

P-cards should be used whenever possible for last minute purchases. Out-of-pocket expenditures should only be made in case of emergencies where p-cards are not available to the employee or accepted by the vendor. In short, an emergency is defined as an unforeseen circumstance, and is not the result of poor planning!

Consolidate all out-of-pocket expenditures into a monthly expense report. Submit your Expense Report **within 5 days** of the end of the month.

1. From your ctcLink Finance homepage,
   1. Click the Expenses tile
   2. Click the Create Expense Report tile
2. Under General Information,
   1. Select a Business Purpose
   2. Enter a Description for the report
   3. Select the Default Location
3. Under Expense Details,
   1. Select “Add Expense Lines”
4. Expense Entry
   1. Select the Date for the expenditure
   2. Select the Expense Type
   3. Enter a Description of the expense
   4. Select the Payment source
   5. Enter the Amount of the expense
   6. Billing Type = Billable
   7. Attach the Receipt
   8. Update the Accounting
      * Select the Account, Oper Unit, Fund, Approp, Dept, Class, and State Purpose
      * If Fund 145, also select the PC Bus Unit, Project and Activity
5. Save your Expense Report
   1. Click the Save button in the upper right of page
6. Add additional expenses
   1. Click the Add icon to the left of the page
   2. Follow Step 4 above for each added expense line.
7. Submit your Expense Report
   1. Click the “Review and Submit” button from the upper right of the page.
   2. If desired, add Notes
   3. If desired, click View Printable Report to save a copy for your records.
   4. Click the Submit button from the upper right of the page
   5. Click the Submit button to certify and confirm submission.
8. Monitor Approvals
   1. Click the Expenses tile from your ctcLink Finance homepage.
   2. Click the My Expenses tile