Creating a Travel Authorization

The following instructions describe how to create a Travel Authorization in ctcLink before the date of travel.

Travel Authorizations must be created <u>and approved</u> prior to the first day of travel. CtcLink will not allow approvals to occur after the travel date so please plan ahead.

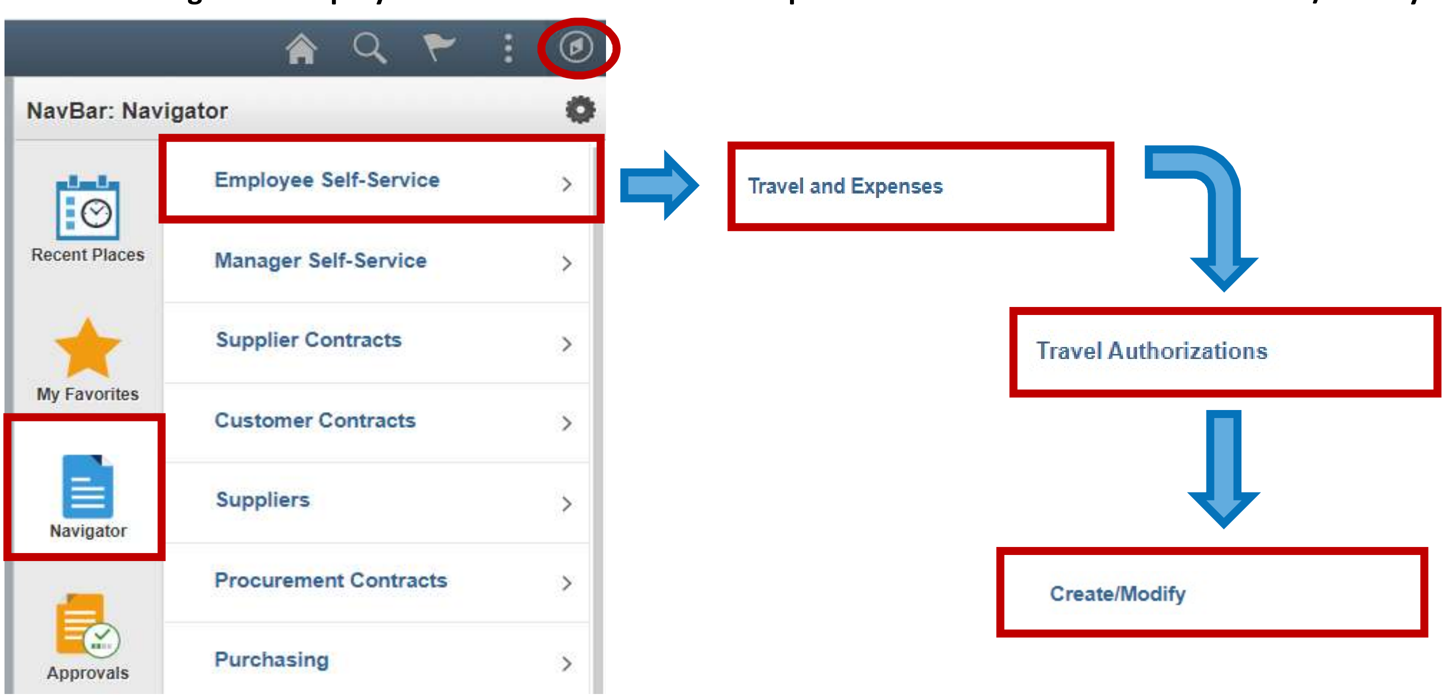
A Travel Authorization is first step in the travel process. This document is used to estimate the costs for the trip, obtain the necessary approvals, generate an encumbrance that will be relieved after the corresponding Expense Report is filed, and place you in “Travel Status” for liability.

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).

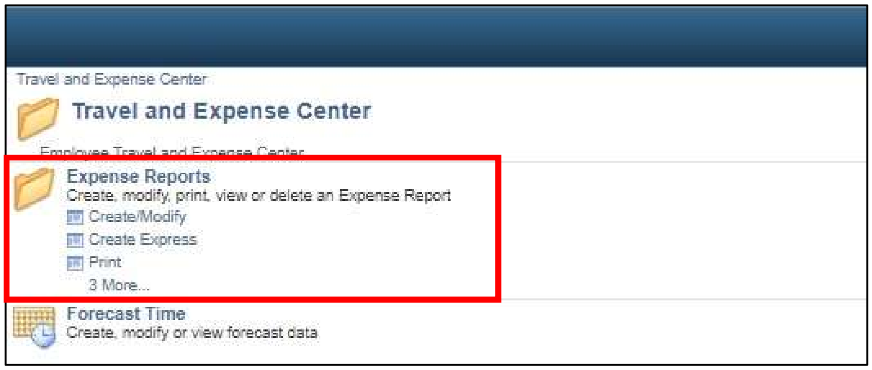
To create a new Travel Authorization, use the following navigation:

