myCLARK ctcLink
EFFICIENT, SIMPLE, SOLID

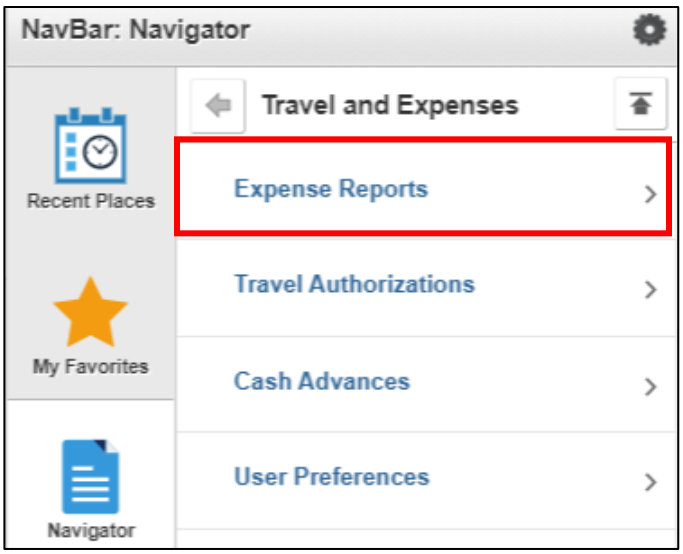
Creating an Expense Report for a Blanket Authorization

The following instructions describe how to create a stand-alone Expense Report – meaning that it is not linked to a Travel Authorization within ctcLink. If you have an approved Travel Authorization in ctcLink, please use those specific instructions. The stand-alone report is appropriate for submitting expenses incurred under a Blanket Travel Authorization approved at the beginning of the fiscal year/term or for travel where a Travel Authorization was not approved in ctcLink in advance. In these rare cases, you must submit proof of your HR Supervisor's approval with your Expense Report.

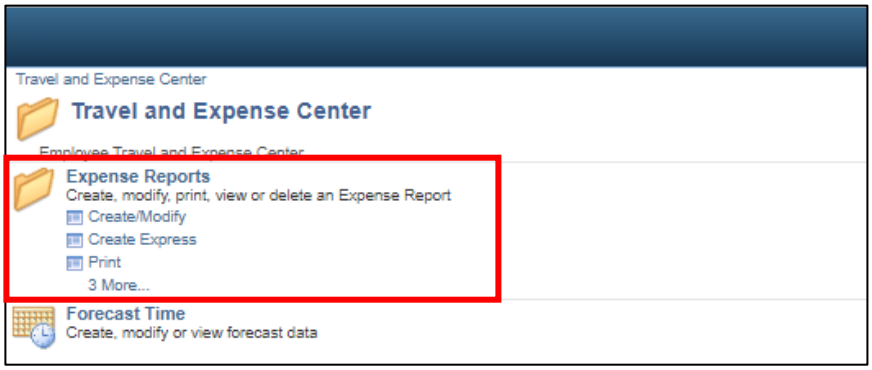
Expense Reports can only be submitted after the travel has occurred. They are subject to approval by the "Expense Approver" (Director/Dean/VP responsible for the budget account being charged) and the "Pre-Pay Auditor" (Travel Coordinator in Purchasing).

Please do not use the Expenses tile but rather navigate using "classic" navigation shown below.

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



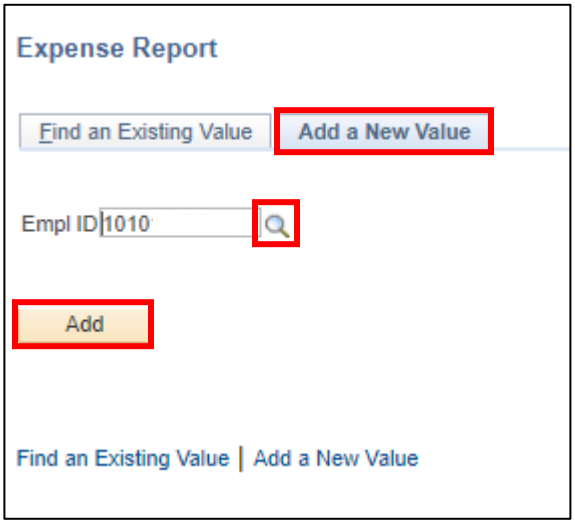
You can also access the Travel and Expense Center from Employee Self-Service that contains links to all of the travel documents on one page.



