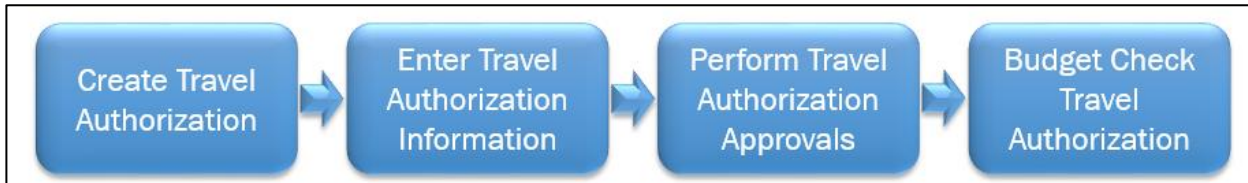


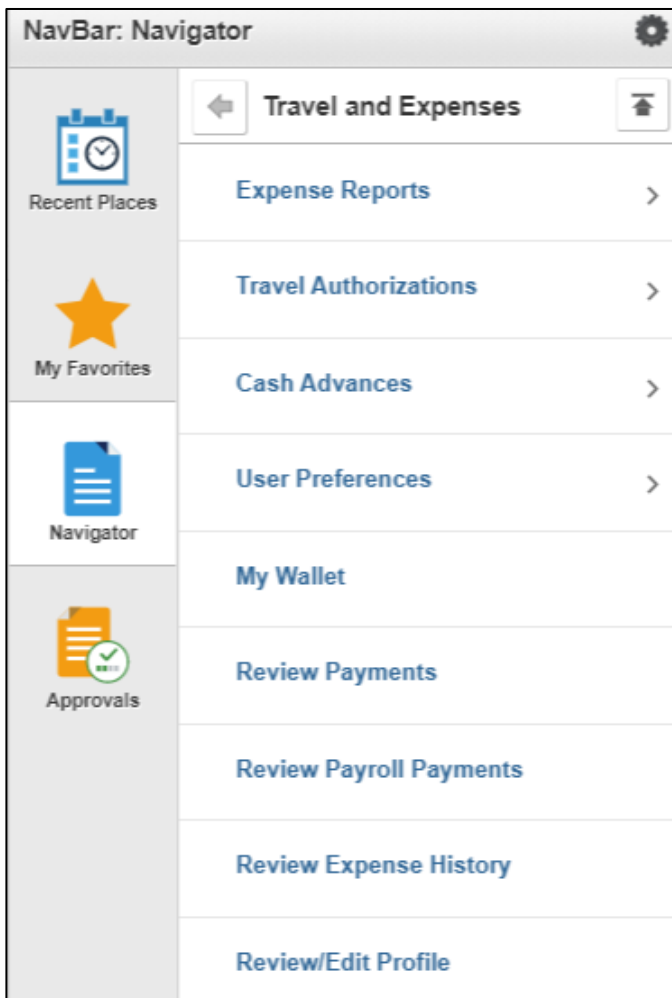
## Creating a Travel Authorization & Cash Advance Requests



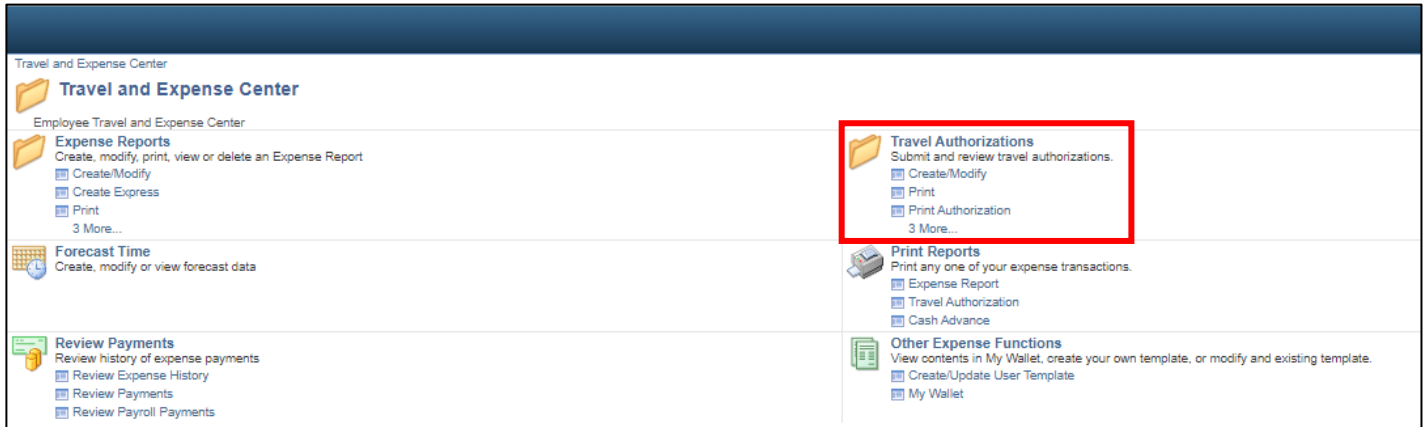
A Travel Authorization is first step in the travel process. Travel Authorizations must be created and approved prior to the travel dates. This document is used to estimate the costs for the trip, obtain the necessary approvals and generate an encumbrance that will be relieved after the corresponding 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




