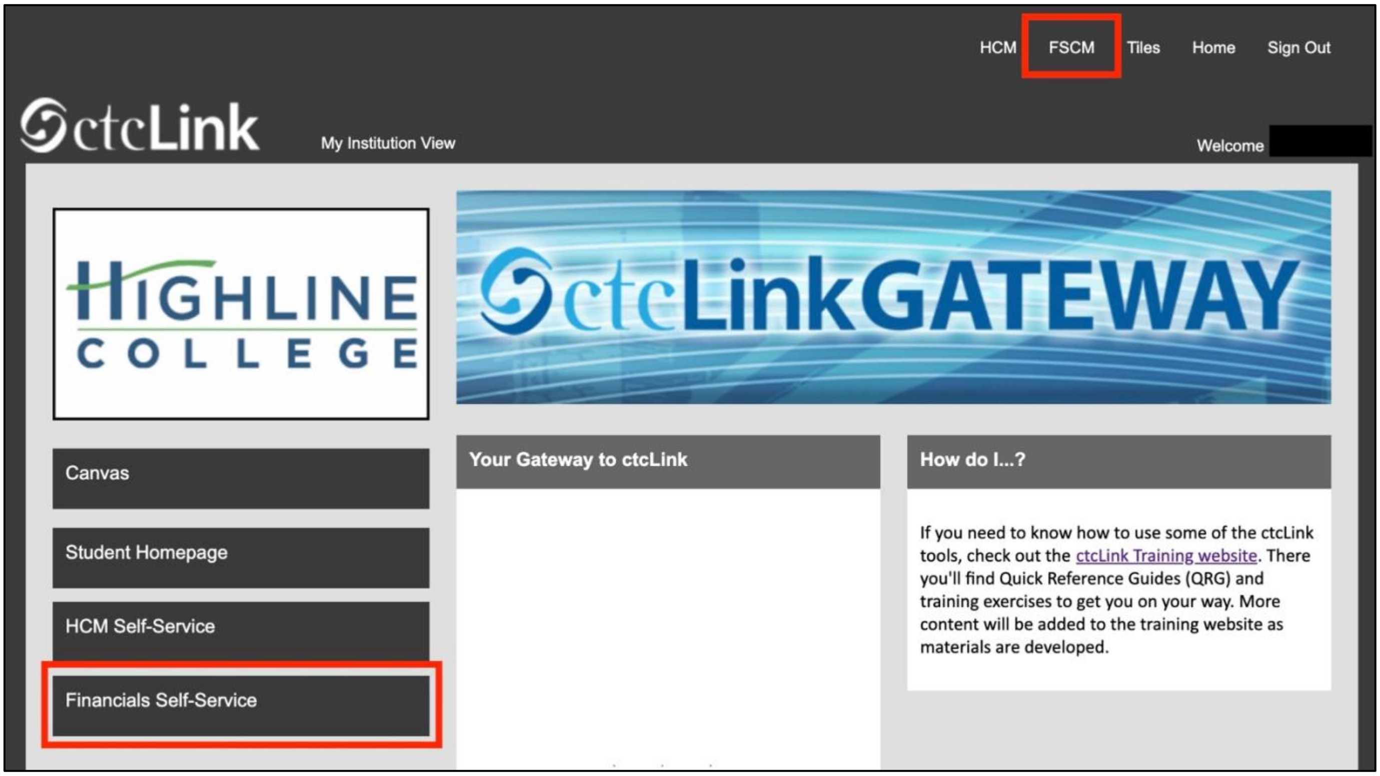
- If you are seeking reimbursement for travel that includes meals, lodging, transportation and registration, you are required to have a travel authorization (TA) completed prior to the first date of travel. If you do not have an approved TA, you will **not** be eligible for reimbursement. To create a TA, see "How to Create a Travel Authorization."
- If you are submitting an expense report for registration or mileage, a travel authorization is not necessary.
- Know your unique Report ID. The Report ID will be assigned after you submit. If you have a question or concern regarding your expense report, this will be the easiest way to find it.
- Each department is responsible for maintaining a record of their expense reports to avoid submitting duplicates.
- Attachments are required as backup documentation. Make sure to include any receipts, agendas, itineraries or other backup documentation to justify expenses. To create electronic versions, you can take a picture with your phone and email it to yourself as a JPEG or PDF.
- **Payment Type:**
    - **Employee** = You paid for it and plan to seek reimbursement (applies to those using corporate cards).
    - **PCard** = You paid using a purchase card and cannot seek reimbursement (only applies to registration; purchase cards cannot be used for travel expenses).
    - **Pre-Paid** = Either you completed a requisition for registration or the travel coordinator is booking your airfare in advance. Neither is eligible for reimbursement.
- **Billable** vs. **Nonbillable:**
    - **Billable** = The employee is using their own funds to purchase and will seek reimbursement.
    - **Nonbillable** = The employee did not use their own funds and is ineligible for reimbursement.
- **Default Location:**
    - If you're having trouble finding your travel location, try the nearest city. It's also handy searching for the state first (e.g., Washington).
    - You are not required to include a location. You can manually look the location up through the General Services Administration (GSA) and enter the per diem amount (just be sure to provide backup documentation as an attachment).