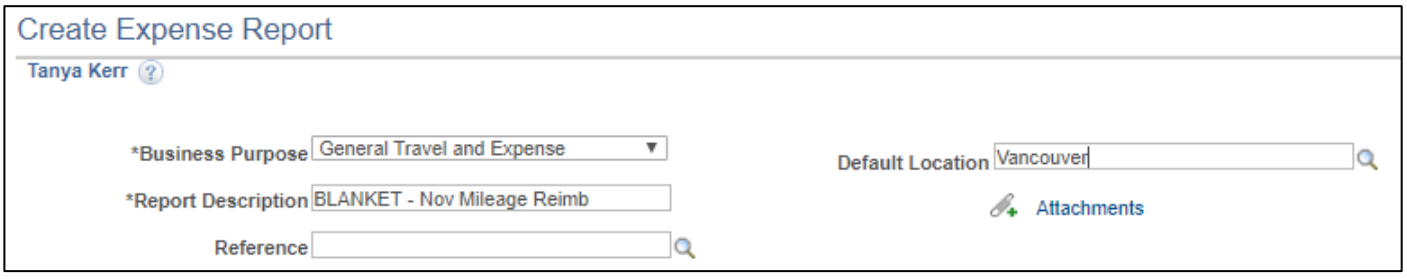
To create a new Expense Report use the following navigation:

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

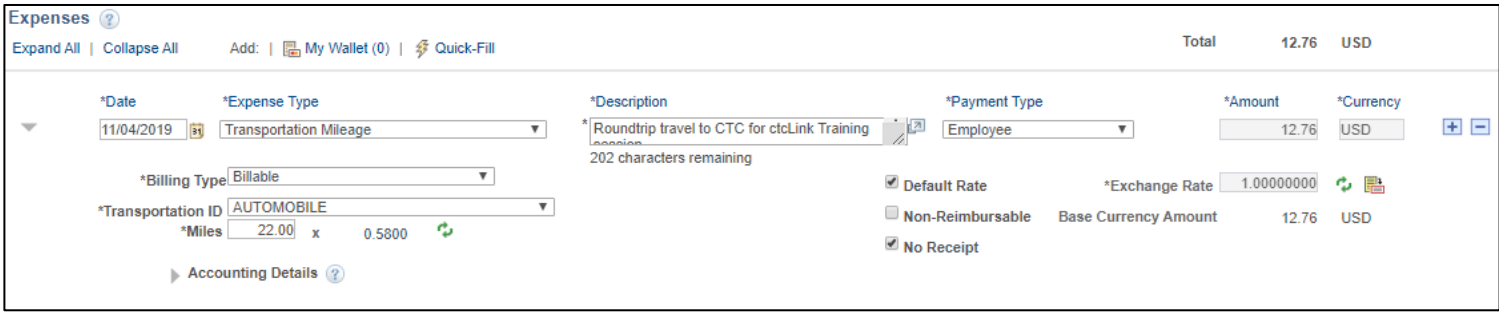
1. Either navigation will open the **Expense Report** page.
2. The **Add a New Value** tab should be selected. Your **Empl ID** should be the default. If you are creating an Expense Report on behalf of someone else, select the icon. This will open the **Look Up Empl ID** screen where you can select the Empl ID of the person you are creating the report for.
3. Select the **Add** button and the **Create Expense Report** page will display. All required fields on this page start are marked with an asterisk *.



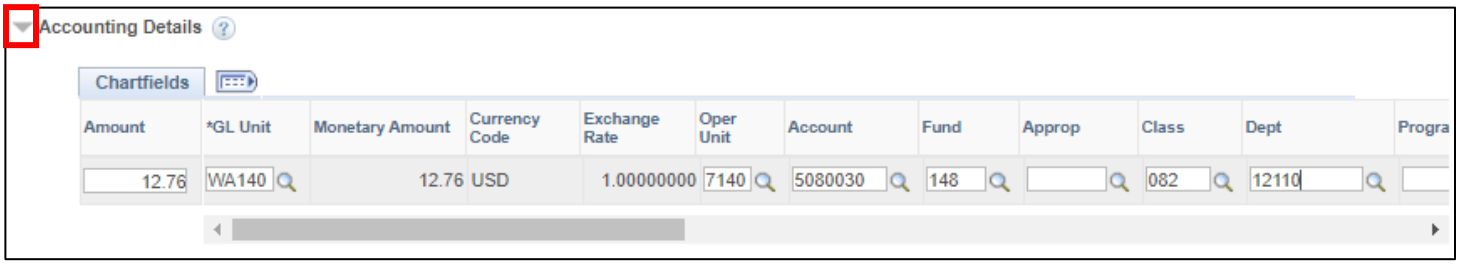
4. Select the **Business Purpose** from the dropdown menu. The options are global settings. Select the option that most closely represents the reason you traveled. Generally, if you are submitting for mileage reimbursement against a Blanket Travel Authorization, you will select "General Travel and Expense."
5. Enter a **Report Description**. For a Blanket Travel Authorization, please indicate BLANKET prior to the description. This field will be seen by approvers and is also a key field if you need to search Expense Reports in the future.
6. The **Reference** field is optional and can be utilized to add additional description for the report, such the employee's department. This field is only 10 characters long.
7. The **Default Location** field is used to calculate per diem rates for hotels and meals in the 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.