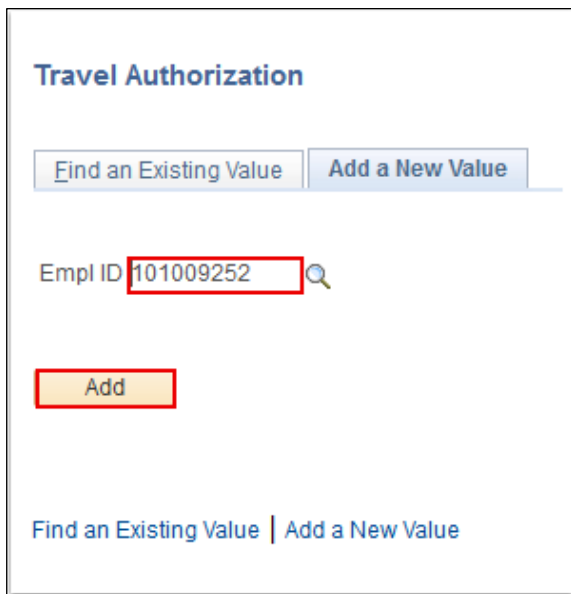
You can also access the Travel and Expense Center from Employee Self-Service that contains links to all of the travel documents on one page.




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.

- 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.

### Look Up Default Location

Search by: Expense Location ▾ begins with WA

Look Up
Cancel
Advanced Lookup

#### Search Results

View 100 First ◀ ▶ 1-50 of 50 ▶ ▶ Last

Expense Location	Description
WAABE	Aberdeen
WAANC	Anacortes
WAAUB	Auburn
WABEL	Bellevue
WABHM	Bellingham
WABOT	Bothell
WABRE	Bremerton
WACEN	Centralia

- Enter a date or use the calendar menu in the **Date From** field to select the first day of travel.
- Enter a date or use the calendar menu in the **Date To** field to select the day you will return.
- 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.
- 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, ctLink 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.

### Modify Travel Authorization

Tanya Kerr

Save for Later
Home
Summary and Submit

Actions ...Choose an Action
GO

\*Business Purpose Off-site Meeting
Default Location Olympia
Authorization ID 0000005683 Pending

\*Description ctcLink Common Process Wkshg
\*Date From 11/18/2019
\*Date To 11/20/2019
Reference

Attachments

#### Projected Expenses

Expand All | Collapse All    Add: | Quick-Fill    Totals (1 Line)    0.00    USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/18/2019	Transportation Mileage			0.00	USD

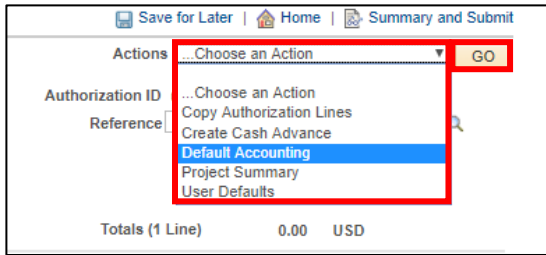
\*Billing Type Billable

Transportation ID

\*Miles  x

Accounting Details

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](http://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.

