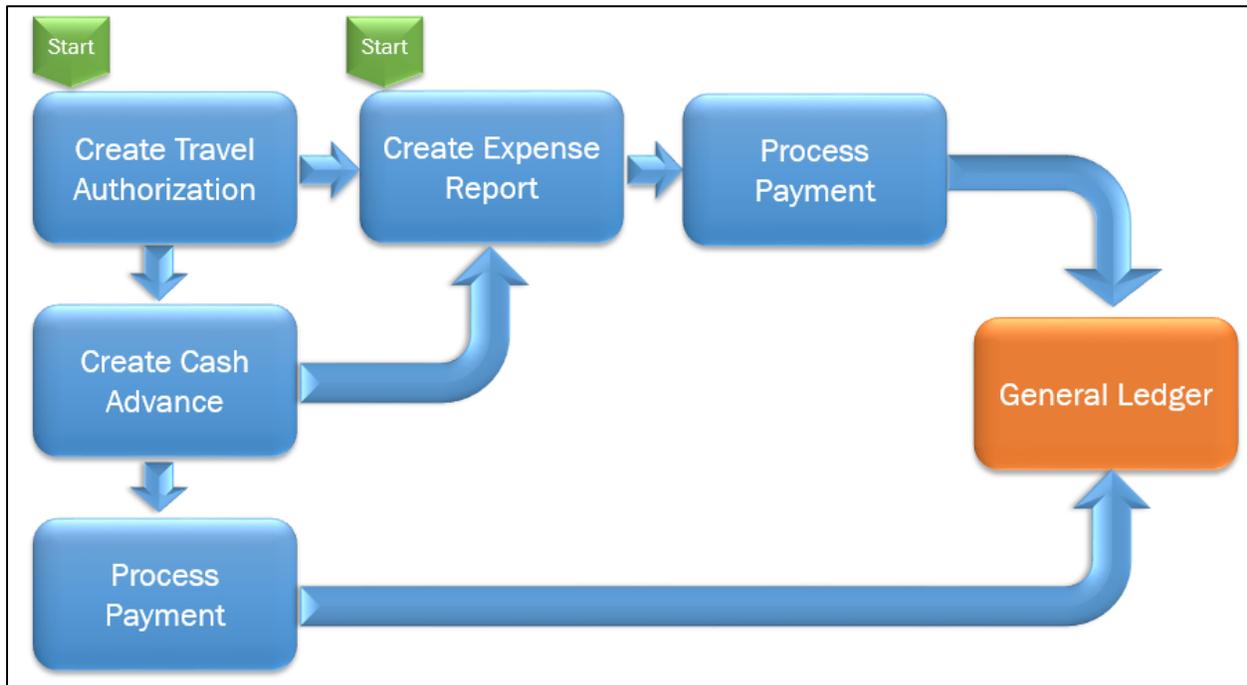


## Travel & Expense Overview



Processing travel and expenses in ctLink uses three different types of documents:

- **Travel Authorization** – the first step in the travel process. A Travel Authorization should be created prior to travel and is used to estimate the costs for the trip, obtain the necessary approvals and generate an encumbrance that will be relieved after the Expense Report is filed. A Travel Authorization must be fully approved before the first date of travel. Please submit your Travel Authorization with enough time to go through the full approval process.
- **Cash Advance** – MUST be created from a Travel Authorization BEFORE the Travel Authorization is submitted for approval. Cash Advances will be rejected if they are not submitted from a Travel Authorization. Cash Advances are paid to the traveler approximately a week prior to their trip. Cash Advances received for a trip must be applied to the Expense Report for that trip.
- **Expense Report** – the final step in the travel process and can only be submitted after the travel has occurred. The Expense Report is used to record the actual travel costs incurred and relieve the encumbrance created by the Travel Authorization. The Expense Report may result in a reimbursement to the employee after the Cash Advance (if applicable) has been deducted. Expense Reports will also be used to process expenses incurred on Blanket Travel Authorizations that are already on file for this fiscal year.

