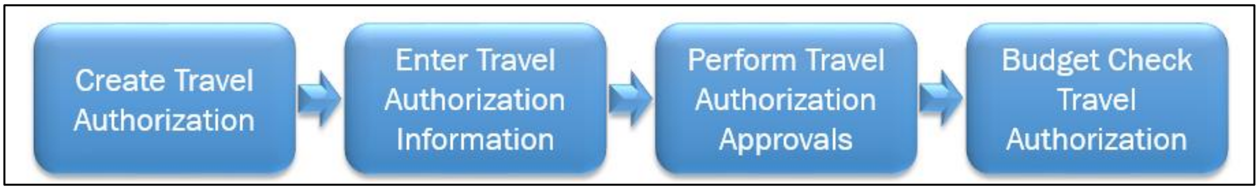
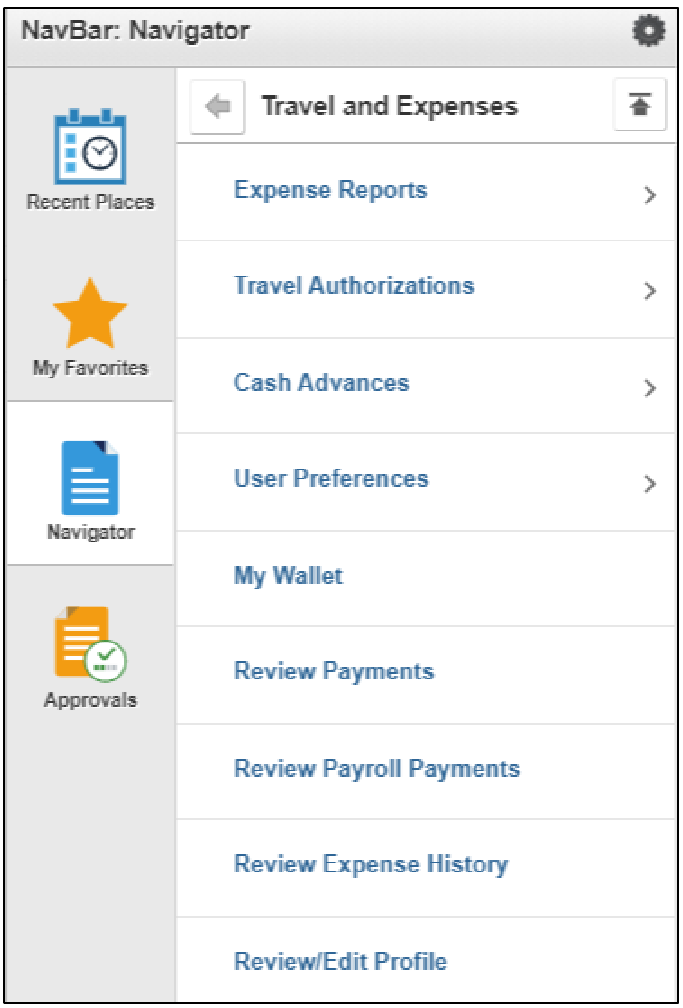
Creating a Travel Authorization & Cash Advance Requests



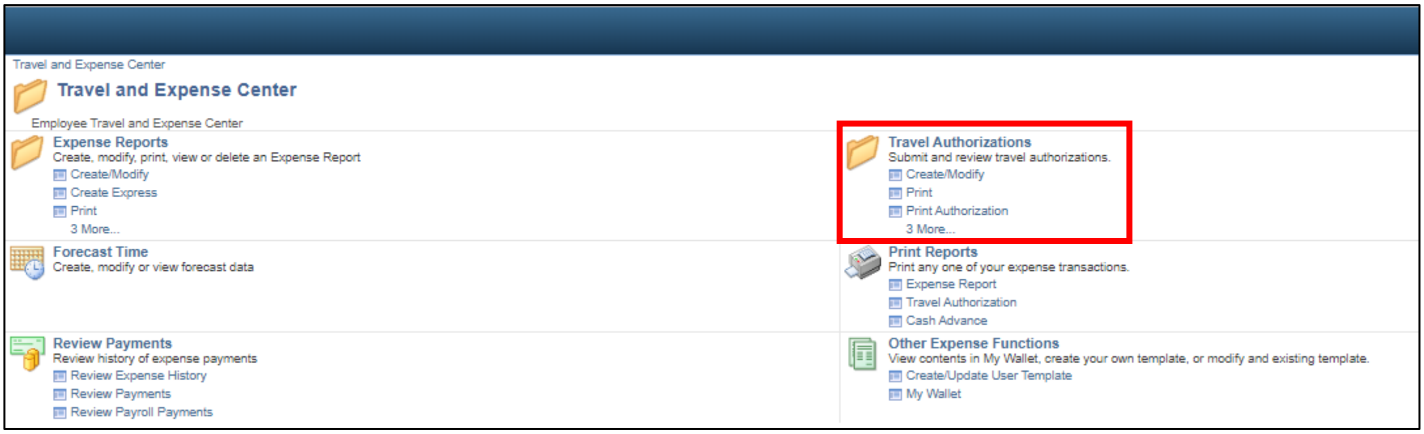
A Travel Authorization is first step in the travel process. Travel Authorizations must be created and approved prior to the travel dates. This document is used to estimate the costs for the trip, obtain the necessary approvals and generate an encumbrance that will be relieved after the corresponding Expense Report is filed. Travel Authorizations must be approved by your HR Supervisor, Expense Approver (generally the Director/Dean with budget oversight) and the Pre-Pay Auditor (Purchasing Travel Coordinator). Travel Authorizations must be fully approved before the date of travel. PeopleSoft will not allow approvals to occur after the travel date so please plan ahead.

For best results – do not use the Expenses tile but rather navigate using "classic" navigation.

NavBar > Navigator > Employee Self-Service > Travel and Expenses



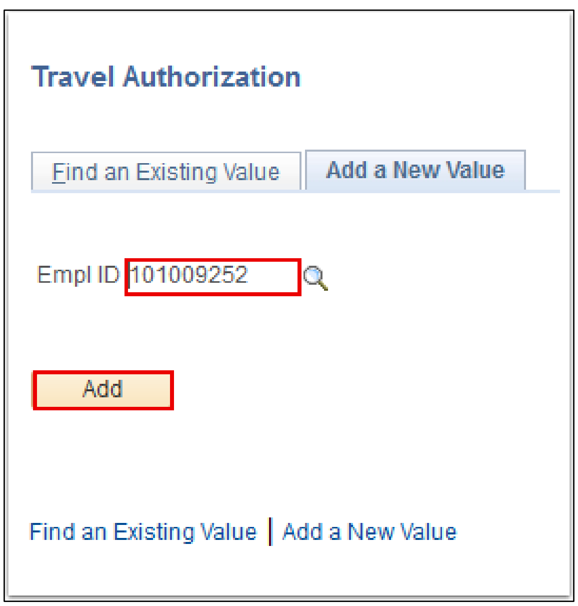
You can also access the Travel and Expense Center from Employee Self-Service that contains links to all of the travel documents on one page.



To create a new Travel Authorization use the following navigation:

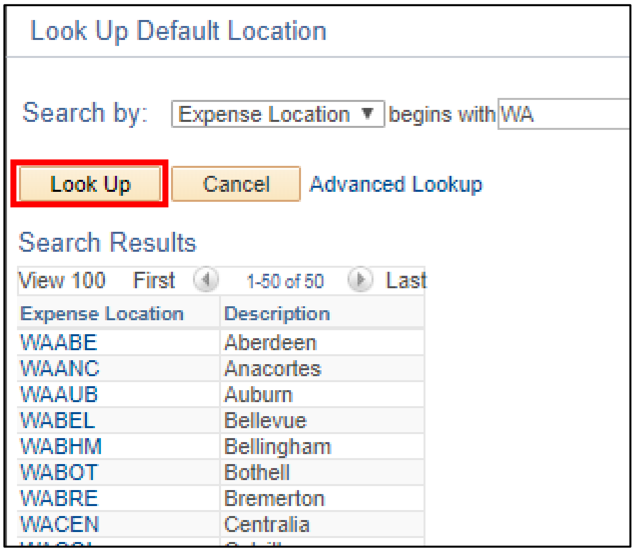
NavBar > Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

1. The **Travel Authorization** search page displays. Your **Empl ID** will default into the field. If you have been delegated access to create travel documents for another person, you will want to click on the icon and select the Empl ID of the person you wish to create the Travel Authorization for.
2. Select the **Add** button.