1. Log into ctcLink 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 > Travel Authorizations > Create/Modify

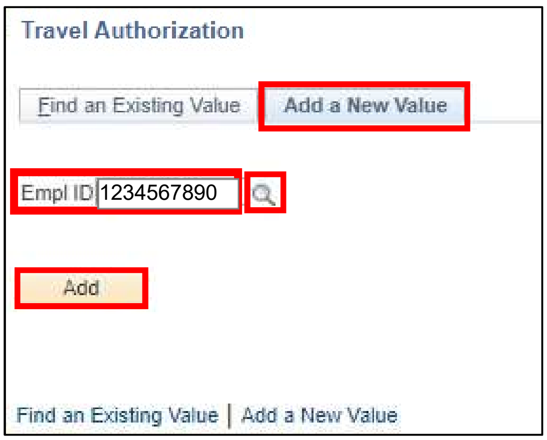


You can also access the Travel and Expense Center from Employee Self-Service that contains links to all of the travel documents on one page.

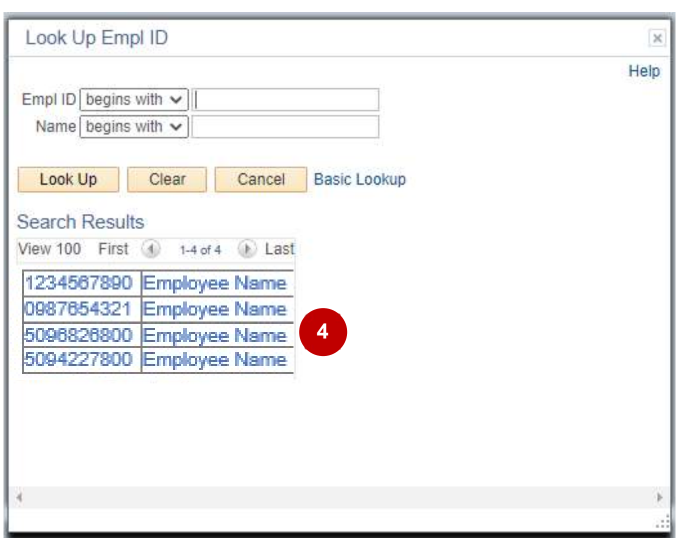


Either navigation will open the Travel Authorization page.

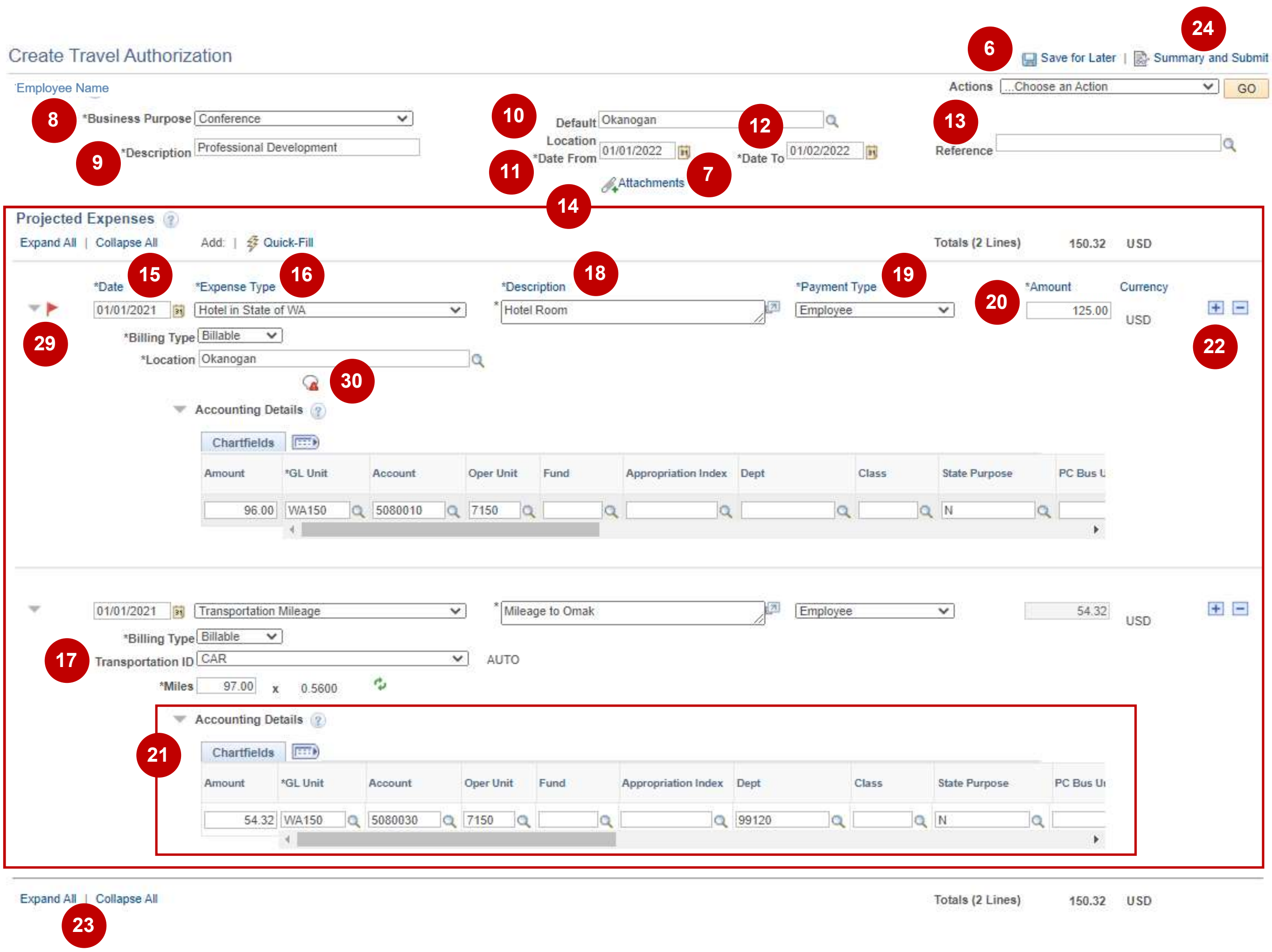
3. Select the **Add a New Value** tab if not already selected. Your **Empl ID** should be the default. If you are creating a Travel Authorization on behalf of someone else, either type in the EMPL (skip to step 5), or select the icon (continue to step 4).



