

Submit your Expense Report **within 30 days of completion** of travel.

**Navigation from FSCM/Finance**:

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

1. From the **Add a New Value** tab
   1. Enter the Empl ID of the traveler
   2. Click the Add button
2. From the Quick Start dropdown menu
   1. Select “A Travel Authorization”
   2. Click the GO button.
   3. Click the Search button
   4. Click the Select button next to the Travel Authorization you would like to copy.
3. Save your Expense Report
   1. Click the “Save for Later” link in the upper right of the page
4. Review each expense line
   1. Update amounts, as needed
   2. Attach receipts
   3. Confirm Accounting Details
5. Apply a Cash Advance
   1. Go to the Actions dropdown from the upper right of the page.
   2. Select “Apply/View Cash Advance(s)”
   3. Click the GO button
   4. Find and select the Advance ID
   5. Update the Total Applied, if applicable
   6. Click the Add Cash Advance button to add an additional advance
   7. Click the OK button when done
6. Submit your Expense Report
   1. Click the “Summary and Submit” link from the upper right of the page.
   2. If desired, click the View Printable Version to save a copy for your records.
   3. If desired, add Notes
   4. Check the certification box.
   5. Click the Submit Expense Report button.
7. Monitor Approvals
   1. Click the Expenses tile from your ctcLink Finance homepage.
   2. Click the My Expenses tile