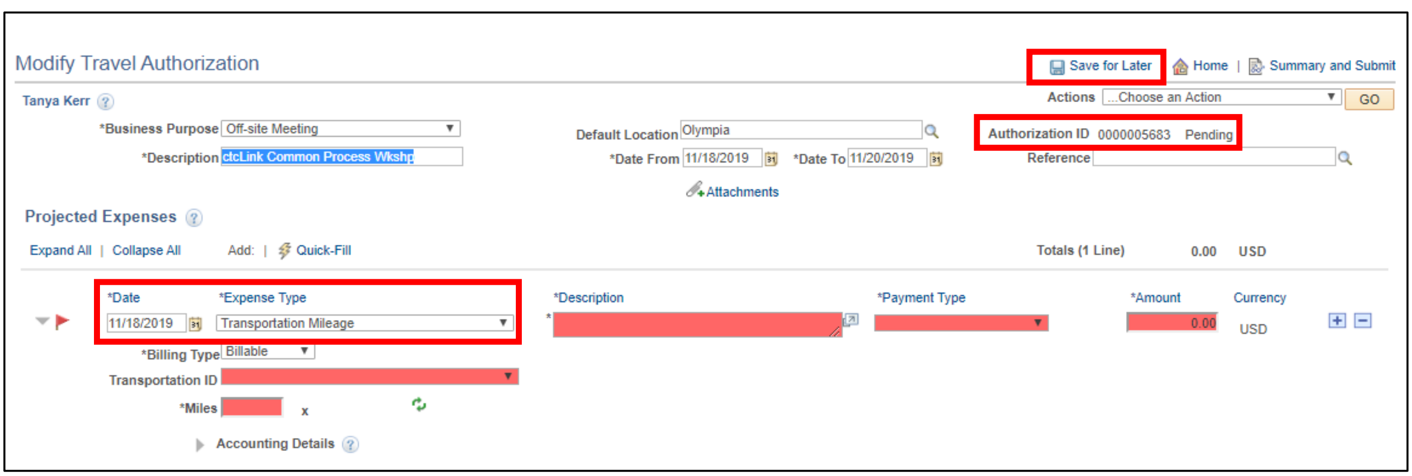


3. The **Create Travel Authorization** page displays. All required fields on this page start with an asterisks *.
4. Select **Business Purpose** from the dropdown menu. The options are global settings. Select the option that most closely represents the reason you are traveling.
5. Enter **Description**. This field should provide a brief description of your trip. This field will be seen by approvers and is also a key field if you need to search Travel Authorizations in the future.

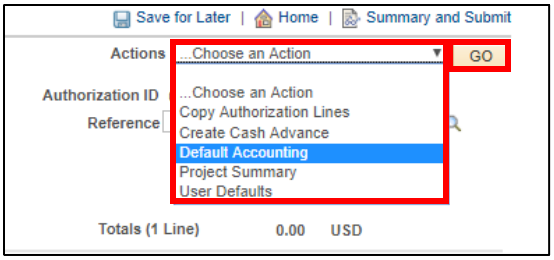
6. The **Default Location** field is used to calculate per diem rates for hotels and meals in the Projected Expenses section below. The locations are based on the state per diem rates and are maintained by the SBCTC. You can either type the city name directly or select the **Lookup** icon to search for codes. The easiest way to search for codes in Washington is to enter 'WA' in the field next to 'begins with'. Select **Look Up.** This will return all available choices. Select the code closest to your destination.



7. Enter a date or use the calendar menu in the **Date From** field to select the first day of travel.
8. Enter a date or use the calendar menu in the **Date To** field to select the day you will return.
9. In the **Projected Expenses** section, enter a date or use the calendar menu to select a **Date** for the line item and select an **Expense Type** from the drop down.
10. Select the **Save for Later** link. You must have an expense line started in order to save your Travel Authorization. Saving at this point allows you avoid losing your work and also provides options to select **Actions** that will save you data entry for multi-line Travel Authorizations. Once you have saved the Travel Authorization, ctcLink will automatically assign an **Authorization ID** that is marked as Pending. You will also see the remaining line fields will be highlighted in red. That is expected and will be addressed in the upcoming steps.



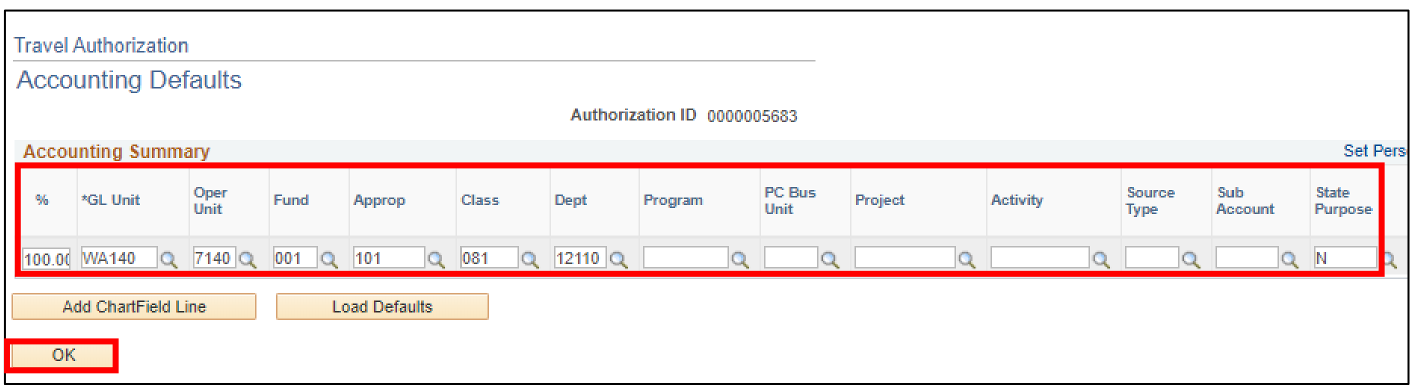
11. From the **Actions** dropdown menu, choose the **Default Accounting** action and then click the **GO** button.



12. The **Accounting Defaults** page will open. This page will allow you enter the required ChartField information for all new expense lines added to this authorization. There are seven required fields in the **Accounting Summary:**

- **Percent** – will default to 100% but allows you to allocate travel expenses to multiple budget accounts. Select the **Add ChartField Line** button to add additional lines. The sum of the ChartField line percentages must equal 100%.
- **GL Unit** – must always be set to WA140
- **Oper Unit** – must always be set to 7140
- **Fund** – is always required and some funds also require an Appropriation. For example Fund 101, which is now Fund 001 and Appropriation 101. Refer to the budget crosswalk located on the myClark Finance webpage www.clark.edu/faculty-staff/ctclink/myclarkfinance.php
- **Class** – replaces the Program in the old budget number – refer to crosswalks
- **Dept** – replaces the Org in the old budget number – refer to crosswalks
- **State Purpose** – this field is mandated by the state to track IT-related spending. You must select Y/N.