8. Under the **Expenses** section of the report, you must enter a line for each **Expense Type** for each day. Depending on the **Expense Type** selected, there may be additional fields required that are specific to that expense. 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 "Transportation Mileage."
   - **Date** – type a date or use the calendar menu.
   - **Expense Type** – select from the dropdown menu.
   - **Description** – enter a description of the reason for the trip.
   - **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 have already paid for the expense and are seeking reimbursement.
     - **Pcard** – if the Purchasing Department paid 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). This will rarely be applicable for Blanket Travel Authorizations.
   - **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. In the case of Transportation Mileage, this will automatically calculate when you enter the miles.
   - **Billing Type** – this a required field and generally you should accept the default of **Billable.** If your travel expense will 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.
   - **Transportation ID** – this field is only present for the Transportation Mileage Expense Type. Select **AUTOMOBILE** from the dropdown menu.
   - **Miles** – this field is only present for the Transportation Mileage Expense Type. Enter the total number of miles for this trip.
   - **Default Rate** – please leave this box checked. The exchange rate is fixed to 1.00 and cannot be modified.
   - **Non-Reimbursable** – please check this box if the **Payment Type** selected was PCard. This signifies that the expense has already been paid for by the College and therefore should not be reimbursable to the employee.
   - **No Receipt** – this box should be checked if the Expense Type would not have a receipt to support it. For instance, Transportation Mileage and Per Diem Meals do not have receipts required. For hotels, Uber rides and all expenses providing receipts, the box should be left unchecked.



9. **Accounting Details** – select the triangle to expand this field. You MUST update the defaults in these fields to the actual Chartfields for the budget your travel expenses are being charged against. There are eight required fields**:**
   - **Amount** – will default to the amount of the expense line but allows you to allocate travel expenses to multiple budgets. Select the **Add a Row** button to add additional lines. The sum of the rows must equal the total amount for that expense line. **
   - **GL Unit** – must always be set to WA140
   - **Oper Unit** – must always be set to 7140
   - **Account** – defaults 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. Please double check that the default account correctly reflects the actual type of travel expense.
   - **Fund** – is always required and some funds also require an Appropriation. For example Fund 101, 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.