4. This will open the **Look Up Empl ID** window where you can select the Empl ID of the person you are creating the TA for (If you do not see the EMPL ID for the person you are trying to do a TA for, please contact the HelpDesk to get them added to your list). After selecting the correct EMPL ID, you will return to the previous page.

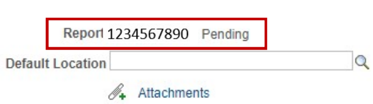


5. Select the **Add** button and the **Create Travel Authorization** page will display.



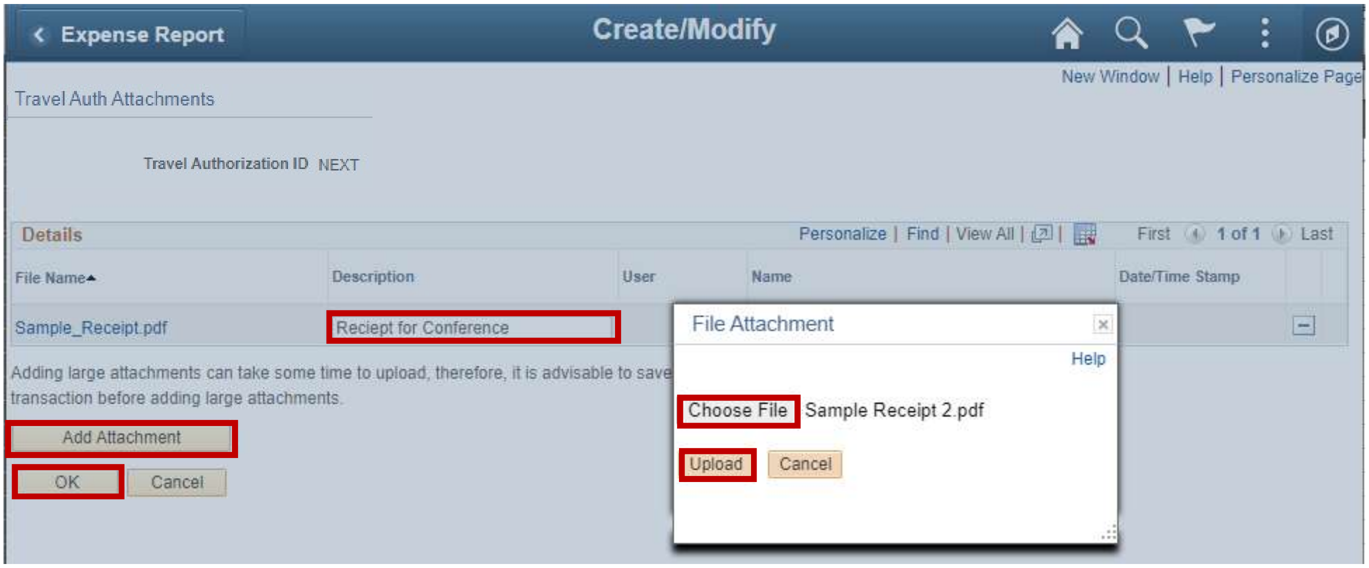
6. Note that you will be able to save your progress with the Save for Later link after entering date into:
   - Business Purpose (Step 8)
   - Report Description (Step 9)
   - Expense Type (Step 16)

   If you choose to save after entering data in these fields, you will see a message at the top-center of the report with the Report Number and the Report Status.