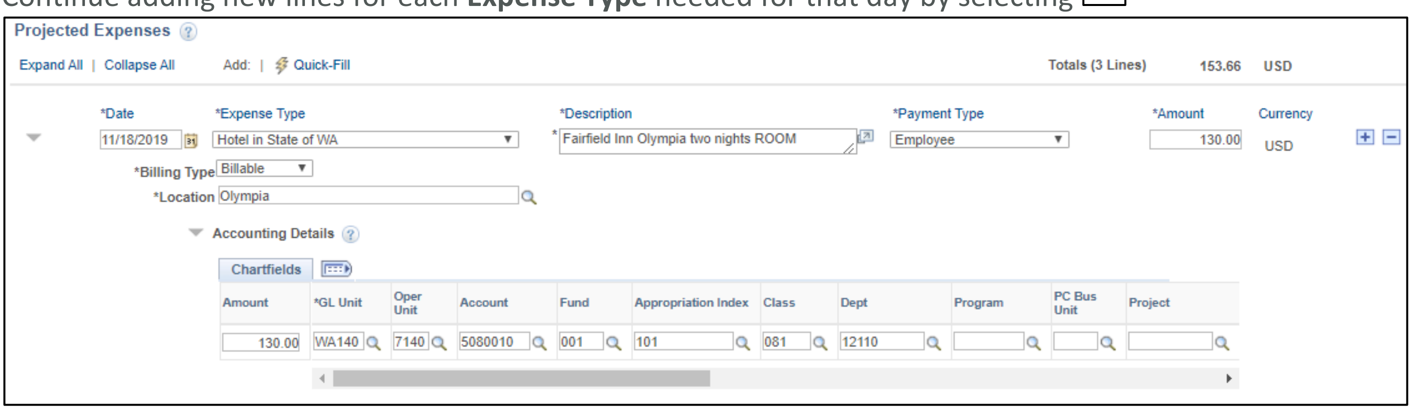
Once complete, select the **OK** button.



13. You will return to the **Modify Travel Authorization** page. Select the button to delete the first expense line you started above. This will open a new window asking you to confirm that you want to delete the line. Select **OK.** Alternatively, if you keep this line you will need to re-enter the ChartField details that you entered on the previous step.

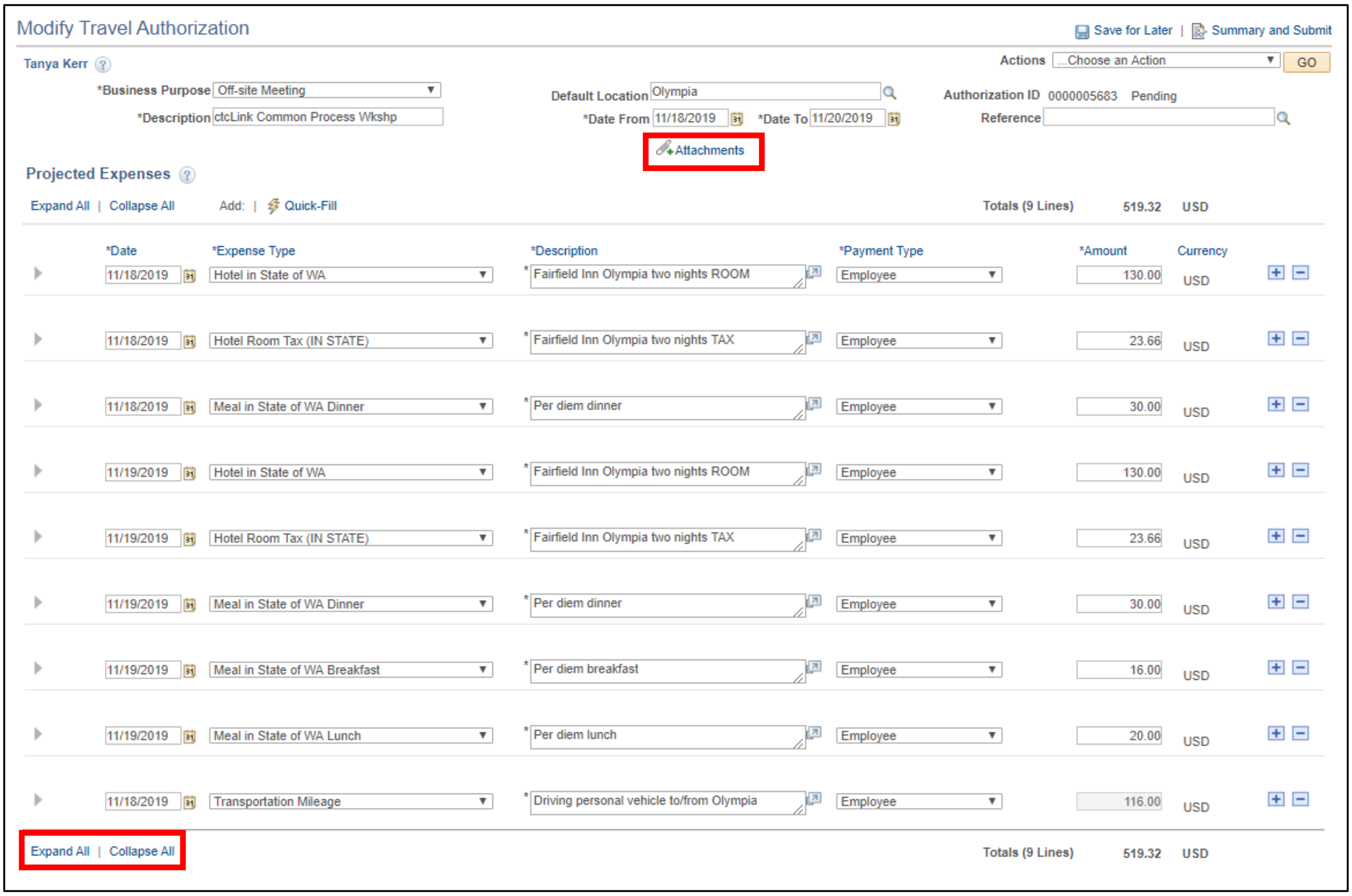
14. You may now enter expense lines under the **Projected Expenses** section. You must enter a line for each **Expense Type** for each day. Depending on the **Expense Type** selected, there may be additional fields required. The **Expense Type** selected determines the **Account** that is assigned in the ChartFields (Note: Accounts replaced the old “G_” sub-object codes in Legacy). The following example addresses fields that are required for a hotel room.
    - **Date** – type a date or use the calendar menu.
    - **Expense Type** – select from the dropdown menu. Unless the selected type specifically states “no per diem” the system will automatically populate the per diem rate for all meals and hotels based on the **Location** entered below. If the “no per diem” amount is selected, you must provide your justification in the **Description** field.
    - **Description** – enter the name of the hotel if known
    - **Payment Type** – following are the only acceptable options available in the dropdown menu. DO NOT select Pre-Paid or either of the Taxable Fringe Benefit options.
        - **Employee** – if you will be paying for the expense directly with a Cash Advance or seeking reimbursement on an Expense Report after the trip.
        - **Pcard** – if the Purchasing Department will be paying for the expense using a College PCard. This generally occurs for conference registration fees and all modes of transportation (airline tickets, train tickets, rental cars and motorpool vans).
    - **Amount** – will automatically default based on the **Location** if the **Expense Type** is calculated using per diem rates. If not associated with per diem, enter the amount.
    - **Billing Type** – this a required field and generally you should accept the default of **Billable.** If your travel expense is going to be funded by a grant/project, this field is used to indicate whether the expense line is eligible to be picked up by Project Costing so it can be billed for (or not).
        - **Billable** – transaction line will get picked up by Project Costing only if it has a Project ID in the funding distribution. You must enter the necessary Program and Project fields under the **Accounting Details** section.
        - **Non-Billable** – transaction will not get picked up by Project Costing, regardless of whether it has a Project ID or not. You will need to populate the **Account** field.
    - **Location** – will automatically populate with the **Default Location** if it was entered above. This field determines the per diem rate that will be assigned to this expense line.
    - **Accounting Details** – should be populated with the Chartfields that you entered in the **Accounting Defaults** step above. The **Account** field will default based on the **Expense Type**. Accounts replaced the sub-object codes in Legacy. See the last page of this document for the travel **Account** fields.