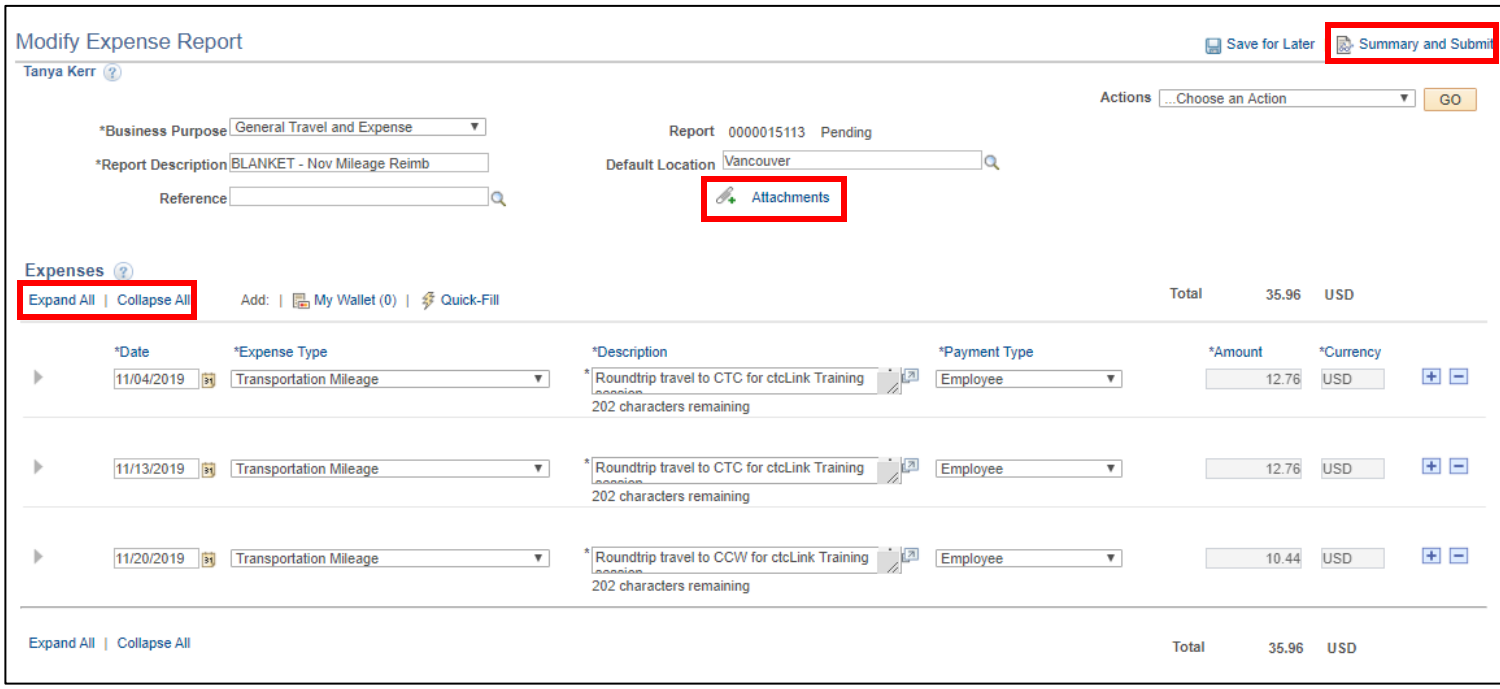
Alternatively – once you have saved your Expense Report, you can set the **Default Accounting For Report from the **Actions** dropdown menu. Setting the default accounting will allow you to split the expense between multiple budgets based on a percentage as opposed to the amount.

10. Once you have completed entering all fields for this expense line, you can select the **Save for Later** link at the top of the page. This will create a **Report ID** that will allow you to save changes and exit the document so you can return to it later.

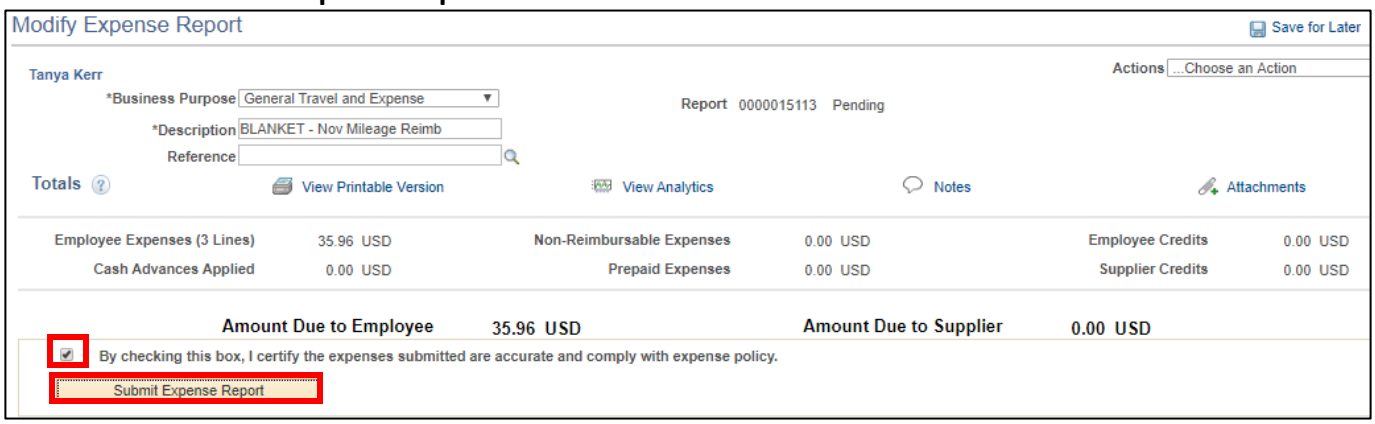
11. Continue adding new lines for each **Expense Type** needed for that day by selecting the button.

** See the **Opportunities for Efficiencies** section below for several suggestions to save you time when creating multi-line Expense Reports.