See the Appendix for instructions on how to return to a saved report

7. Select the **Attachments** link and the **Travel Authorization Attachments** window will open.



Select the **Add Attachment** button to bring up the File Attachment window. Here you can upload single or multiple files from your computer by clicking Choose File. When done adding attachments, click Upload to attach them to the Report. For each document enter a brief description of the documentation being attached.

Attachments for a TA must include an Agenda, if available. You may include any other documents to support your request for travel, including a Professional Development requisition, hotel confirmation, airfare information, etc.

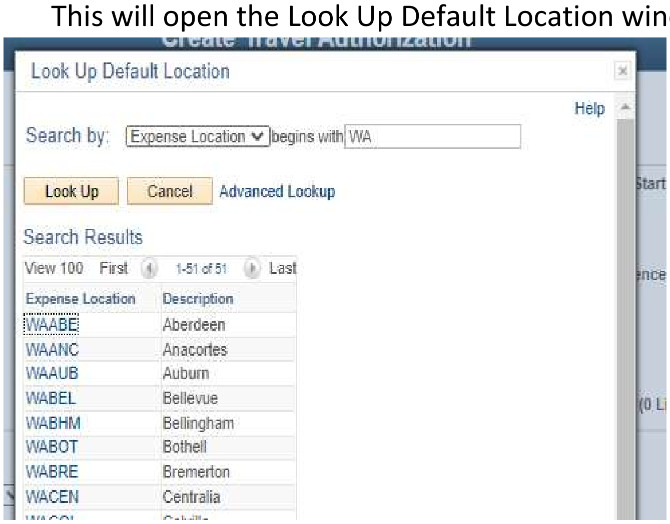
Once all documents have been uploaded, select the **OK** button.

8. From the **Business Purpose** drop down menu, select the option that best suits your reason for travel.

9. In the **Description** text box, enter a brief description that will allow you to remember what the TA is for. Please note that there is a 30-character limit.

10. The Default location is the place you are traveling to. In the event of multiple stops, please pick the one where most of the expenses will take place. To enter the Default Location, click the to the right of the field

This will open the Look Up Default Location window.



Enter the state abbreviation (WA for Washington) to which you are traveling in the Description field or change the Expense Location field to Description and add the beginning letters of the city, then click Look Up. This will bring up a list of cities in that state. Scroll down to find the city you want.

In the event that ctcLink does not have the city to which you are traveling in the system (which can happen frequently as not all cities in the US or even WA are entered – in the example used in this walkthrough, Omak is not listed, so Okanogan is used), you will want to find a city in either the same county, or at least one with the same per diem. To find the per diem for your location, if necessary, please see the Appendix section "Finding your Per Diem".

Once you have found the correct Expense Location, click on it in the Search Results to be returned to the main page.

11. Date From is the first day of travel. Use the calendar icon to the right of the box to enter the date.

12. Date To is the last day of travel. Use the calendar icon to the right of the box to enter the date.

13. Reference will not be used.

14. Now you will enter the information about the **Projected Expenses**

15. Enter the first **Date** of the travel.

16. From the **Expense Type** drop down menu, select the appropriate option. Some examples include:
    - Hotel in State of WA – For the room rate only
    - Hotel Room Tax (IN STATE) – For the room taxes (must be separate)
    - Meal IN State of WA Breakfast/Lunch/Dinner - For the per diem meal rate for that meal/location
    - Meal outside of WA Dinner - For the per diem meal rate for that meal/location
    - Transportation Mileage – For reimbursement for your personal vehicle mileage used for travel

    If you have questions, please contact your Budget Authority or the Business Office.

17. Many of these choices will open a new field box:
    - All items will open the Billing Type field – there is only one choice, Billable, and it will auto-fill
    - Airline will open a Ticket Number field – enter the ticket number here if you have one (not required)
    - Hotel (in State or Outside State, but not International) will open a Location field, which will auto-populate from the Default Location you entered in step 10. You can change this location here with the and following the same steps in step 10.
    - Meals (in State or Outside State, but not International) will open a Location field, which will auto-populate from the Default Location you entered in step 10. You can change this location here with the and following the same steps in step 10.
    - Transportation Mileage will open a Transportation ID field and a Miles field.
        - Click the drop-down arrow to find your Transportation ID
          If you do not have a Transportation ID, this means that you have not completed the "Set Up Transportation ID" walkthrough. You will not be able to continue without doing so. Please see step 6 to Save for Later, complete the Set Up Transportation ID walkthrough, and return to enter your Transportation ID.