Continue adding new lines for each **Expense Type** needed for that day by selecting 

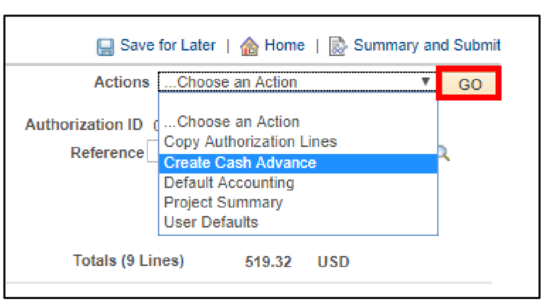


** See the **Opportunities for Efficiencies** section below for several suggestions to save you time when creating multi-day Travel Authorizations.

15. You can add attachments to your Travel Authorization by selecting the **Attachments** link. This is where you can upload documents supporting your travel that would be helpful for the Approvers and to assist the Travel Coordinator in booking your travel arrangements such as conference registration information and agenda, email with hotel confirmation, screen shots of desired airline flights, etc.
16. Once you have completed all of the necessary information, you should perform a final review of the Travel Authorization. **Expand All / Collapse All** links can be selected to see or hide all of the details you have entered. This can be helpful to collapse when doing a final review to make sure you have entered the correct expense types for each day.

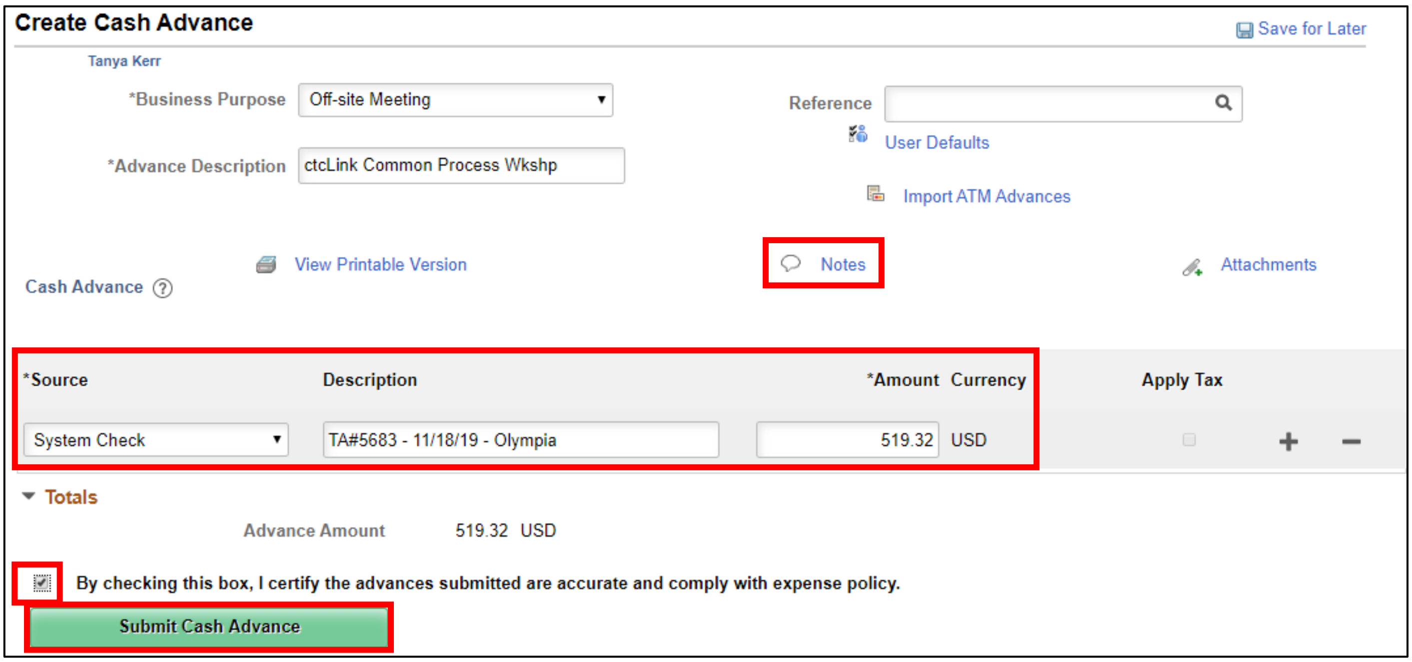


17. If you plan to request a **Cash Advance,** you MUST do that before you submit your Travel Authorization for approval. You can only request a Cash Advance to cover lodging and meals. Please allow five business days to process Cash Advances. From the **Actions** dropdown menu, select **Create Cash Advance** and select the **GO** button.