Directions

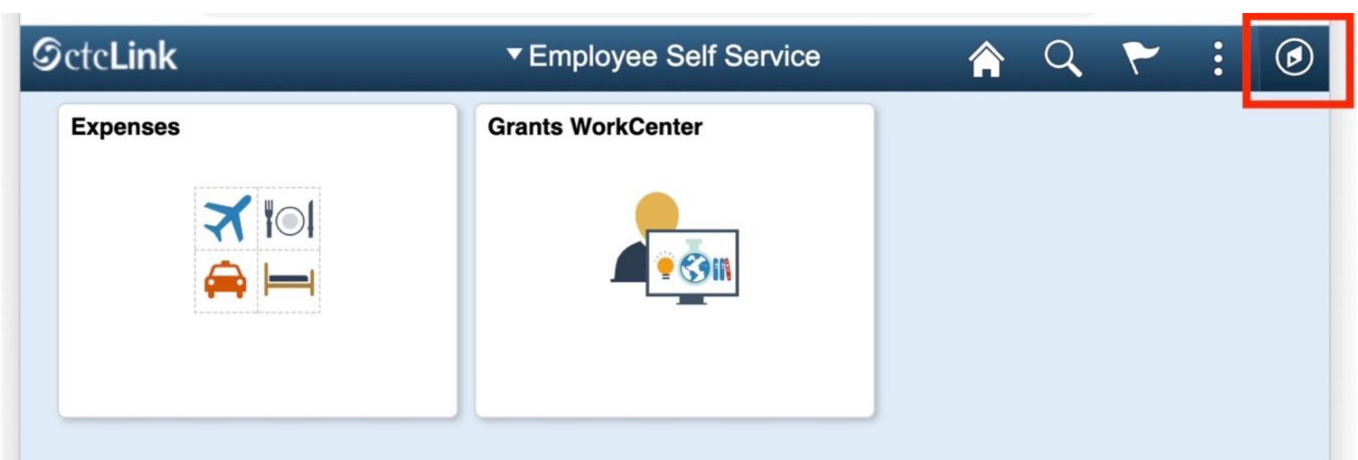
Part 1: Creating an Expense Report from a Travel Authorization

Steps 1–8 show you how to navigate to the page to begin creating an expense report from an existing travel authorization. If you are familiar with ctcLink navigation, here's the shorthand version: From the **ctcLink Gateway**, click **FSCM (or Financials Self-Service) > NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify**

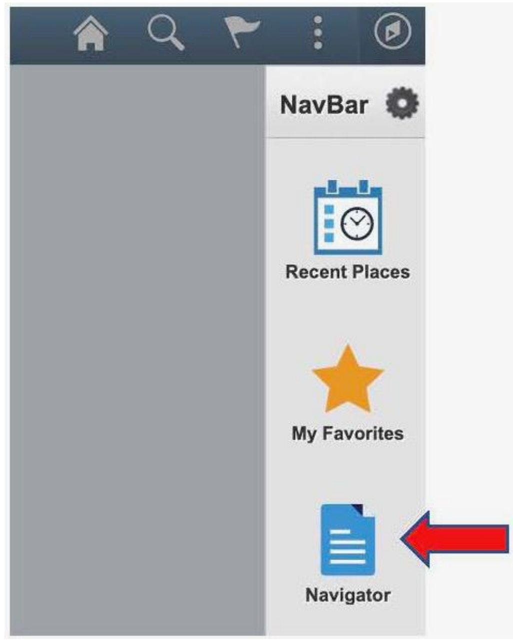
1. Log in to ctcLink.
2. Click **FSCM (Financial Supply Chain Management)** from the top of the window or **Financials Self-Service** on the left navigation.



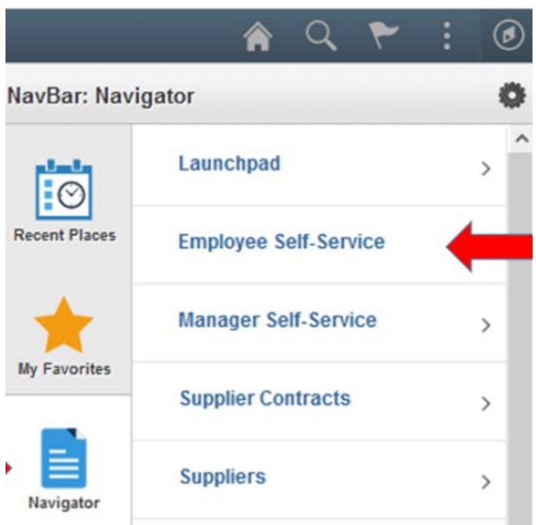
3. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.



