

## Creating an Expense Report for Non-Travel Reimbursement

The following instructions describe how to create an Expense Report for non-travel related reimbursements where there is not a Travel Authorization. You should create your Expense Report as soon as you've made the purchase and have all the receipts scanned (see Record Retention for Original Receipts on last page).

Expense Reports can only be submitted after the purchase 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" (Accounts Payable).

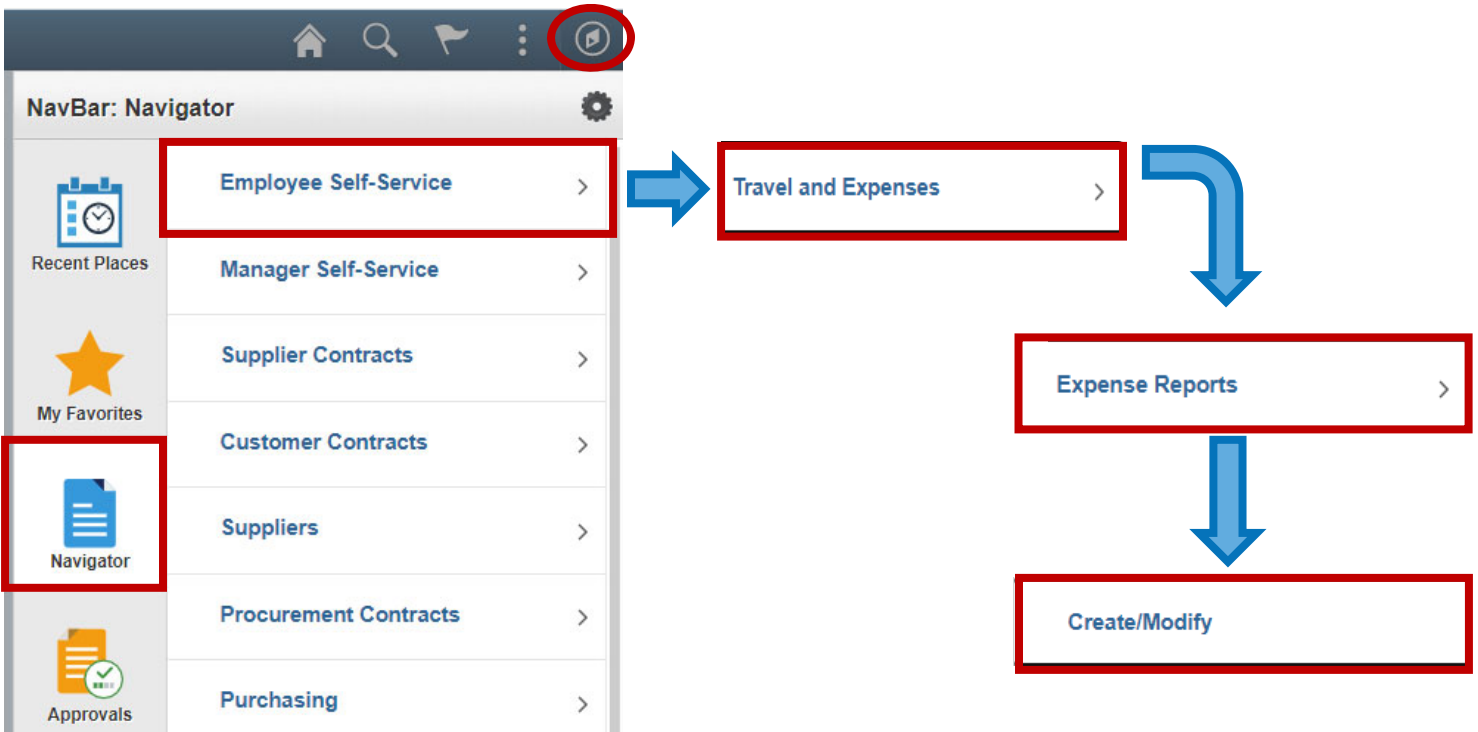
### To create a new Expense Report use the following navigation:

1. Log into etcLink and navigate to the FSCM homepage.

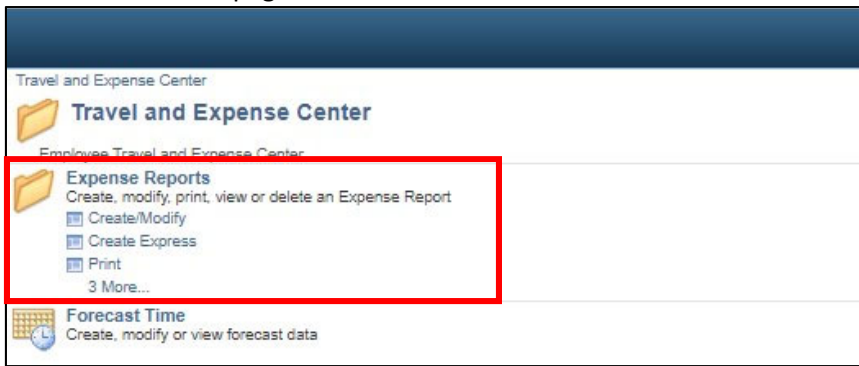


2. Please do not use the Expenses tile but rather navigate using "classic" navigation shown below.


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



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.