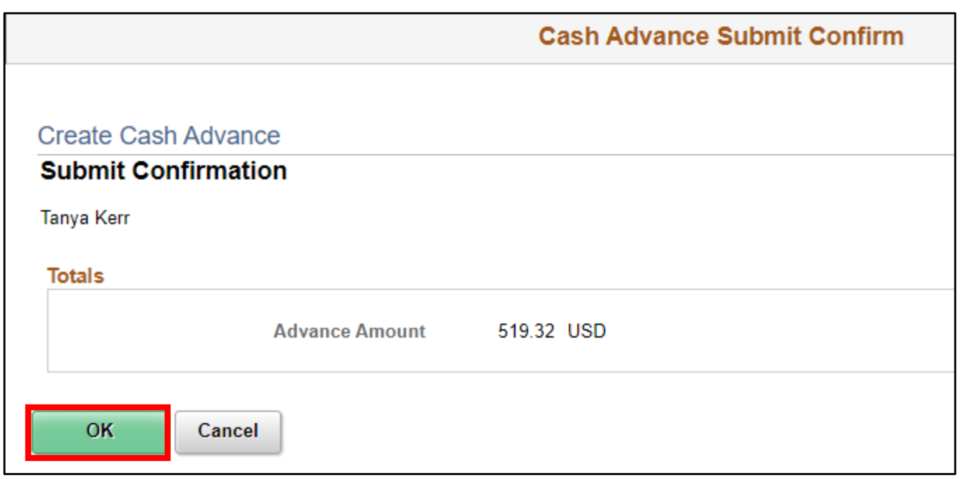


18. This will open the **Create Cash Advance** page on a new tab. You will need to complete the following fields:

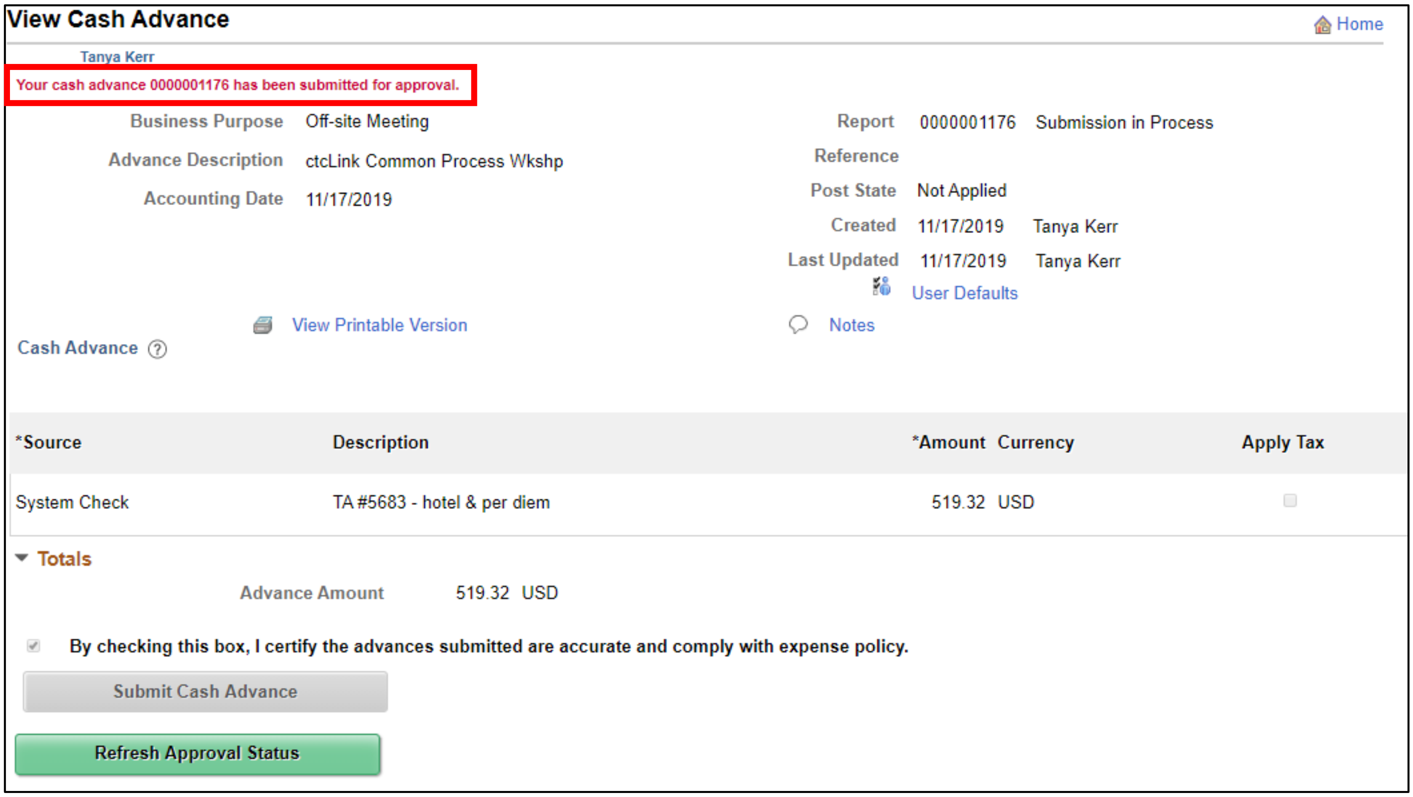
- The **Business Purpose** and **Advance Description** fields will automatically default from the Travel Authorization. You can accept these defaults.
- From the **Source** field dropdown menu, you will need to select **System Check**.
- In the **Description** field, please enter the **Authorization ID** assigned to your Travel Authorization. You can click on the previous open tab to retrieve that number. Please enter the travel date and destination.
- Enter the **Amount** you are requesting. This should not exceed the total for lodging and meals.
- Use the **Notes** section to communicate any comments regarding the Cash Advance to the Travel Coordinator.
- Select the **Checkbox** to certify that the advance is accurate.
- Then select the **Submit Cash Advance** button.



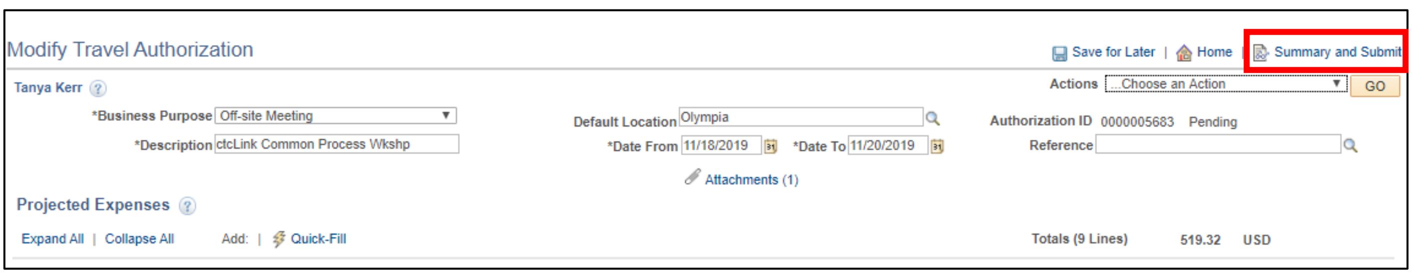
19. The **Submit Confirmation** page will open up. Select the **OK** button.



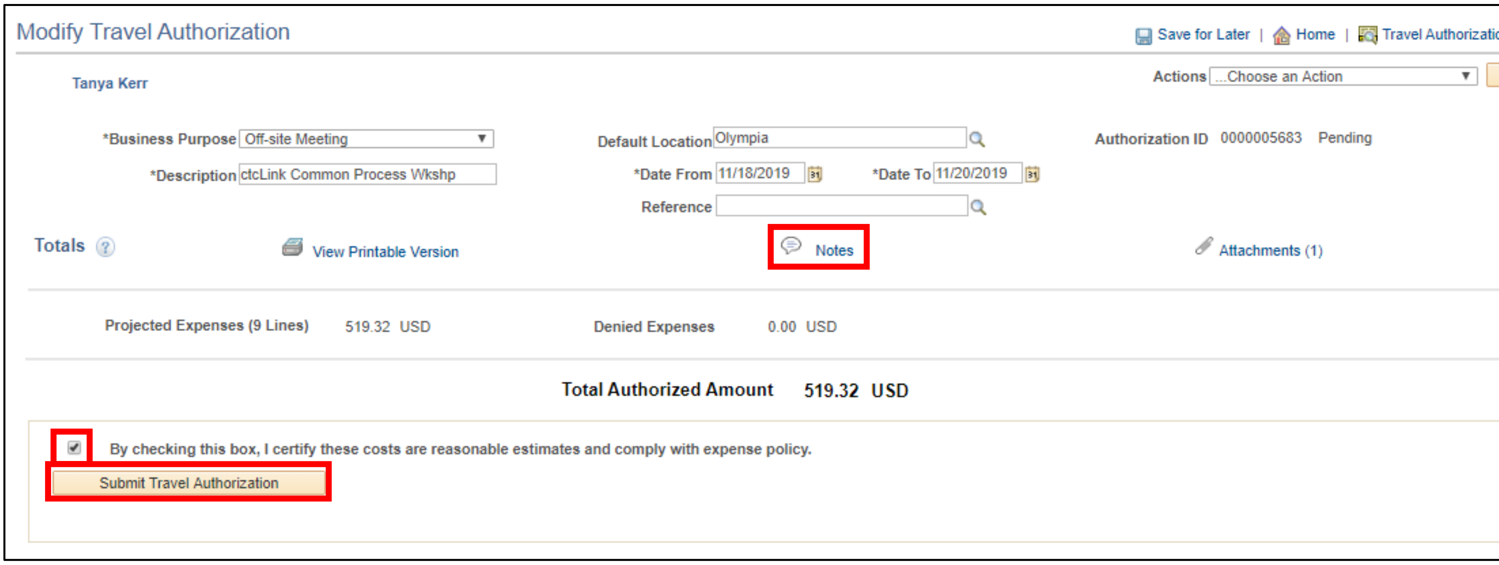
20. The page will change from **Create Cash Advance** to **View Cash Advance.** The system will assign a Report number and your Cash Advance has been submitted for approval. You can close this tab and return to the **Create/Modify Travel Authorization** tab.



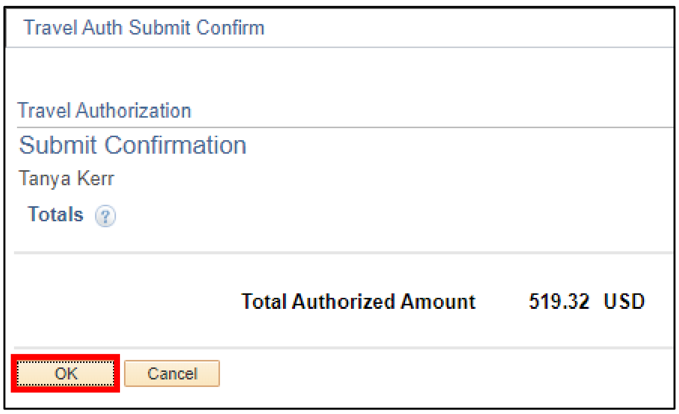
21. You are now ready to submit your Travel Authorization for approval. Select the **Summary and Submit** link.