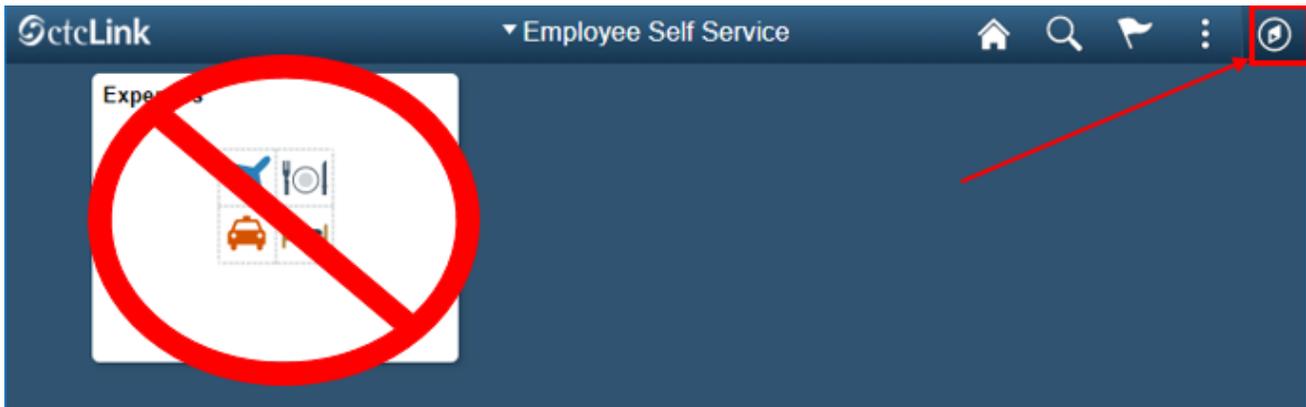
## Travel Approval Process

ctcLink has an approval workflow that automates the process of obtaining approvals for the different travel documents. The following approvals are required for each document. E-mail notifications will be sent notifying approvers when they have documents that need to be approved.

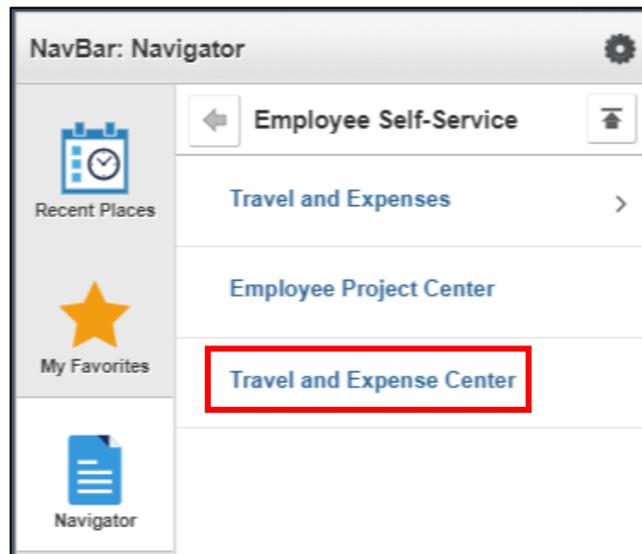
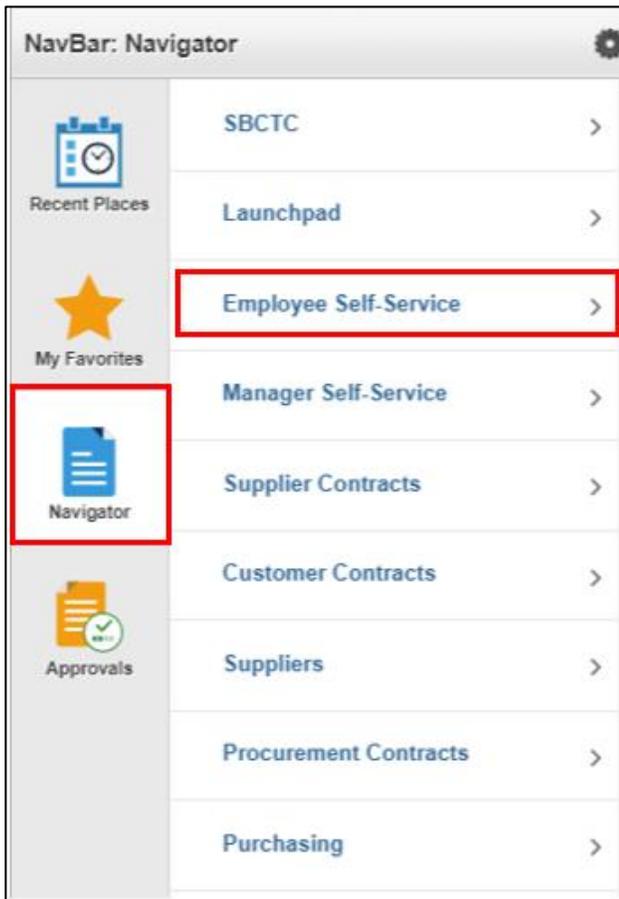
	HR Supervisor	Expense Approver (Budget approver - Director, Dean, etc.)	Pre-Pay Auditor (Purchasing Dept Travel Coordinator)
Travel Auth	X	X	X
Cash Advance			X
Expense Report		X	X