- Enter the miles to your location (you will enter your return miles in a separate Expense Line if the return trip is a different day)

18. In the **Description** text box, enter a brief description of the Expense. (The small arrow button to the right of the box will open the description in a pop-up window to show the entire text.) There is a 254-character limit.

19. From the **Payment Type** drop down menu, select 'Employee'

20. In the **Amount** text box enter the amount for the (first) Expense, unless the expense auto-fills as a per diem or calculation.

    - If you've already made a hotel reservation, enter the actual room rate here if different from the per diem

        i. If the rate is higher than the per diem, at some point in the process you will be prompted to enter an explanation as to why it's over. See step 29 for details.

21. **Accounting Details** – select the small triangle to expand this field. Here you will enter the Chart String (budget) your travel expenses are being charged against.

    - **For all Chartfields, please ensure the following boxes are filled (note – you can get the Fund, Class, and Dept numbers from your Budget Authority)**:
        - **Amount** – should auto-fill
        - **GL Unit** – enter WA150
        - **Account** – This will auto-fill from the Expense Type you selected in step 16. You will want to ensure it is correct by comparing it to the ctcLink Accounts section of the Appendix.
            - If the Account did not auto-fill correctly, select the correct account from the magnifying glass lookup, or type it in
        - **Oper Unit** – enter 7150
        - **Fund** – enter select the correct fund from the drop-down menu, or type it in
        - **Dept** – select the correct dept from the drop-down menu, or type it in (note that a number will be auto-filled in here – this is not the correct Dept for your expense)
        - **Class** - select the correct class from the drop-down menu, or type it in
        - **State Purpose** – This should always be 'N' in this instance, and should auto-fill.

    - **Some chartstrings may also require some or all of the following:**
        - **Approp -** Only used for certain budgets – enter select the correct fund from the drop-down menu, or type it in if you were given one to use
        - **PC Bus Unit – enter WA150 ONLY if you have a Project and Activity to enter**
        - **Project -** Only used for certain budgets – enter select the correct fund from the drop-down menu, or type it in if you were given one to use
        - **Activity -** Only used for certain budgets – enter select the correct fund from the drop-down menu, or type it in if you were given one to use
        - **Subsidiary** – Unless this is another WA State Agency, it should be blank. If you are unsure, contact the Business Office.

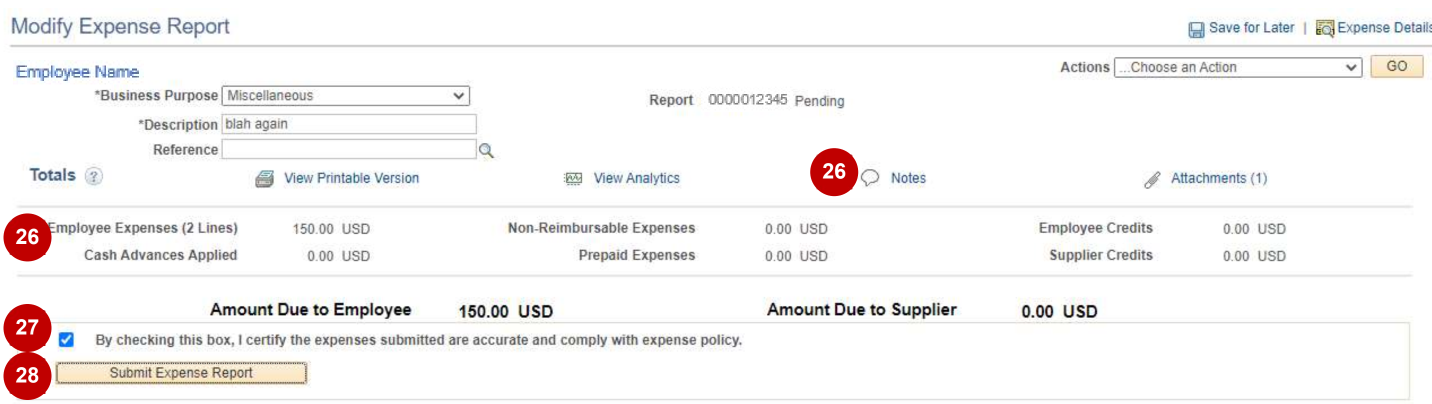
- **If there is an error in the chartstring, at some point you will receive an error flag** – see step 29 for details

22. If you have more than one Receipt/Expense type, click the button to the right of the Currency box. This will open a second Expense line. Repeat steps 15-21 for each Receipt/Expense.

23. Once you have entered all 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.

24. You are now ready to check for errors and submit your Travel Authorization for approval. Select the **Summary and Submit** link in the top right corner of the window.