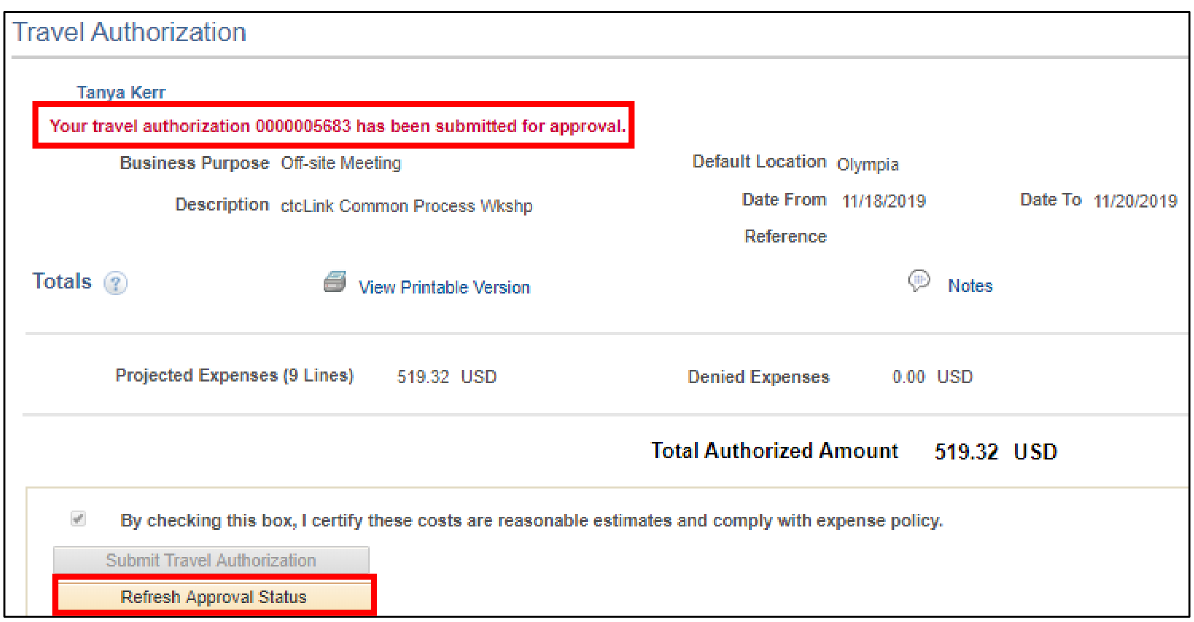
22. This will open a new window that will summarize your Travel Authorization. If you would like to add any additional notes for the Travel Coordinator, select the **Notes** link.
23. Select the **Checkbox** to certify that the costs are reasonable estimates and comply with policy.
24. Then select the **Submit Travel Authorization** button.



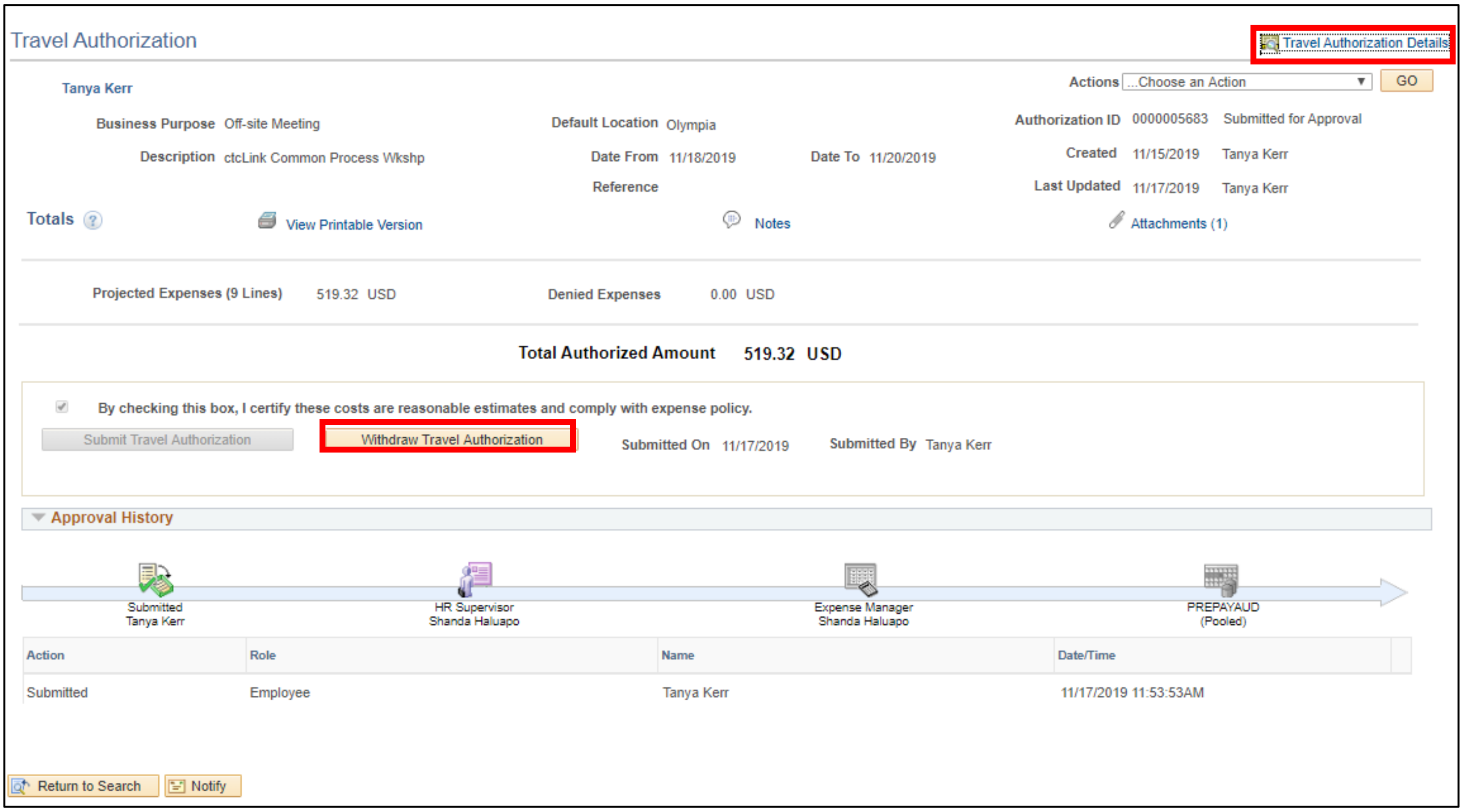
25. The **Submit Confirmation** page will open up. Select the **OK** button.



26. You will receive a note that your Travel Authorization has been submitted for approval. Select the **Refresh Approval Status** button to see the approval workflow for your Travel Authorization.



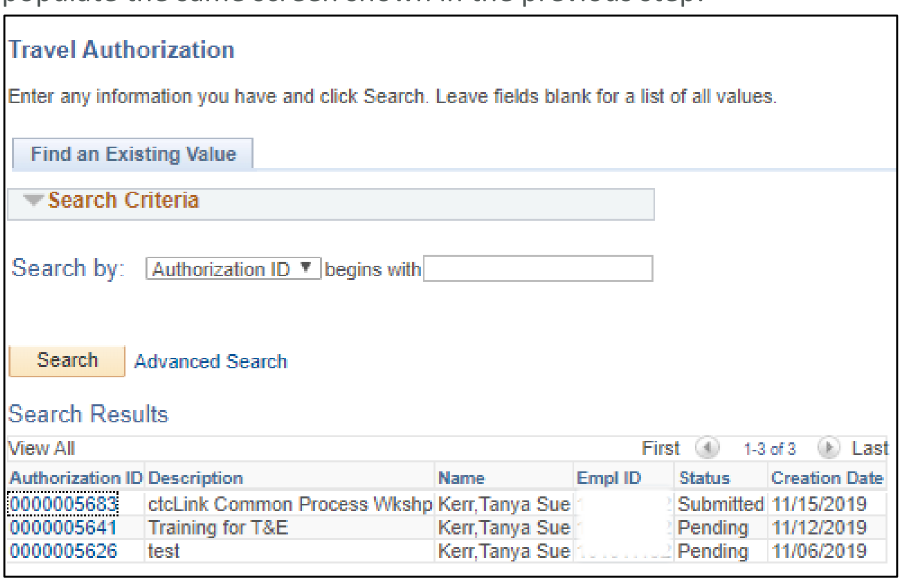
27. You can select the **Travel Authorization Details** link if you would like to return to the detailed page.
28. If you need to make any changes to your Travel Authorization after it has been submitted for approval, select the **Withdraw Travel Authorization** button. This will pull the Travel Authorization out of the approval workflow. After making your changes, you must submit it for approval again (steps 21-25).