## Travel Navigation

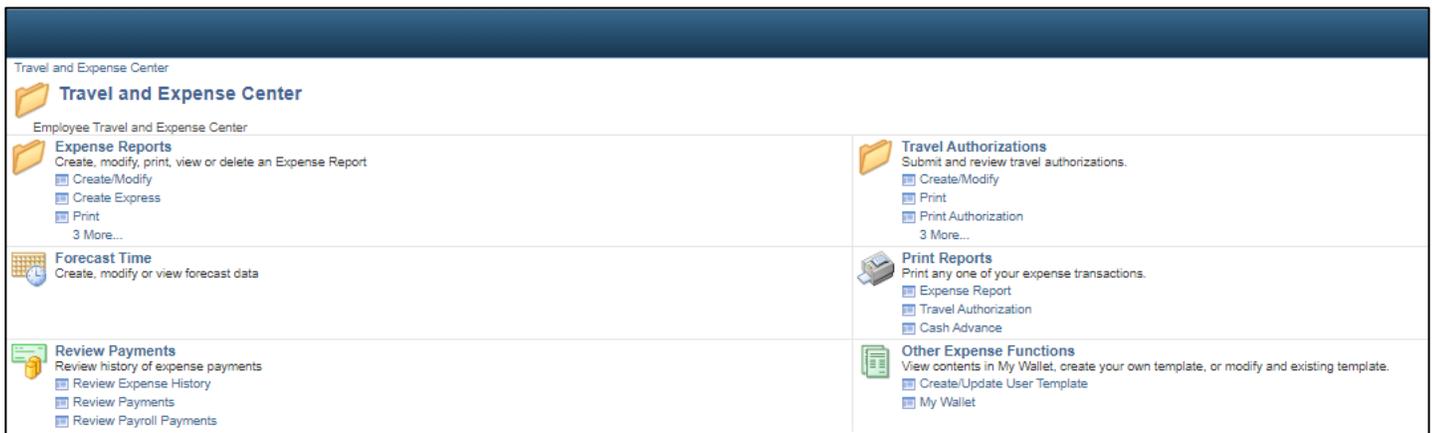
Travel pages can only be accessed through Financials Self-Service. There is an Expenses tile available on the Financials Self Service page, however SBCTC has reported that there are several travel forms that do not function properly when using the tile (this is also known as Fluid in PeopleSoft). These problems have been reported to Oracle and are expected to be fixed in future upgrades. To avoid any unnecessary frustration now, we ask that you please use “classic navigation” or the NavBar to access Employee Self-Service for all travel related processes.



NavBar > Navigator > Employee Self-Service > Travel and Expense Center



The **Travel and Expense Center** will provide functioning links to all of the travel pages that you need to access on one convenient page. Consider adding this page to your Favorites!



Alternatively, you can access the **Travel and Expenses** menu from **Employee Self-Service**. This will provide separate menus for each type of travel document.