25. This will open a new page that will summarize your Travel Authorization.



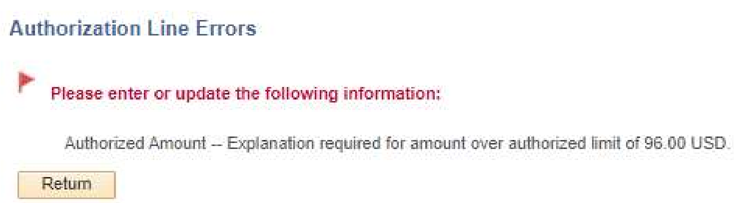
26. Please review the summary to ensure the amounts reflected in total accurately represent all out of pocket expenses. If you would like to add any additional notes for the approvers, select the **Notes** link.

27. Select the **Checkbox** to certify that the expenses are accurate and comply with the College's policy.

28. Select the **Submit Travel Authorization** button.

29. If there are errors, you will be returned to the Travel Authorization to correct them. If not, skip to step 32.

    Look for Red Flags at the right of the Date of the Expense Line (see icon 29 on the example on page 3). Clicking the Red Flag will open a page giving you information about the error and how to fix it.



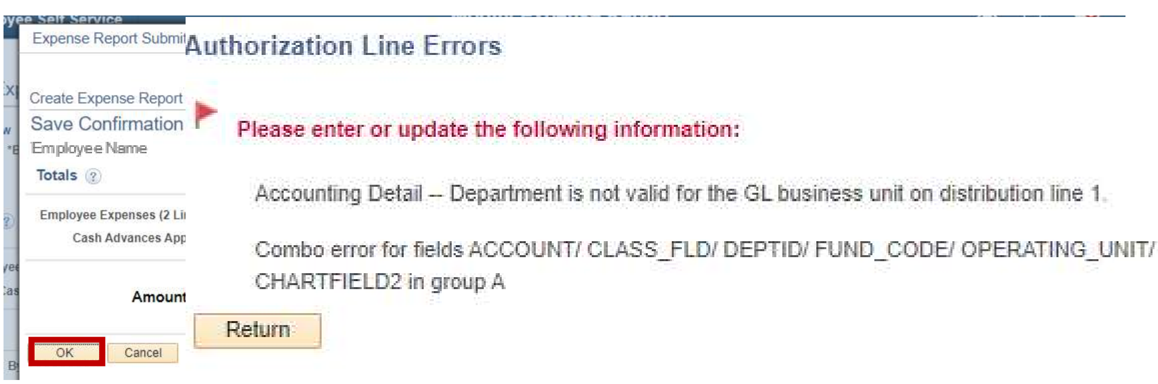
Click Return to return to the Travel Authorization

30. The icon under the Location in Expense Line 1 is a comment box. In this case the error is that the room rate for the hotel is over per diem. You would click the icon to open the Authorized Amount Exceeded window and provide the reason for being over per diem.

Click OK.

The flag may clear immediately. You will see that in this case, the Flag has not cleared. The comment box is no longer marked with a red triangle, but has changed to a yellow triangle to indicate a note (You can click on the icon again and change your response if necessary). The flag should clear with the next save or when you submit if it does not immediately.