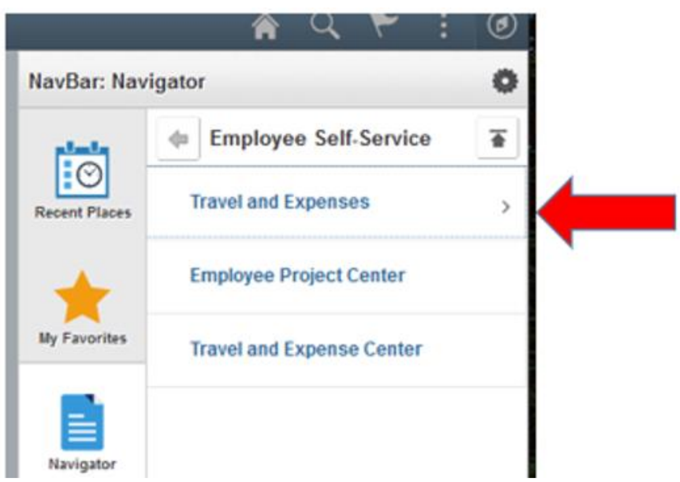
4. The **NavBar** tiles will display. Click the **Navigator** tile.



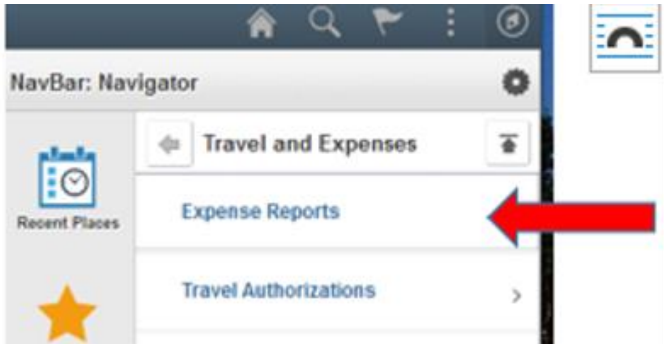
5. The **Secondary Level Content** menu will display. Click **Employee Self-Service**.



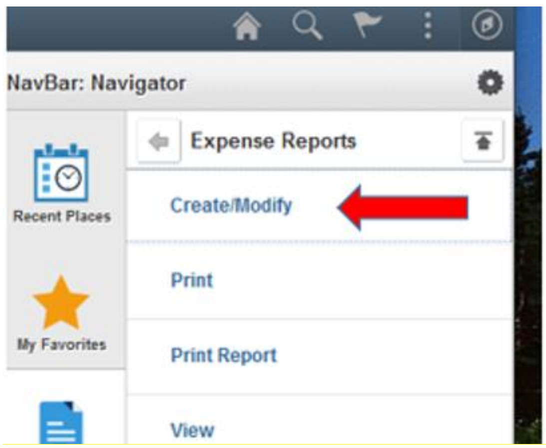
6. The **Employee Self-Service** menu will display. Click **Travel and Expenses**.



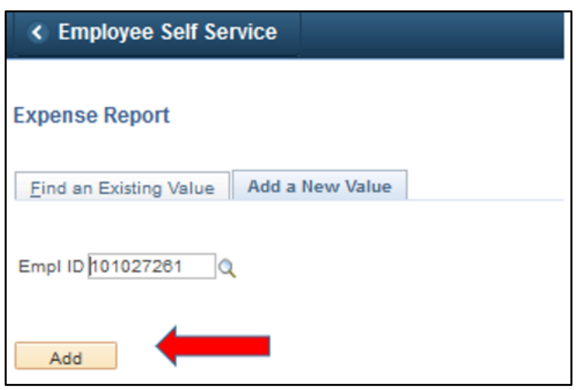
7. The **Travel and Expenses** menu will display. Click **Expense Reports**.



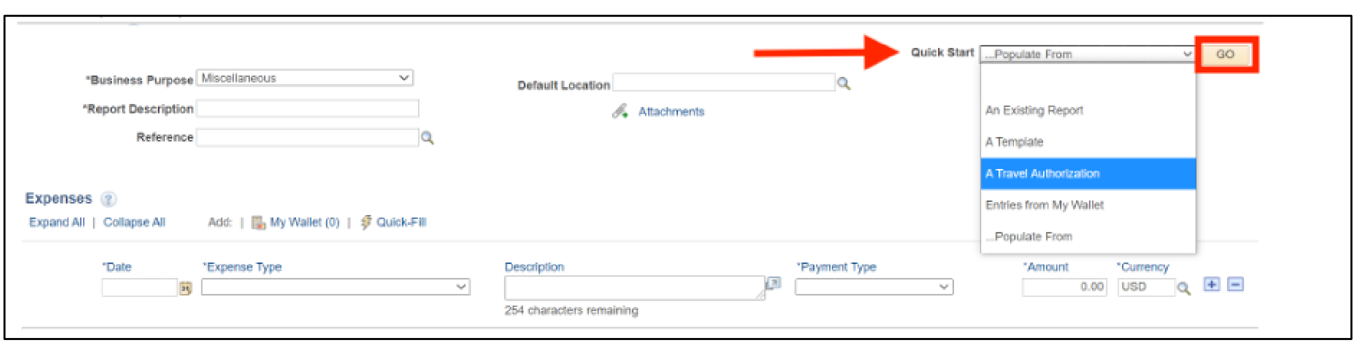
8. The **Expense Reports** menu will display. Click **Create/Modify**.