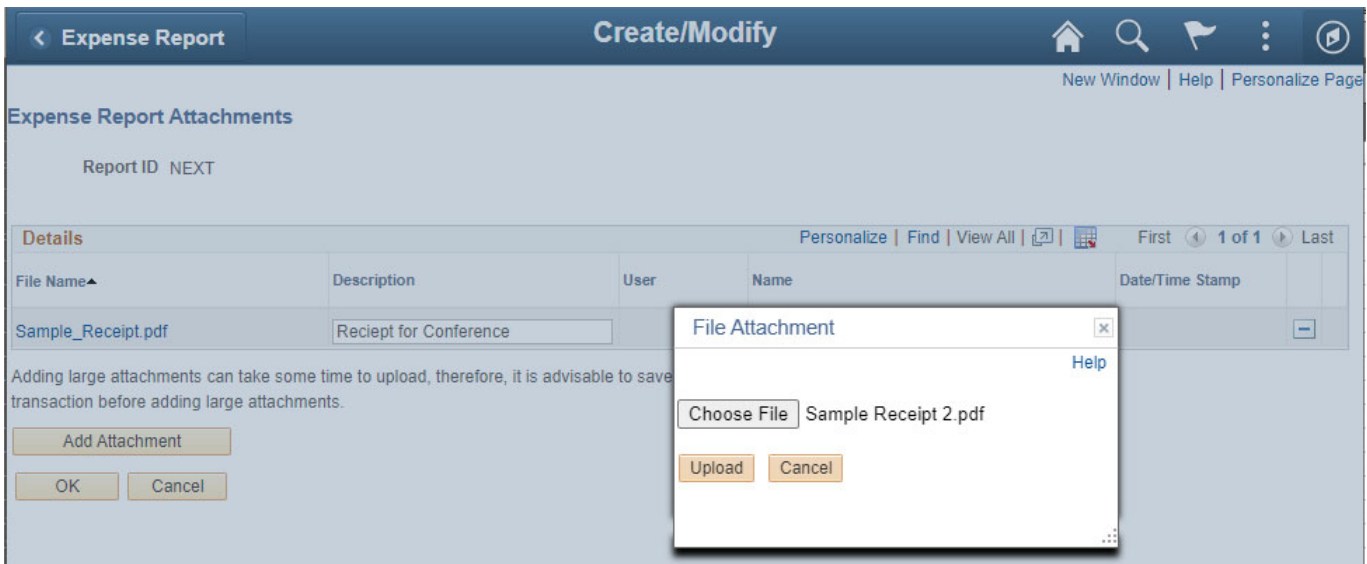


Either navigation will open the **Expense Report** page.

3. Select the **Add a New Value** tab. Your **Empl ID** should be the default. If you are creating an Expense Report on behalf of someone else, either type in the EMPL or select the  icon. This will open the **Look Up Empl ID** window where you can select the Empl ID of the person you are creating the report for.
4. Select the **Add** button and the **Create Expense Report** page will display.



5. Select the **Save for Later** link and a Report number will be assigned.
6. Select the **Attachments** link and the **Expense Report Attachments** window will open. Select the **Add Attachment** button to upload each document and enter a brief description of the receipts or other documentation being attached. Select the **Add Attachment** for each document. Once all documents have been uploaded, select the **OK** button.




7. From the **Business Purpose** drop down menu, select 'Miscellaneous' as this is the only applicable option for non-travel reimbursements.
8. In the **Report Description** text box, enter a brief description that will allow you to remember what the reimbursement is for. Please note that there is a 30 character limit.
9. The **Reference**, **Default Location**, and **Actions** boxes will not be used.
10. Now you will enter the information about the **Expenses**:
11. Enter the **Date** of the transaction.
  - a. Please note that if the date is more than 30 days in the past, you will need to provide justification for the lateness as that exceeds WVC policy. The example below shows a red flag because this hasn't been done.
12. From the **Expense Type** drop down menu, select the appropriate option; while most are Travel, there are options that may match. If you have questions, please contact the Business Office.
13. In the **Description** text box, enter a brief description of the reimbursement. (The arrow button to the right of the box will open the description in a pop-up window to show the entire text.)
14. From the **Payment Type** drop down menu, select 'Employee'.
15. In the **Amount** text box enter the amount for the (first) receipt, including any taxes.
16. From the **Billing Type** drop down menu, select the correct option. Most types will be nonbillable. Billable will only be used for projects or grants.
17. Review the following:
  - **Default Rate** – please leave this box selected. The exchange rate should never change.