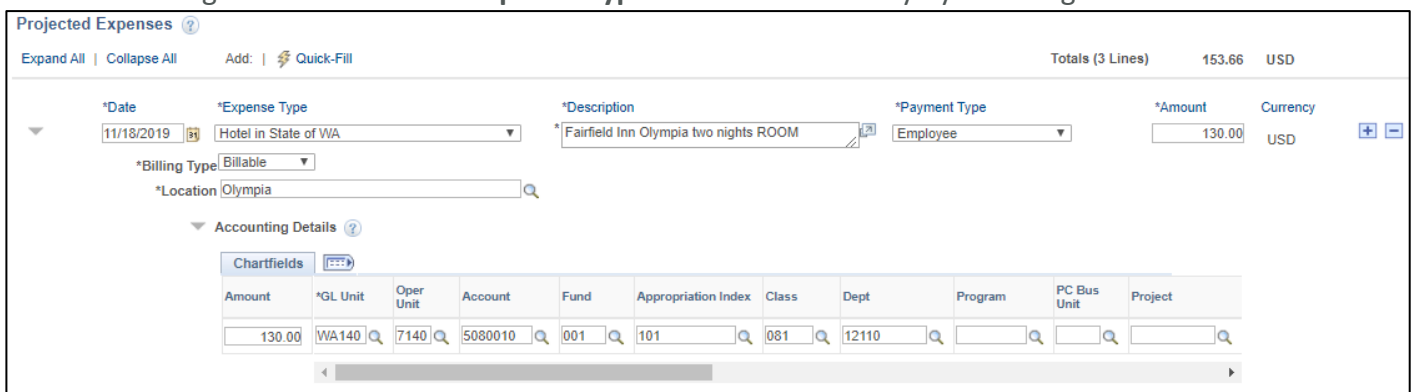
A screenshot of the 'Accounting Defaults' page. The page title is 'Travel Authorization' and the subtitle is 'Accounting Defaults'. The 'Authorization ID' is 0000005683. Below this is the 'Accounting Summary' section, which is highlighted with a red box. It contains a table with the following columns: '%', '\*GL Unit', 'Oper Unit', 'Fund', 'Approp', 'Class', 'Dept', 'Program', 'PC Bus Unit', 'Project', 'Activity', 'Source Type', 'Sub Account', and 'State Purpose'. The first row of data is: '100.00', 'WA140', '7140', '001', '101', '081', '12110', and 'N'. Below the table are two buttons: 'Add ChartField Line' and 'Load Defaults'. At the bottom left, there is an 'OK' button, also highlighted with a red box.

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 



The screenshot shows the 'Projected Expenses' interface. At the top, it says 'Expand All | Collapse All' and 'Add: Quick-Fill'. On the right, it shows 'Totals (3 Lines) 153.66 USD'. The main form has several fields:
 

- \*Date**: 11/18/2019
- \*Expense Type**: Hotel in State of WA
- \*Description**: Fairfield Inn Olympia two nights ROOM
- \*Payment Type**: Employee
- \*Amount**: 130.00
- Currency**: USD
- \*Billing Type**: Billable
- \*Location**: Olympia
- Accounting Details**: A table with columns for Amount, \*GL Unit, Oper Unit, Account, Fund, Appropriation Index, Class, Dept, Program, PC Bus Unit, and Project. The values are: Amount: 130.00, \*GL Unit: WA140, Oper Unit: 7140, Account: 5080010, Fund: 001, Appropriation Index: 101, Class: 081, Dept: 12110.

 There are search icons and expand/collapse icons for various sections.

\*\* 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.