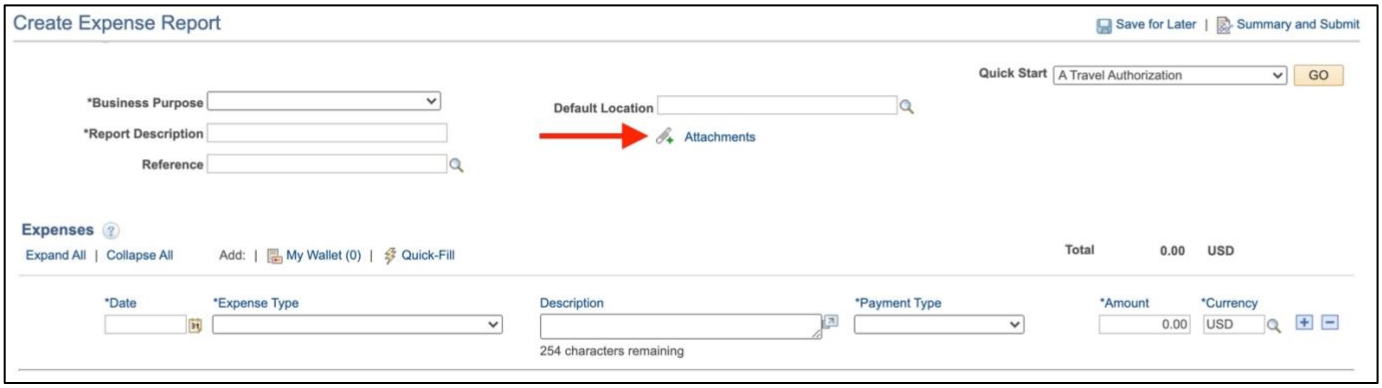
9. The **Expense Report** page will display. With the **Add a New Value** tab selected, enter your **Empl ID**, which is another name for your ctcLink ID. Click the **Add** button.



10. The **Create Expense Report** page will display. From the **Quick Start** drop-down menu, select **A Travel Authorization**. Click **Go**. The expense report fields will automatically populate from your travel authorization. This will save you time in completing your expense report.



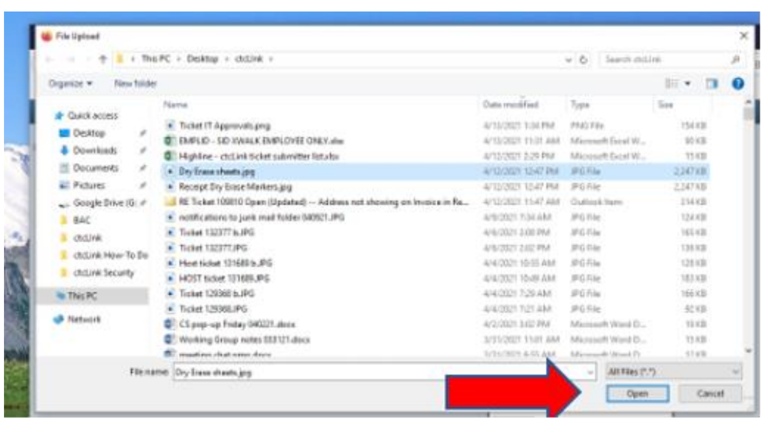
11. You will need to add receipts, agendas, etc., to substantiate your travel and expenses. Click the **Attachments** link.



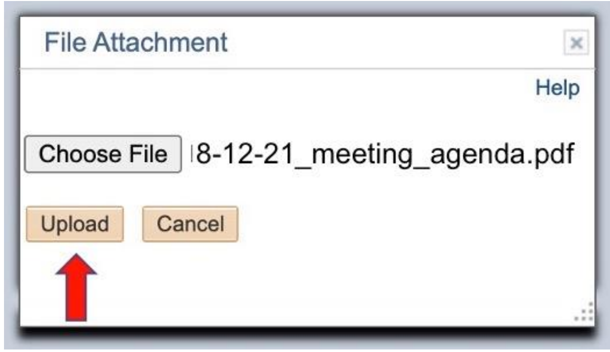
12. The **Expense Report Attachments** page will display. Click **Add Attachment** button.

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

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



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

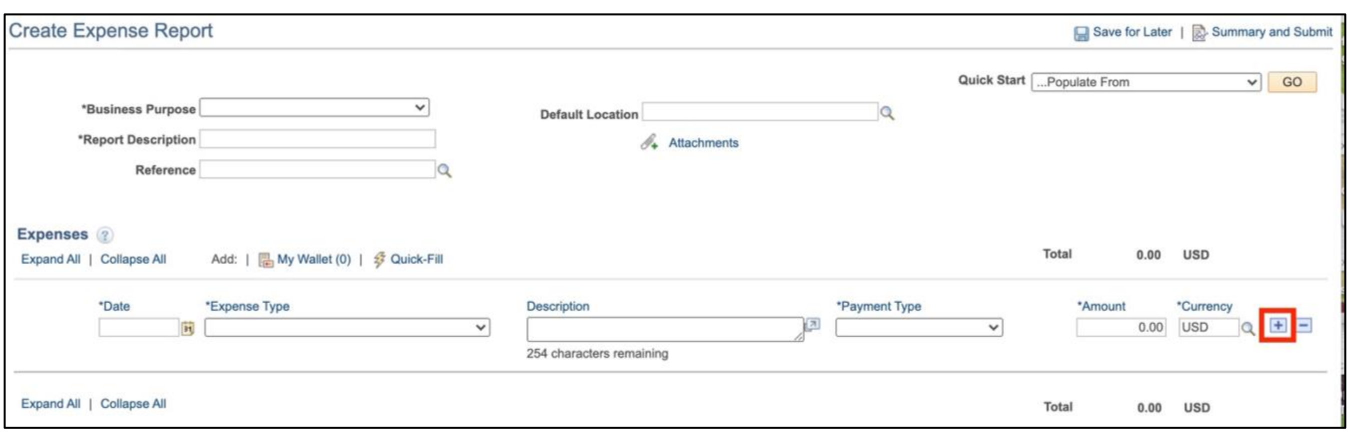


16. The file name will appear in the **File Name** column. In the **Description** column, enter a brief description. You can add more attachments or click **OK** if you are done.