Another common error is incorrect fields in the chartstring

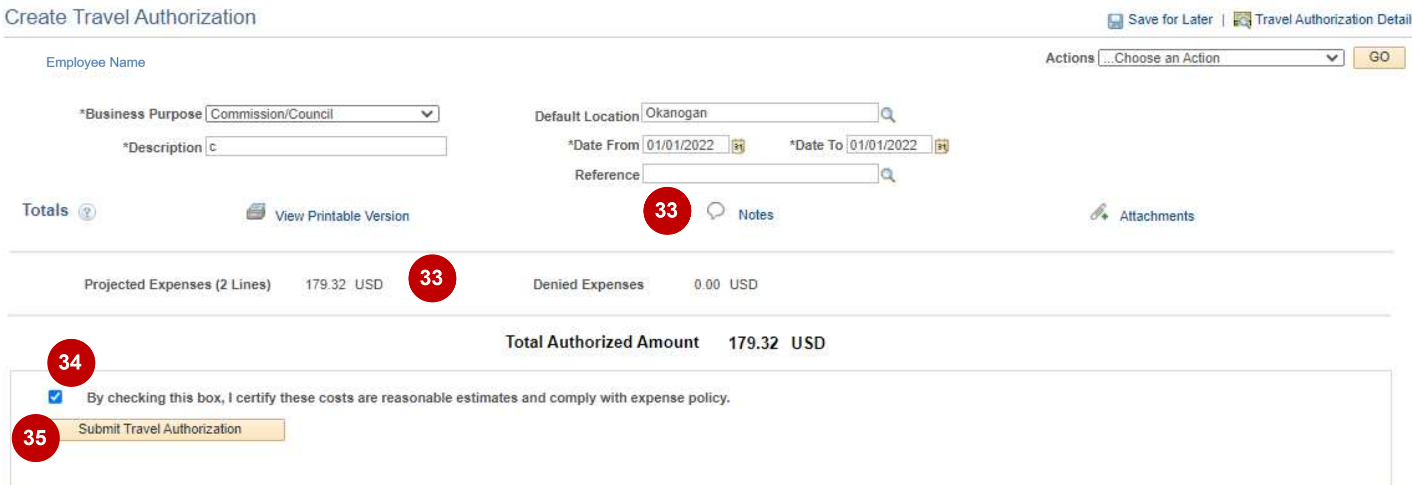


If you see this error, please verify that your chartstring is correct in step 21. If you still receive this message after making corrections, please contact the Budget Authority for help. Please note that this type of error will not clear until you attempt to resubmit.

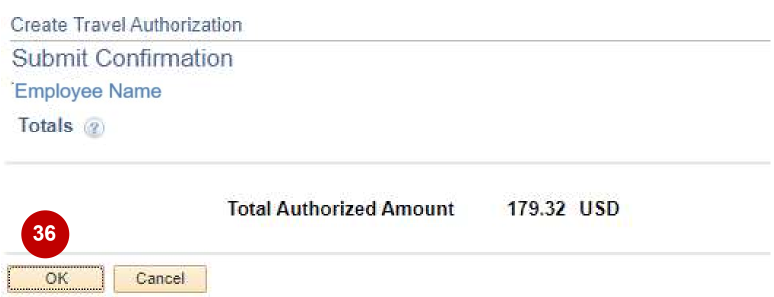
31. Once the errors are corrected, repeat steps 24-28.

32. The **Submit Confirmation** page will open.

(This is your last chance to go back and make changes before it is submitted for approval)