12. You can add attachments to your Expense Report by selecting the **Attachments** link. This is where you will upload the scanned copies of the receipts that support your expenses. This is also where you should attach your HR Supervisor's approval for your travel if the expense report is being submitted without an approved Travel Authorization in ctcLink.
13. Once you have entered all necessary information, you should perform a final review of the Expense Report. **Expand All / Collapse All** links can be selected to see or hide all of the details you have entered. Additionally, please double check that the chartfields have been updated and appropriately reflect the budget to be charged for your travel.
14. You are now ready to submit your Expense Report for approval. Select the **Summary and Submit** link.

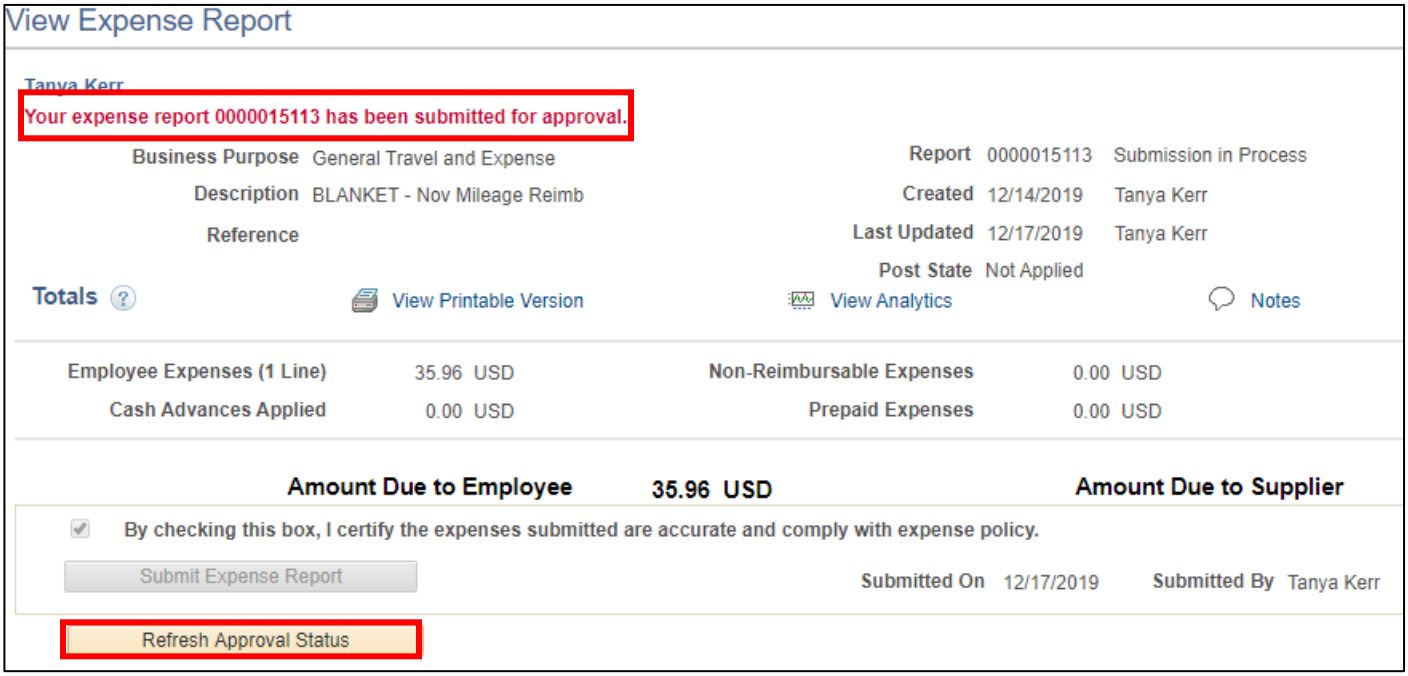


15. This will open a new page that will summarize your Expense Report. If you would like to add any additional notes for the Travel Coordinator, select the **Notes** link.
16. Select the **Checkbox** to certify that the expenses are accurate and comply with the College's policy.
17. Select the **Submit Expense Report** button.