17. Review all line items in the **Expenses** section to make sure all expenses are included. And, make sure that you have attached receipts for those expenses requiring them.

- Meals and mileages do not require receipts, but cannot surpass the allotted amount as defined by the General Services Administration (GSA).
- Each meal will require a new expense line. For example, you will need three lines for breakfast, lunch and dinner.
- Each night in a hotel will require a separate expense line. And, hotel tax will require a separate expense line (you can group all tax for all nights in one expense line).
- If you've filled in the **Default Location**, the per diem — or daily expense allowance — will automatically populate for certain types of expenses such as meals and hotels. If no location is provided, you will need to provide documentation from GSA proving the amount you've entered is within per diem. If your hotel expenses exceed per diem, you will need to attach the Maximum Lodging Exception Form (found in the Additional Forms section).

18. To add an expense line, click the **Add a New Row [+]** icon on the right side of the row.



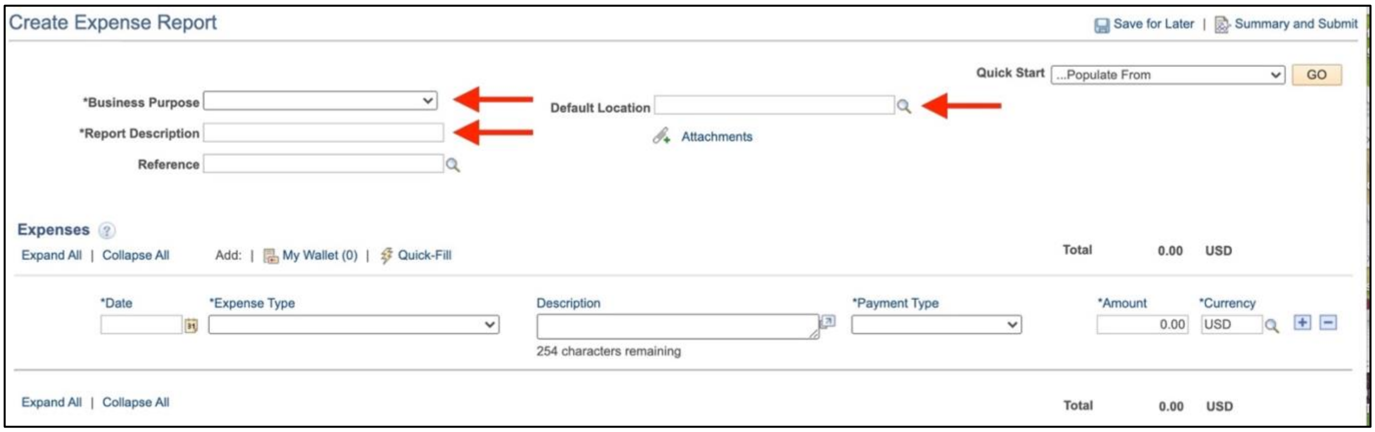
Part 2: Creating an Expense Report Without a Travel Authorization

Travel authorizations are not needed for travel that involves expenses such as mileage and registration.

To begin, follow steps 1-9 in Part 1 and return here to pick up with step 10.

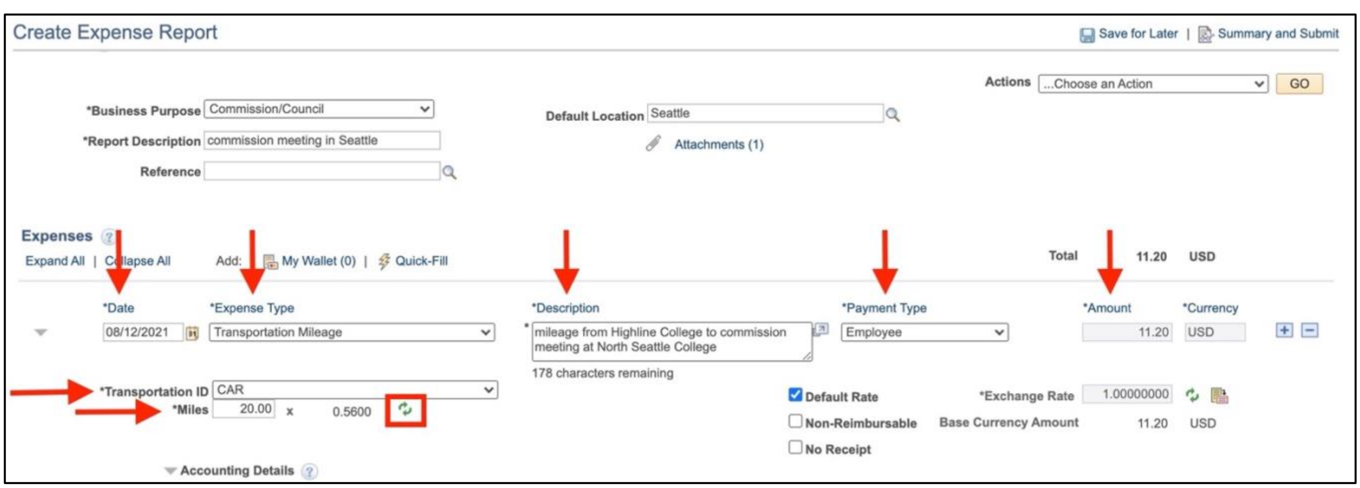
10. The **Create Expense Report** page will display. Fill in the form header:

- **Business Purpose**: Make a selection from the drop-down menu. You can choose whatever is appropriate.
- **Report Description**: Be specific. Name the conference or reason for travel. If you are asking for reimbursement of mileage during a specific timeframe, then include the date range, such as “mileage during April 2021.”
- **Default Location**: Field is not required, but helpful if all your expenses will take place in one location. Use the **Look Up** icon (magnifying glass) to see a list of locations.
- **Reference**: Field is not required.

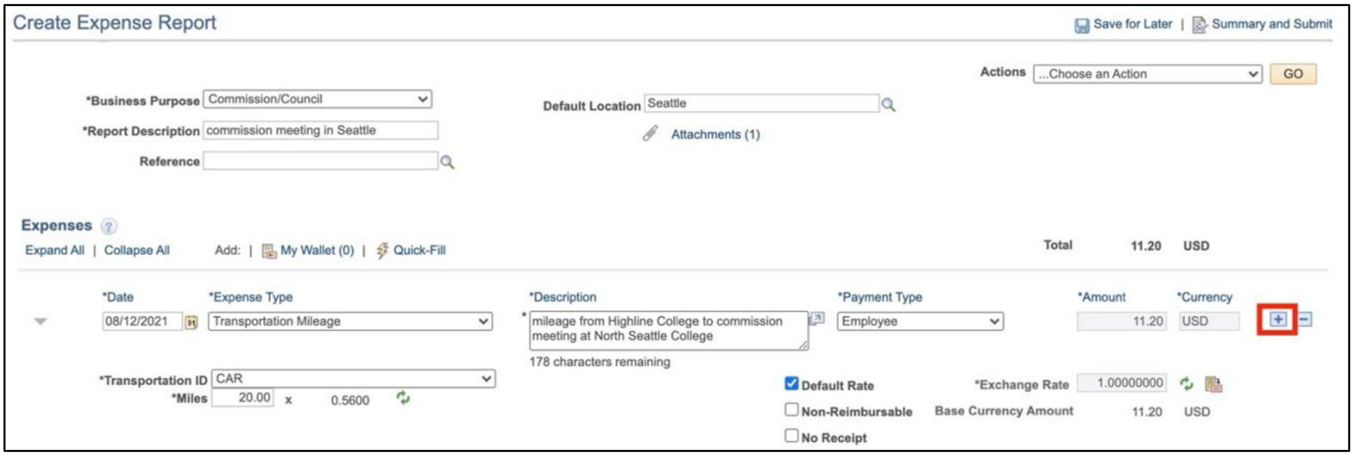


11. Complete the **Expenses** section:

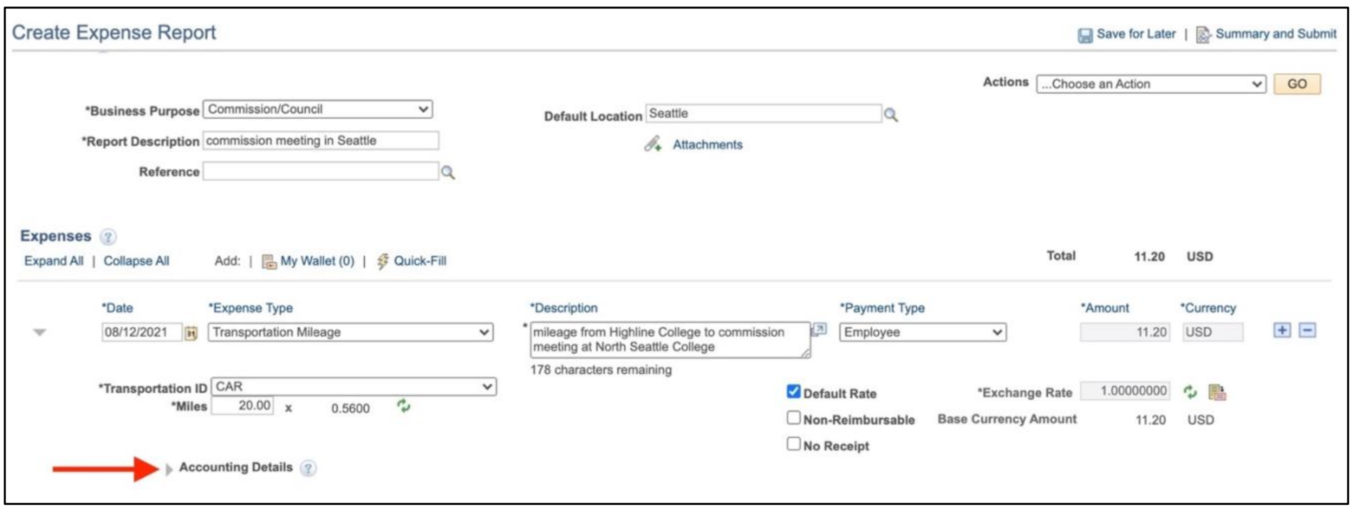
- **Date**
- **Expense Type**: From the drop-down menu, select a category. Use **Transportation Mileage** for mileage and **Transportation Other** for parking fees and tolls.
- **Description**: Enter a short description. For mileage, include key information, such as where you traveled to and from as shown in the example below.
- **Payment Type**: Select **Employee** from the drop-down menu
- **Amount**: The **Amount** field will not be available for transportation mileage. It will automatically calculate after you fill in the **Transportation ID** and **Miles** fields, explained in the next step.
- **Transportation ID** and **Miles**: These fields will display if **Transportation Mileage** is selected as the **Expense Type**. Complete the fields and click the two small arrows on the **Miles** row. The **Amount** field will automatically populate.