29. If you would like to check on the status or make changes to your Travel Authorization after it has been submitted, you must use the following navigation.

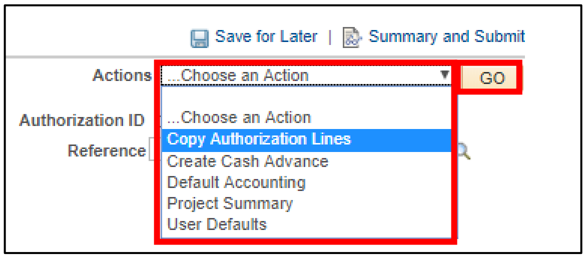
    NavBar > Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > View

    Select the **Search** button to search for all of your Travel Authorizations. Selecting the **Authorization ID**, will populate the same screen shown in the previous step.

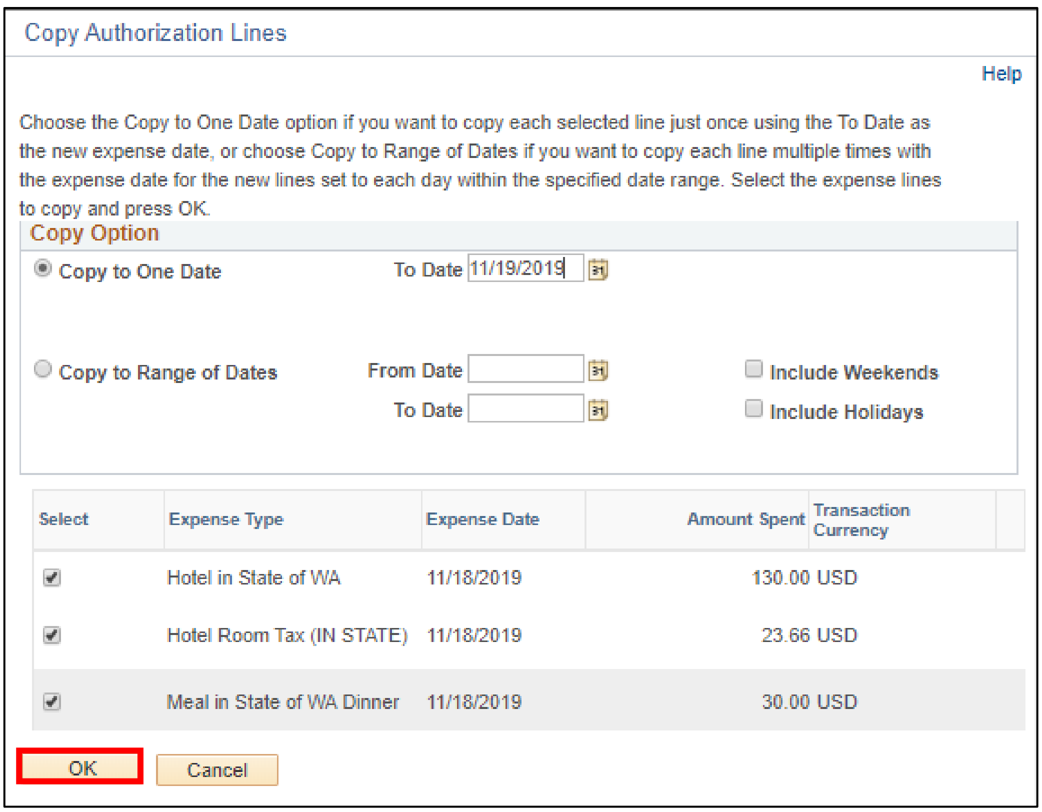


Opportunities for Efficiencies Creating Travel Authorizations:

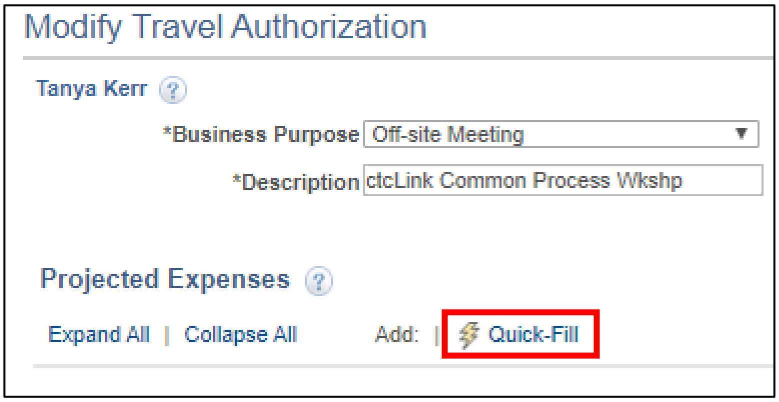
1) Use the **Copy Authorization Lines** action to copy all of the fields from each expense line that you have entered for the first day into subsequent days. From the **Actions** dropdown, select **Copy Authorization Lines** and select the **GO** button.