Modify Travel Authorization Save for Later | Summary and Submit

Tanya Kerr Actions ...Choose an Action **GO**

\*Business Purpose: Off-site Meeting Default Location: Olympia Authorization ID: 0000005683 Pending

\*Description: ctcLink Common Process Wkshp \*Date From: 11/18/2019 \*Date To: 11/20/2019 Reference: \_\_\_\_\_

**Attachments**

**Projected Expenses** Totals (9 Lines) 519.32 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/18/2019	Hotel in State of WA	Fairfield Inn Olympia two nights ROOM	Employee	130.00	USD
11/18/2019	Hotel Room Tax (IN STATE)	Fairfield Inn Olympia two nights TAX	Employee	23.66	USD
11/18/2019	Meal in State of WA Dinner	Per diem dinner	Employee	30.00	USD
11/19/2019	Hotel in State of WA	Fairfield Inn Olympia two nights ROOM	Employee	130.00	USD
11/19/2019	Hotel Room Tax (IN STATE)	Fairfield Inn Olympia two nights TAX	Employee	23.66	USD
11/19/2019	Meal in State of WA Dinner	Per diem dinner	Employee	30.00	USD
11/19/2019	Meal in State of WA Breakfast	Per diem breakfast	Employee	16.00	USD
11/19/2019	Meal in State of WA Lunch	Per diem lunch	Employee	20.00	USD
11/18/2019	Transportation Mileage	Driving personal vehicle to/from Olympia	Employee	116.00	USD

Expand All | Collapse All Totals (9 Lines) 519.32 USD

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.

Save for Later | Home | Summary and Submit

Actions: ...Choose an Action **GO**

Authorization ID: ...Choose an Action

Reference: **Create Cash Advance**

Default Accounting

Project Summary

User Defaults

Totals (9 Lines) 519.32 USD

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.

**Create Cash Advance** Save for Later

Tanya Kerr

\*Business Purpose: Off-site Meeting

\*Advance Description: ctcLink Common Process Wkshp

Reference:

User Defaults

Import ATM Advances

Cash Advance ? [View Printable Version](#) [Notes](#) [Attachments](#)

*Source	Description	*Amount	Currency	Apply Tax
System Check	TA#5683 - 11/18/19 - Olympia	519.32	USD	<input type="checkbox"/> + -

▼ Totals

Advance Amount	519.32 USD
----------------	------------

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

[Submit Cash Advance](#)

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

**Cash Advance Submit Confirm**

Create Cash Advance

**Submit Confirmation**

Tanya Kerr

Totals

Advance Amount	519.32 USD
----------------	------------

[OK](#) [Cancel](#)

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.

**View Cash Advance** Home

Tanya Kerr

**Your cash advance 0000001176 has been submitted for approval.**

Business Purpose: Off-site Meeting      Report: 0000001176      Submission in Process

Advance Description: ctcLink Common Process Wkshp      Reference:

Accounting Date: 11/17/2019      Post State: Not Applied

Created: 11/17/2019      Tanya Kerr

Last Updated: 11/17/2019      Tanya Kerr

User Defaults

View Printable Version      Notes

Cash Advance ?

*Source	Description	*Amount	Currency	Apply Tax
System Check	TA #5683 - hotel & per diem	519.32	USD	<input type="checkbox"/>

▼ **Totals**

Advance Amount      519.32      USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

Refresh Approval Status

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

**Modify Travel Authorization** Save for Later | Home | **Summary and Submit**

Tanya Kerr ?

\*Business Purpose: Off-site Meeting      Default Location: Olympia      Authorization ID: 0000005683      Pending

\*Description: ctcLink Common Process Wkshp      \*Date From: 11/18/2019      \*Date To: 11/20/2019      Reference:

Attachments (1)

Projected Expenses ?

Expand All | Collapse All      Add: Quick-Fill      Totals (9 Lines)      519.32      USD

Actions: Choose an Action      GO

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.



Modify Travel Authorization

Tanya Kerr

\*Business Purpose: Off-site Meeting

\*Description: ctcLink Common Process Wkshp

Default Location: Olympia

\*Date From: 11/18/2019 \*Date To: 11/20/2019

Authorization ID: 0000005683 Pending

Reference: [Search]

Totals [?] View Printable Version **Notes** Attachments (1)

Projected Expenses (9 Lines) 519.32 USD Denied Expenses 0.00 USD

**Total Authorized Amount 519.32 USD**

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

**Submit Travel Authorization**

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

Travel Auth Submit Confirm

Travel Authorization

Submit Confirmation

Tanya Kerr

Totals [?]

**Total Authorized Amount 519.32 USD**

**OK** Cancel

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.