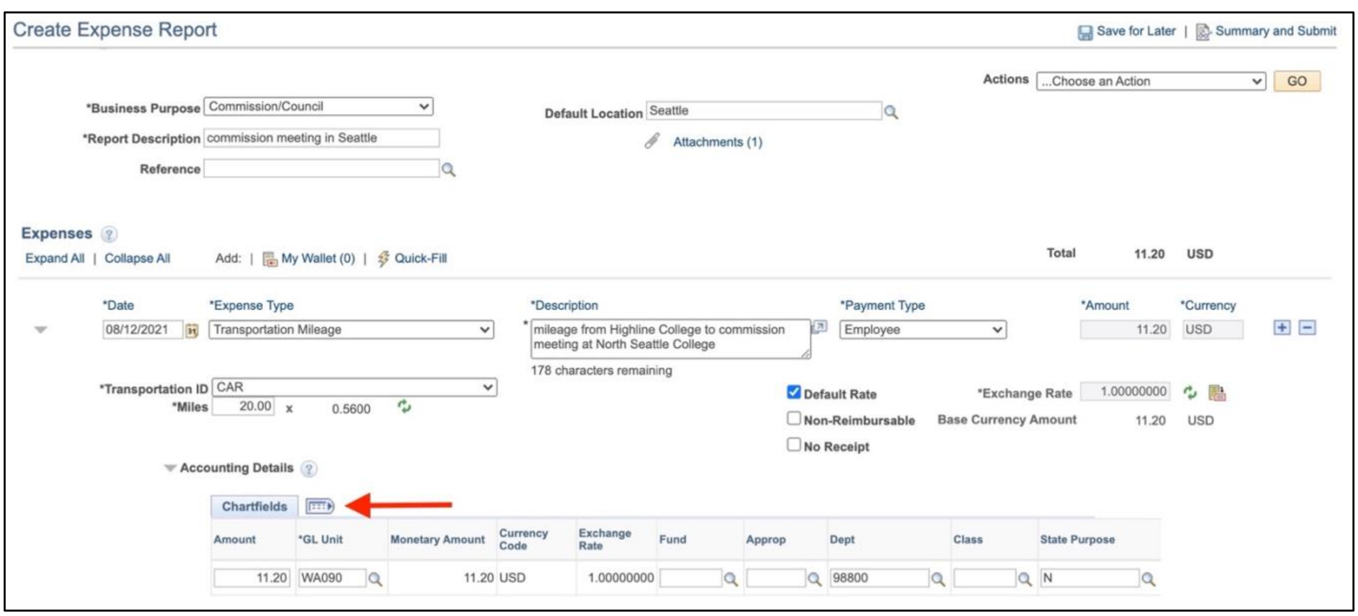
12. If you need to add another expense, click the **Add a New Row [+]** icon on the right side of the row and complete step 11 again.



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



14. **Chartfields** will display. Click the **Expand** icon next to **Chartfields** to reveal all available fields.