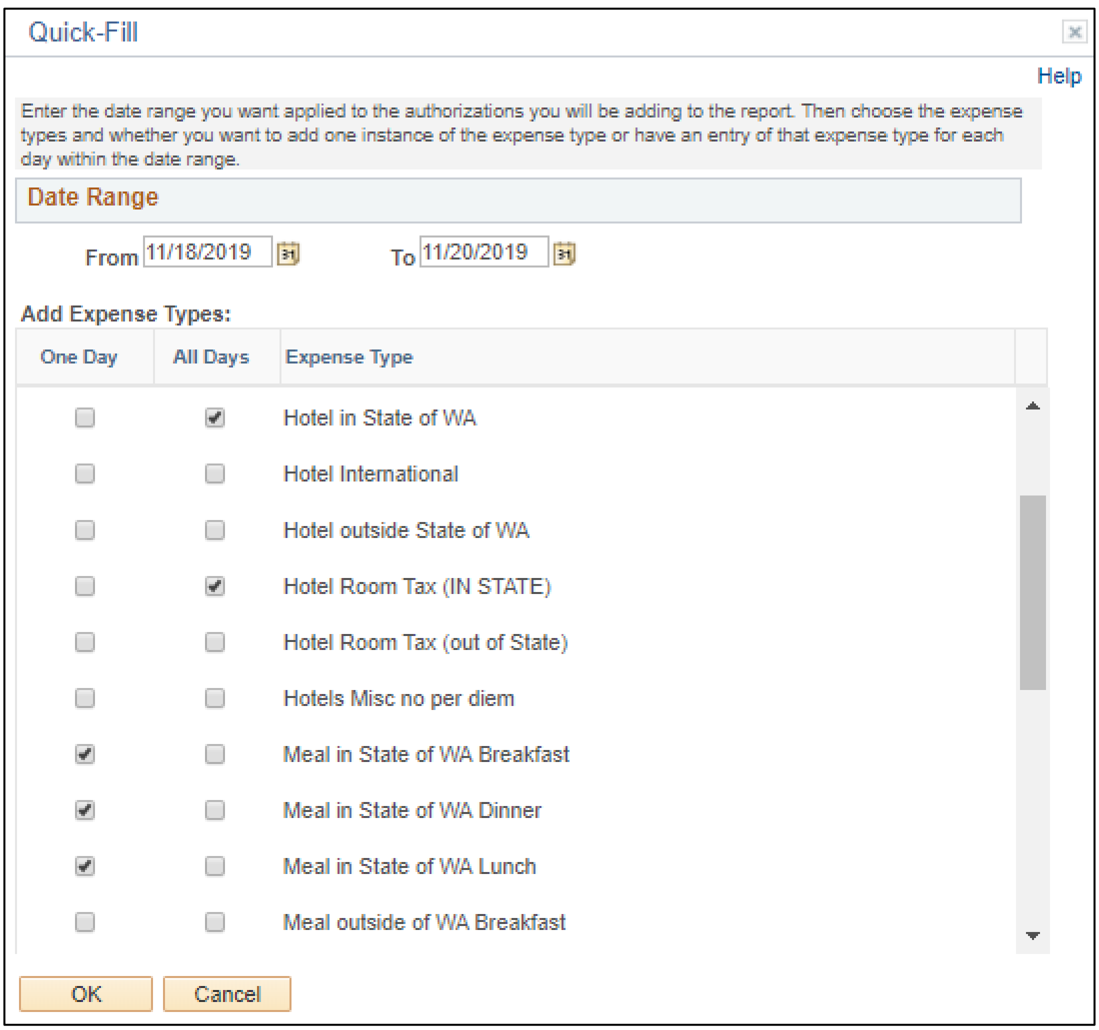


This will open the **Copy Authorization Lines** page. You can select the lines to copy for one date or a range of dates. Select the **OK** button. If you copy more than you needed (dinner on the day you are returning home for instance, you can always delete those extra rows).

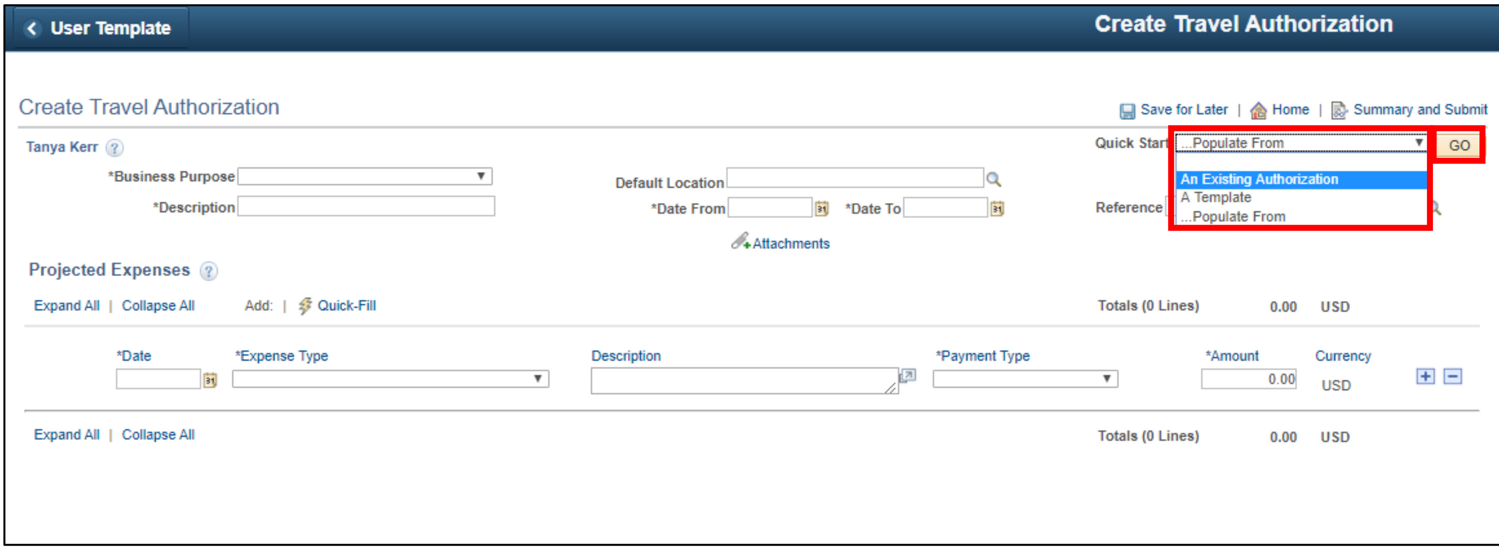


2) Selecting **Quick-Fill** will allow you to select multiple expense types for a range of days and will automatically create those lines. The downside is that each line is created with certain required fields (such as Description) left blank. You will need to go through each line and populate the required fields.

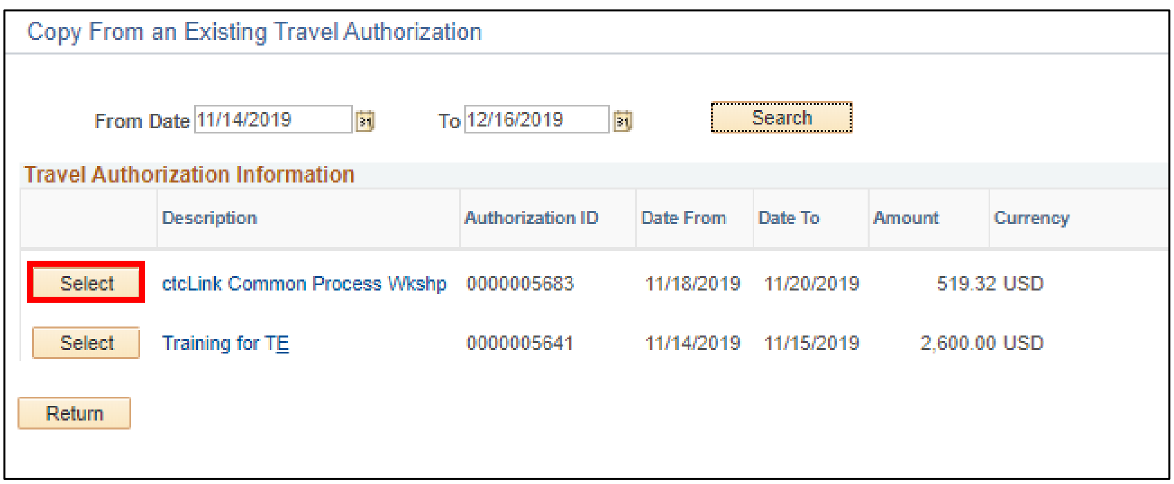




3) You can also copy from an **Existing Authorization**. If you have a Travel Authorization that you have previously created that contains similar expense lines, you can populate a new Travel Authorization with that information and then change the dates or any other specifics. Start by adding a new Travel Authorization. From the **Create Travel Authorization** page, select the **Quick Start** drop down menu that says **Populate From** and select **An Existing Authorization**, then select the **GO** button.



The **Copy From an Existing Travel Authorization** window opens. You can search by date range for the Travel Authorization you are trying to find. The **Select** button will populate the new Travel Authorization with all of the expense lines from the original Travel Authorization. Make sure to select the **Save for Later** link. Then you will need to update the **Description** and **Date** fields throughout the new document.



ctcLink Travel Accounts:

Generally the travel accounts will default based on the Expense Type that has been selected. The defaults are set by the SBCTC and might not always reflect the appropriate coding so please double-check the accounts for accuracy. For instance, if you are using the College bus or motorpool vans you would select the expense type of “Transportation Other” which is set to default to account 5080040 – Other Travel Expense. In that case, you should change the account to 5080070 – Motorpool Services.

ctcLink Account	Type	Description	Legacy Sub-objects
5080010	Expense	Instate Subsistence/Lodging	GA
5080020	Expense	Instate Airfare	GB
5080030	Expense	Private Auto Mileage	GC
5080040	Expense	Other Travel Expenses	GD
5080050	Expense	Out of State Subsist/Lodging	GF
5080060	Expense	Out of State Airfare	GG
5080070	Expense	Motorpool Services	GN
5081102	Expense	Conferences	