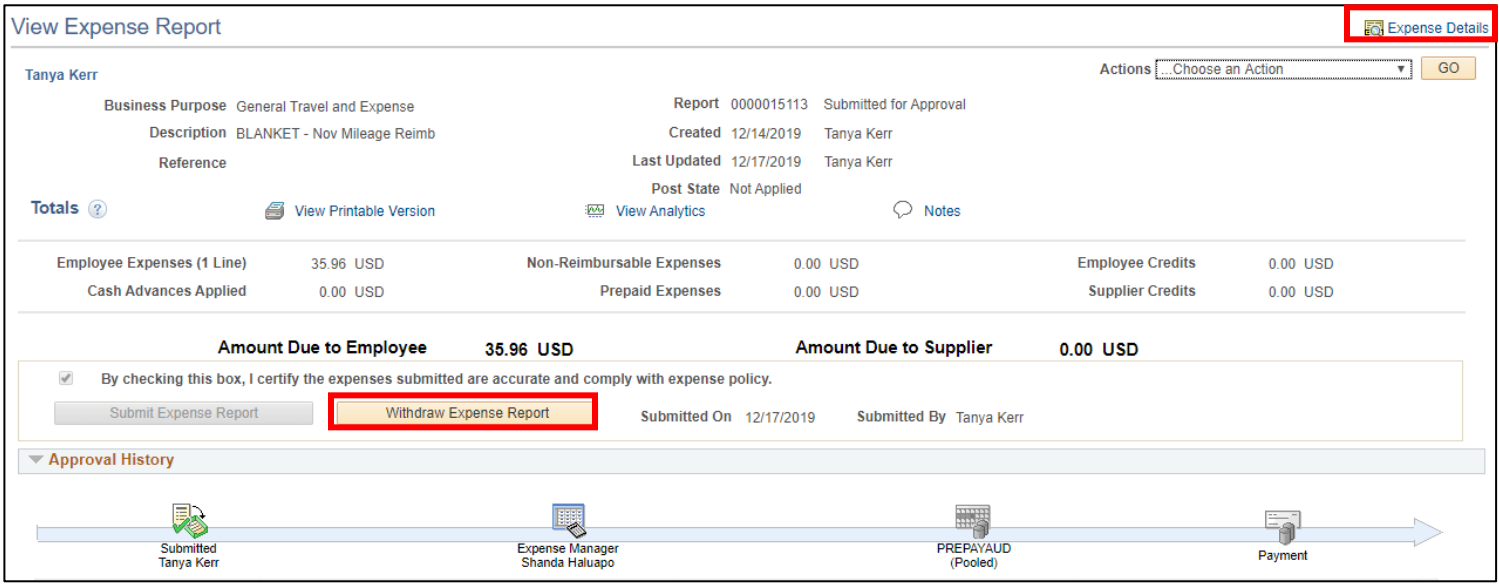


18. The **Save Confirmation** page will open. Select the **OK** button.

19. You will receive a note that your Expense Report has been submitted for approval. Select the **Refresh Approval Status** button to see the approval workflow for your Expense Report.



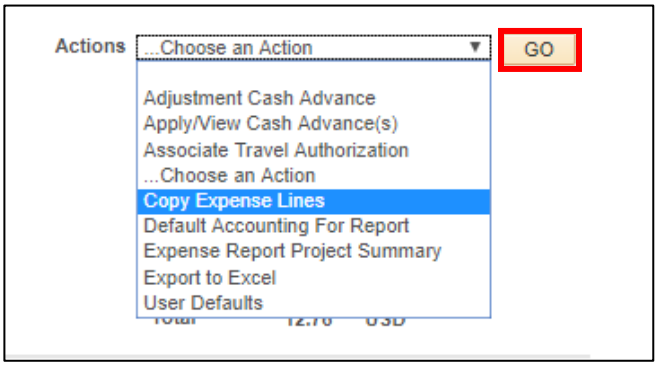
20. You can select the **Expense Details** link if you would like to return to the detailed page.
21. If you need to make any changes to your Expense Report after it has been submitted for approval, select the **Withdraw Expense Report** button. This will pull the Expense Report out of the approval workflow. After making your changes, you must submit it for approval again (steps 14-18).