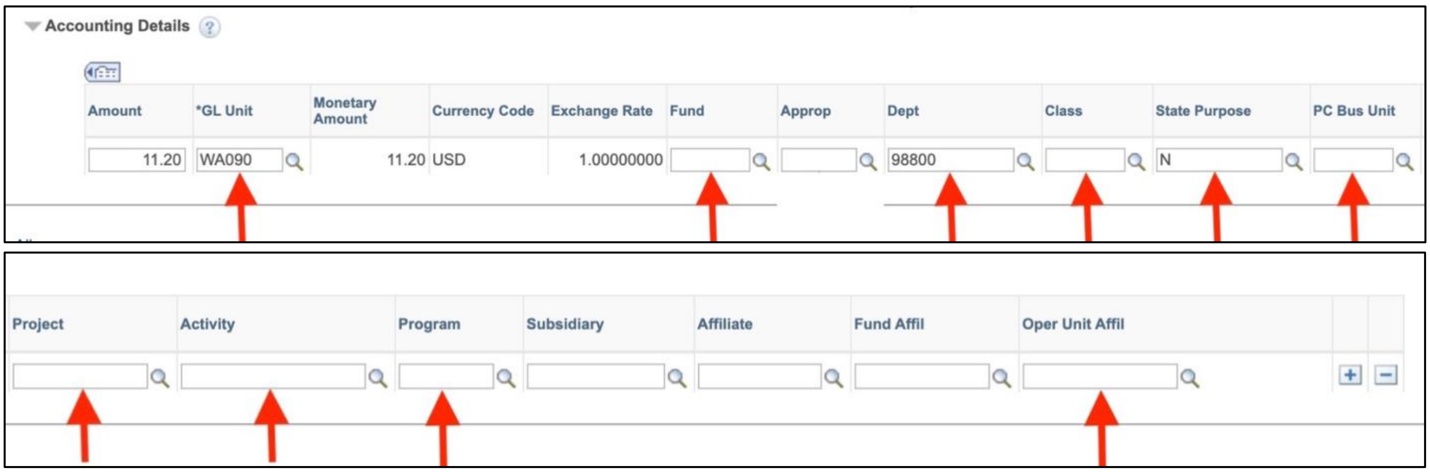


15. Fill in the following required fields:

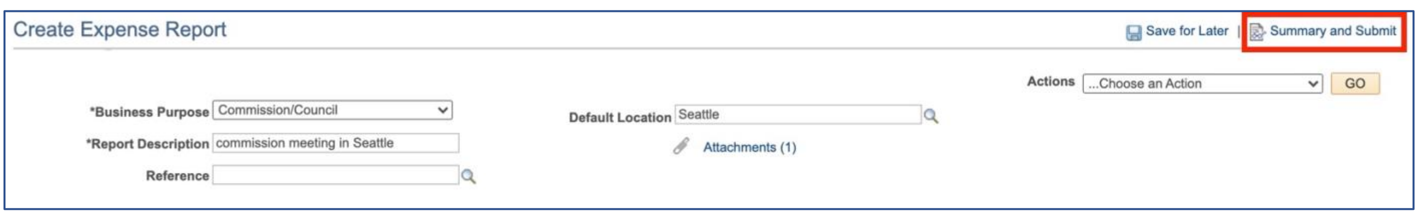
- **GL Unit:** This field will likely automatically populate to Highline's code, **WA090.**
- **Fund:** Use the **Look Up** icon (magnifying glass) to see a list and/or do a search.
- **Dept:** A number might already be entered. Verify that it is correct.
- **Class:** Use the **Look Up** icon (magnifying glass) to see a list and/or do a search.
- **State Purpose:** Should be **N** unless the expense is related to IT.
- **Program:** Use the **Look Up** icon (magnifying glass) to see a list and/or do a search.
- **Oper Unit Affil:** Use the **Look Up** icon (magnifying glass) to select Highline's code, **7090.**

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

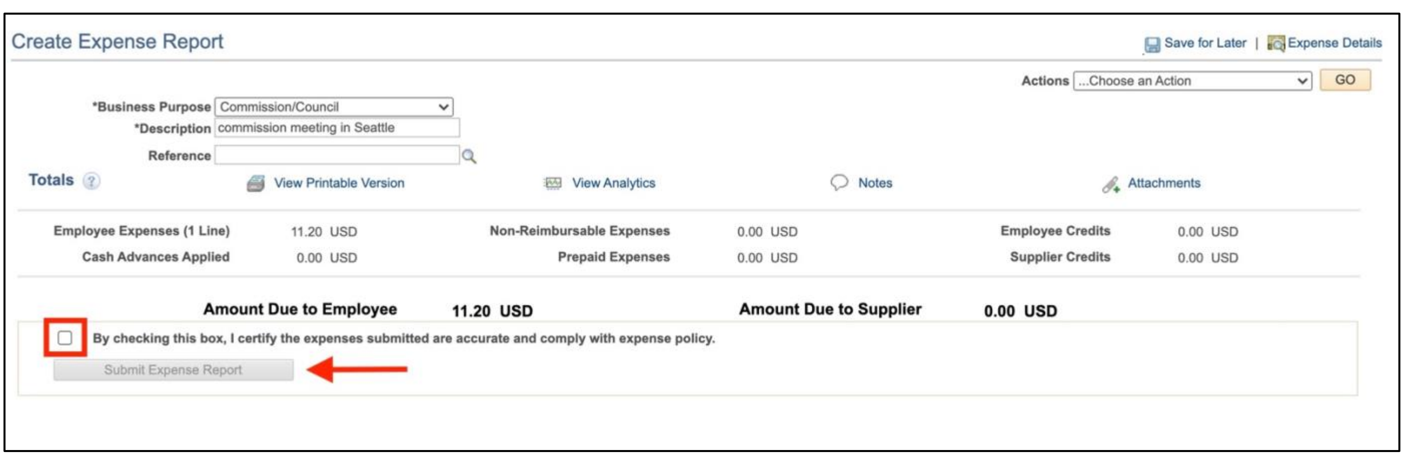
- **PC Bus Unit**
- **Project**
- **Activity**



16. When you are ready to submit, click on the **Summary and Submit** link in the top right corner.



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



18. 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.