- **Non-Reimbursable** – would only be checked 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** – please check this box if the Expense Type does not have a receipt to support it. All reimbursement expenses require receipts, so the box should be left unchecked.
- **Exchange Rate** – this rate should never change.

18. **Accounting Details** – select the triangle to expand this field. Please review the chartfields to ensure they remain accurate for the budget your travel expenses are being charged against.

- **For nonbillable chartfields, please ensure the following boxes are filled (note – you can get the Fund, Class, and Dept numbers from your Budget Authority):**
  - **Amount** – should autofill
  - **GL Unit** – enter WA150
  - **Account** – select the correct account from the drop down menu or type it in (see ctcLink Accounts on last page for account information)
  - **Oper Unit** – enter 7150
  - **Fund** – enter select the correct fund from the drop down menu, or type it in
  - **Approp** – leave blank
  - **Dept** – select the correct dept from the drop down menu, or type it in
  - **Class** - select the correct class from the drop down menu, or type it in
  - **State Purpose** – This should always be ‘N’ in this instance
- **For billable chartfields, please see the Grants/Projects Expert (Ran Cho) for correct information**

19. If you have more than one receipt, click the  button to the right of the Currency box. This will open a second Expense line.

20. 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.

**Expense Report** Create Expense Report

New Window | Help | Personalize Page 21

Create Expense Report Save for Later | Summary and Submit

Employee Name Actions Choose an Action GO

7 \*Business Purpose Miscellaneous

8 \*Report Description ProDev Online Course & Cert

Reference

Default Location

Attachments

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**Expenses**

Expand All | Collapse All Add | My Wallet (0) | Quick-Fill Total 150.00 USD

11 \*Date 01/01/2021

12 \*Expense Type Registration

13 \*Description Reimb. for online teacher certification course

14 \*Payment Type Employee

15 \*Amount 100.00 \*Currency USD

16 \*Billing Type Nonbillable

17  Default Rate  Non-Reimbursable  No Receipt

\*Exchange Rate 1.00000000 Base Currency Amount 100.00 USD

18 Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose
100.00	WA150	100.00 USD		1.00000000	5081100	7150	149		1G110	044	N

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03/01/2021 Supplies

\*Books

Employee 50.00 USD

\*Billing Type Nonbillable

Default Rate  Non-Reimbursable  No Receipt

\*Exchange Rate 1.00000000 Base Currency Amount 50.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose
50.00	WA150	50.00 USD		1.00000000	5030010	7150	149		1G110	044	N

Expand All | Collapse All 20 Total 150.00 USD

21. You are now ready to submit your Expense Report for approval. Select the **Summary and Submit** link in the top right corner of the window.
22. This will open a new page that will summarize your Expense Report. Please review the summary to ensure the amounts reflected in total accurately represent all out of pocket expenses. If you would like to add any additional notes for the Pre-Pay Auditor, select the **Notes** link.
23. Select the **Checkbox** to certify that the expenses are accurate and comply with the College's policy.
24. Select the **Submit Expense Report** button.

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

**Submit Expense Report**

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

26. 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.

## View Expense Report

### Employee Name

Your expense report 0000012345 has been submitted for approval.

Business Purpose Miscellaneous

Report 0000012345 Submission in Process

Description ProDev Online Course & Cert

Created 03/04/2021 Employee Name

Reference

Last Updated 03/05/2021 Employee Name

Post State Not Applied

Totals ?

 View Printable Version

 View Analytics

 Notes

Employee Expenses (2 Lines) 150.00 USD

Non-Reimbursable Expenses 0.00 USD

Cash Advances Applied 0.00 USD

Prepaid Expenses 0.00 USD

Amount Due to Employee 0.00 USD

Amount Due to Supplier

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

Submit Expense Report

Refresh Approval Status

27. You can select the **Expense Details** link if you would like to return to the detailed page.

28. 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 18-20).

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

## ctcLink Accounts

Generally the 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.

If you have any questions about which Account to use, please contact the Business Office.

ctcLink			Legacy
Account	Type	Description	Sub-objects
5030010	Expense	Supplies & Materials	EA
5081260	Expense	Communications	EB
5081090	Expense	Printing	EF
5081100	Expense	Education/Training (conferences/registrations)	EG
5081120	Expense	Subscriptions (periodicals)	EJ

### Record Retention for Original Receipts:

Original receipts for expenses 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, Employees 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.