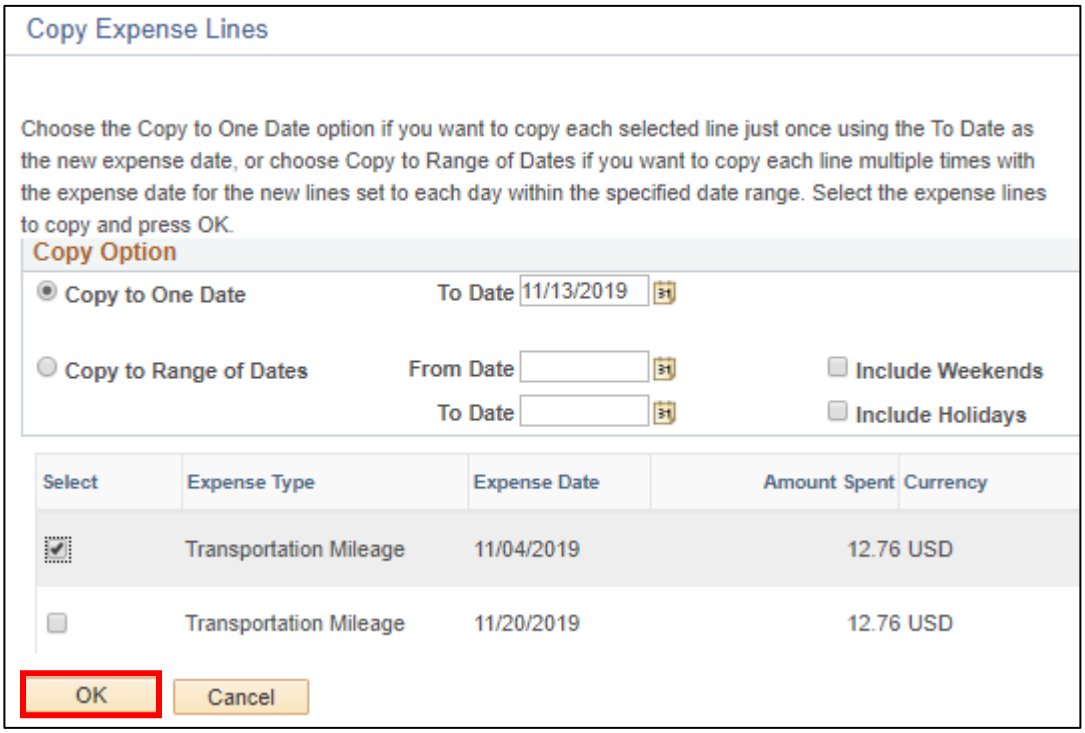
22. Once an Expense Report has been submitted, you will not be able to make changes or access it through the **Create/Modify** screen. If you do need to review your Expense Report, you should access it from the **View** screen where you can search using your Empl ID or Expense Report #.

Opportunities for Efficiencies Creating Expense Reports:

1. If you have similar expenses that need to be entered for multiple days, you can also use the **Copy Expense Lines** from the **Actions** drop down menu.