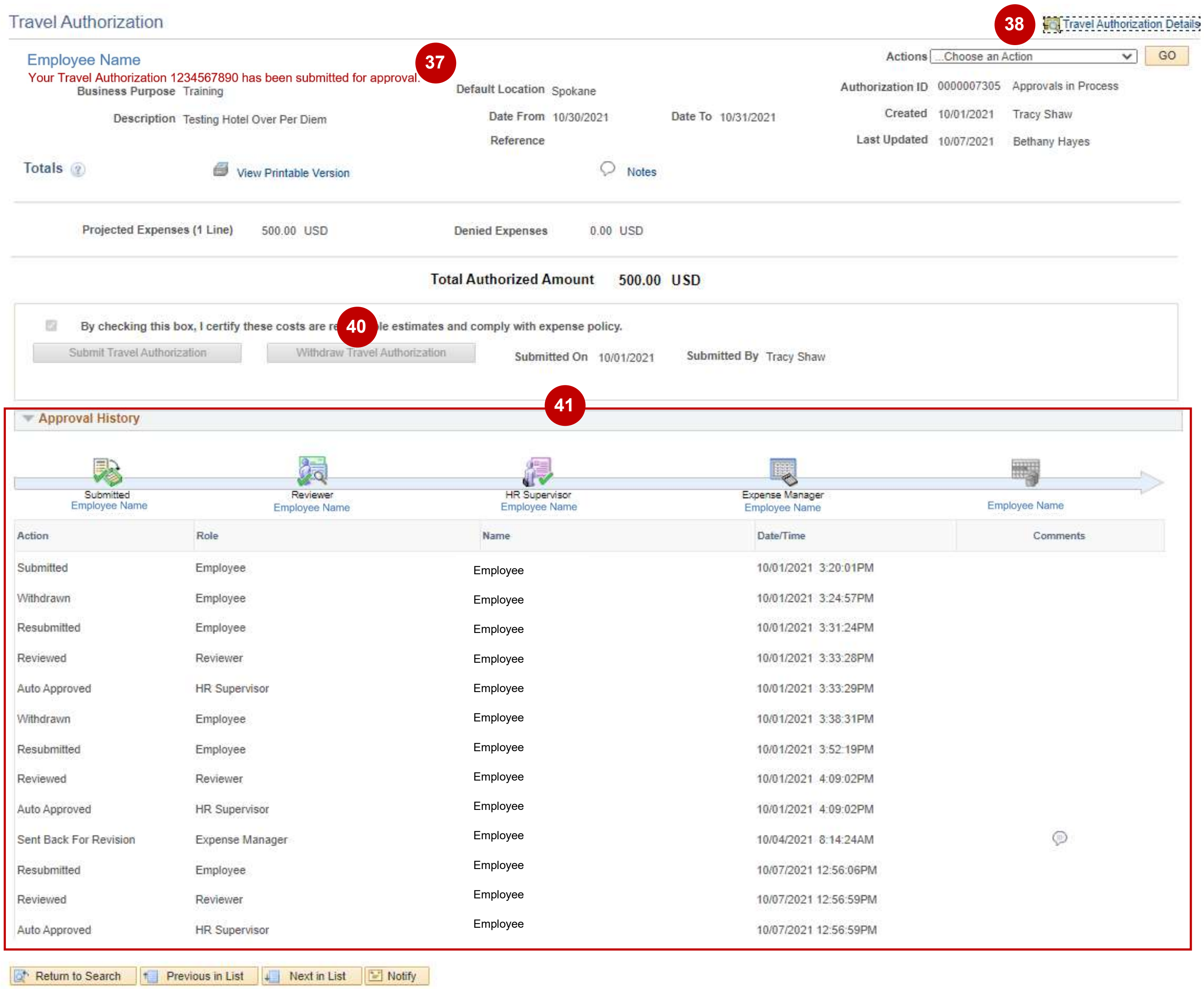


33. You will want to confirm that the amount is correct. If you wish to add a note, you may do so with the notes link
34. Check the box that you agree with the statement
35. Select Submit Travel Authorization. This will open the Submit Confirmation page



36. Select the **OK** button. This will open the View Travel Authorization window
37. You will receive a note that your Travel Authorization has been submitted for approval. You can make a note of this number to find the report later (or search by your EMPL ID)

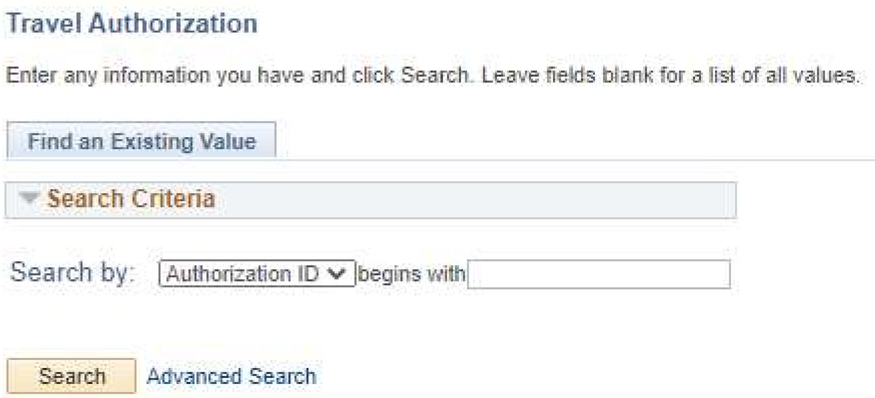
38. You can select the **Travel Authorization Details** link if you would like to return to the details page.



39. Select the **Refresh Approval Status** button (not shown but will be located below the Submission Check Box area) to see the approval workflow for your Travel Authorization (This may not work right away as the system needs to refresh).

    You can also access this screen later by using the following navigation path:
    NavBar > Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > View

    Once a Travel Authorization 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 Travel Authorization, you should access it from the* ***View*** *page.*



You can enter the Authorization ID number if you have it, or change the drop-down to your EMPL ID, enter that, then click Search

40. 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 24-36).

41. This area shows the Approval Workflow and History. At the top is a 'timeline' of all the approvals needed. When the approvals are done the icon will show a green check in the lower left. In this example, 3 of the approvals are complete.

    You may receive notice that your report has been returned to you for corrections/additions. Please make those changes and resubmit.

    It is your responsibility to ensure your Travel Authorization is moving through the Workflow. Please check back and verify that approvals are not 'stuck' with someone. If necessary, please contact them and ask that they check for your Travel Authorization.

42. Once all approvals are made, the Travel Authorization is completed and you will receive an email letting you know.

    At this point, you are now approved for travel.

    Upon your return, if you wish to be reimbursed for any out-of-pocket expenses, you will need to submit an Expense Report in ctcLink.

APPENDIX

Finding Your Per Diem

- [Per Diem Rates from the Resources page of the WVC website]
- The GSA website

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.

Below are some commonly used Accounts:

ctcLink		Legacy
Account	**Description**	**Sub-objects**
5030010	Supplies & Materials	EA
5081100	Training (including tuition)	EG
5080010	Instate Subsistence/Lodging (includes meal per diems and hotel room and taxes)	GA
5080020	Instate Airfare (for instate-to-instate air travel)	GB
5080030	Private Auto Mileage (for personal vehicle mileage only)	GC
5080040	Other Travel Expenses (includes tolls, bus, train and taxi fare, car rental, luggage fees)	GD
5080050	Out of state Subsist/Lodging (includes meal per diems and hotel room and taxes outside WA)	GF
5080060	Out of State Airfare (used whenever one or more locations are outside of WA)	GG
5081100	Training (including tuition)	EG
5081102	Conferences/Registrations	EG
5081103	Dues/Membership Fees	EG
5081120	Subscriptions (periodicals)	EJ
5081230	Software Maintenance & Subscriptions	EY

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.