Travel Authorization

Tanya Kerr

**Your travel authorization 0000005683 has been submitted for approval.**

Business Purpose: Off-site Meeting

Description: ctcLink Common Process Wkshp

Default Location: Olympia

Date From: 11/18/2019 Date To: 11/20/2019

Reference: [Search]

Totals [?] View Printable Version **Notes**

Projected Expenses (9 Lines) 519.32 USD Denied Expenses 0.00 USD

**Total Authorized Amount 519.32 USD**

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

**Refresh Approval Status**

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).

**Travel Authorization** [Travel Authorization Details](#)

**Tanya Kerr** Actions

**Business Purpose:** Off-site Meeting **Default Location:** Olympia **Authorization ID:** 0000005683 **Submitted for Approval**

**Description:** ctcLink Common Process Wkshp **Date From:** 11/18/2019 **Date To:** 11/20/2019 **Created:** 11/15/2019 **Tanya Kerr**

**Reference:** **Last Updated:** 11/17/2019 **Tanya Kerr**

**Totals**

---

**Projected Expenses (9 Lines):** 519.32 USD **Denied Expenses:** 0.00 USD

---

**Total Authorized Amount: 519.32 USD**

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

**Submitted On:** 11/17/2019 **Submitted By:** Tanya Kerr

**Approval History**

Submitted Tanya Kerr → HR Supervisor Shanda Haluapo → Expense Manager Shanda Haluapo → PREPAYAUD (Pooled)

Action	Role	Name	Date/Time
Submitted	Employee	Tanya Kerr	11/17/2019 11:53:53AM

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.

**Travel Authorization**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Search by:  begins with

[Advanced Search](#)

**Search Results**

View All First 1-3 of 3 Last

Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000005683	ctcLink Common Process Wkshp	Kerr, Tanya Sue		Submitted	11/15/2019
0000005641	Training for T&E	Kerr, Tanya Sue		Pending	11/12/2019
0000005626	test	Kerr, Tanya Sue		Pending	11/06/2019



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.


**Modify Travel Authorization**

Tanya Kerr ?

\*Business Purpose: Off-site Meeting

\*Description: ctcLink Common Process Wkshp



**Projected Expenses** ?

Expand All | Collapse All    Add:  **Quick-Fill**

**Quick-Fill** Help

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

**Date Range**

From: 11/18/2019     To: 11/20/2019 

**Add Expense Types:**

One Day	All Days	Expense Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hotel in State of WA
<input type="checkbox"/>	<input type="checkbox"/>	Hotel International
<input type="checkbox"/>	<input type="checkbox"/>	Hotel outside State of WA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hotel Room Tax (IN STATE)
<input type="checkbox"/>	<input type="checkbox"/>	Hotel Room Tax (out of State)
<input type="checkbox"/>	<input type="checkbox"/>	Hotels Misc no per diem
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal in State of WA Breakfast
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal in State of WA Dinner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal in State of WA Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Meal outside of WA Breakfast

OK    Cancel

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 screenshot shows the 'Create Travel Authorization' interface. At the top right, there are links for 'Save for Later', 'Home', and 'Summary and Submit'. The 'Quick Start' dropdown menu is open, and the option 'An Existing Authorization' is selected. The 'GO' button is highlighted in red. Below the dropdown, there are fields for 'Business Purpose', 'Description', 'Default Location', 'Date From', and 'Date To'. There is also an 'Attachments' icon. The 'Projected Expenses' section is visible, showing a table with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The table currently has 0 lines.

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.

The screenshot shows the 'Copy From an Existing Travel Authorization' window. At the top, there are search criteria: 'From Date 11/14/2019' and 'To 12/16/2019'. A 'Search' button is present. Below the search criteria, there is a table titled 'Travel Authorization Information' with the following columns: Description, Authorization ID, Date From, Date To, Amount, and Currency. Two rows are shown:

	Description	Authorization ID	Date From	Date To	Amount	Currency
Select	ctcLink Common Process Wkshp	0000005683	11/18/2019	11/20/2019	519.32	USD
Select	Training for TE	0000005641	11/14/2019	11/15/2019	2,600.00	USD

At the bottom of the window, there is a 'Return' button.

## 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.

<b>ctcLink Account</b>	<b>Type</b>	<b>Description</b>	<b>Legacy Sub-objects</b>
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	