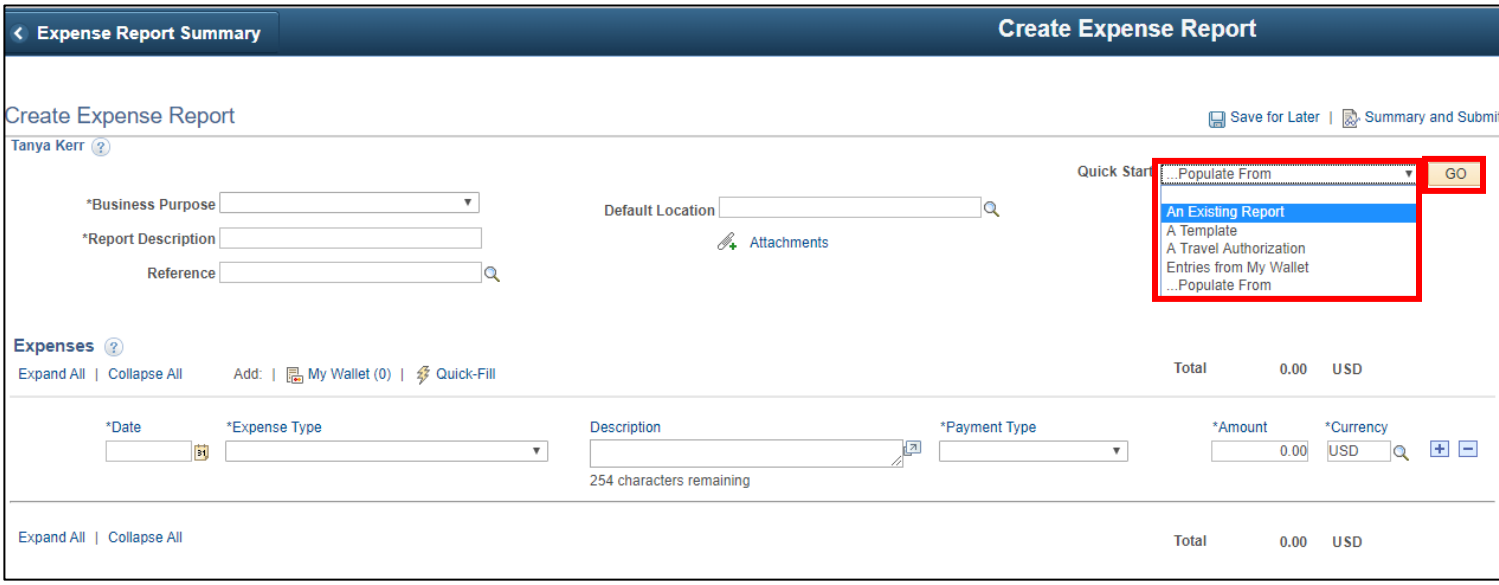


The **Copy Expense Lines** page will display. Select whether you would like to **Copt to One Date** or **Copy to Range of** Dates and either enter the dates or select from the calendar. Then select which Expense Types you would like to copy and select the **OK** button.

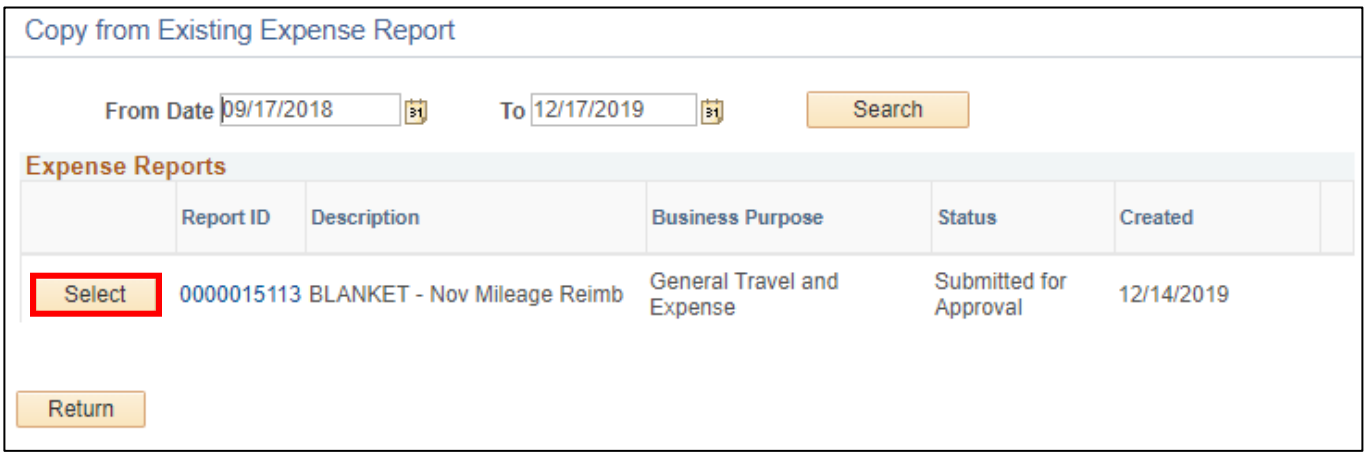


2. If you have different expense types that will be charged to the same budget, you can set the chartfield string to default to all new expense lines. Select **Default Accounting For Report** from the **Actions** drop down menu.

3. You can also copy from **An Existing Report**. If you have an Expense Report that you have previously created that contains similar expense lines (such as your monthly blanket mileage reimbursement) you can populate a new Expense Report with that information and then change the dates or any other specifics. Start by adding a new Expense Report. From the **Create Expense Report** 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 Existing Expense Report** window opens. You can search by date range for the Expense Report you are trying to find. The **Select** button will populate the new Expense Report with all of the expense lines from the original Expense. Make sure to select the **Save for Later** link. Then you will need to update the **Description** and **Date** fields throughout the new document.



4. Prior to creating your Expense Report in ctcLink, it will be helpful to have all receipts and additional required documentation, such as approvals, scanned so they can be easily uploaded.
5. For mileage reimbursements covered under a Blanket Travel Authorization, please continue to submit monthly or by term with separate lines for each date of travel, similar to the historic paper process.

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	

Record Retention for Original Receipts:

Original receipts for expenses including hotels, taxi/Uber rides, baggage fees, registrations paid by the traveler, etc. should be scanned and uploaded to the Expense Report. The traveler will now be responsible for maintaining the original receipts for the record retention policy – which is currently six years. In the event of an audit, travelers may be called on to produce original documentation. We recommend that you print a copy of your final expense report to retain with the original receipts.