



South Puget Sound  
COMMUNITY COLLEGE

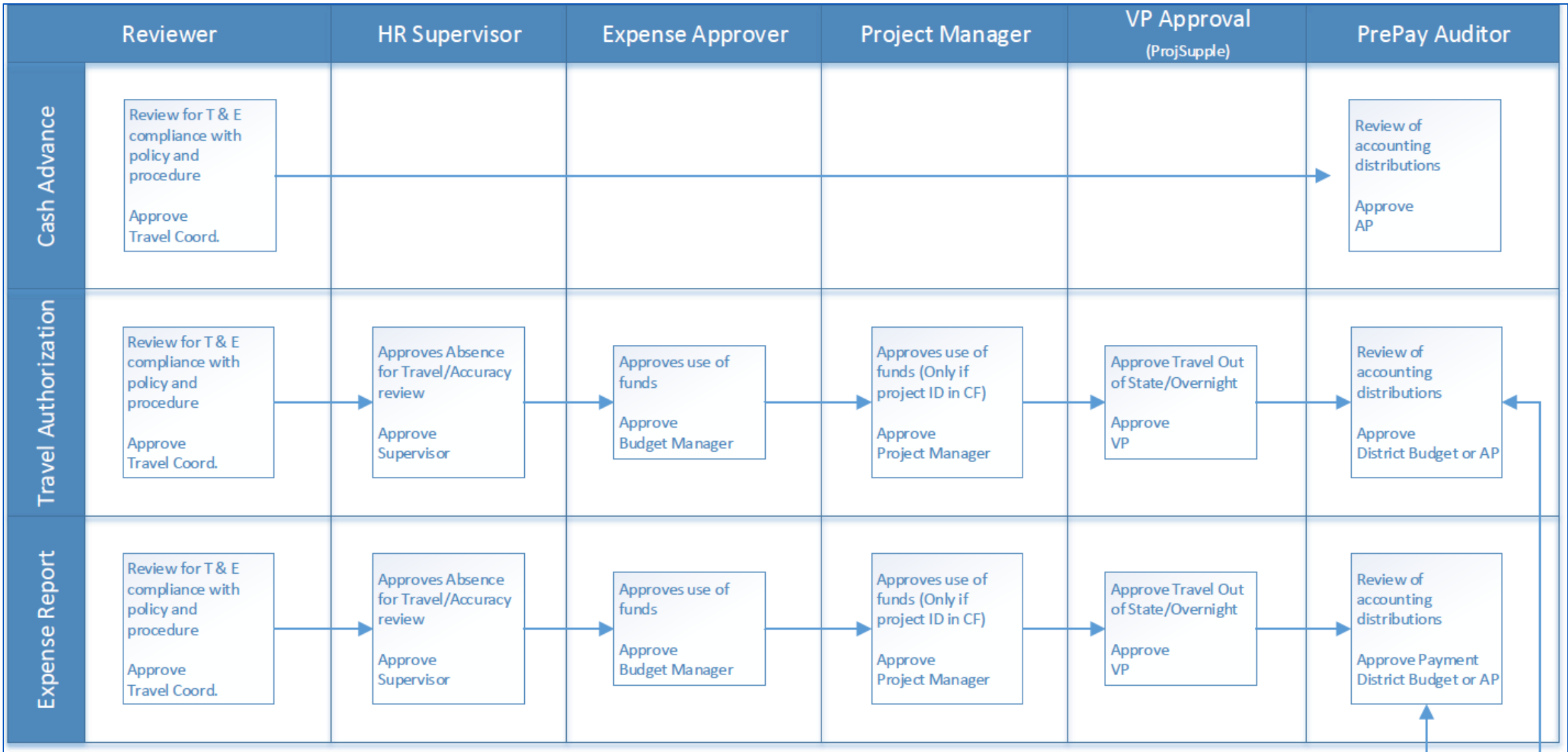
# Travel & Expense: Traveler Step 4 - Expense Reports

Training for Employees

**SUCCESS**  
**AMPLIFIED**

# Objectives and Outcomes

- Review the approval workflow
- Creating Expense Report from TAR
- Creating Expense Report from Scratch
- Applying a Cash Advance
- Receiving Payment



Note: For International Travel, the Travel Coordinator will reassign the college President or Chancellor to the TAR approval workflow.

# Approval Workflow

# Getting Started

# Information to Compile

- Receipts must be attached to each expense, so be sure that you have scanned your receipts (individually) so that they are ready to be attached. (There are phone apps that make this easy, so look in your app store for one that meets your needs!)

# Expense Reports

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

<https://ctclinkreferencecenter.ctclink.us/m/79738/c/319966>

# Expense Report Overview

- Use the navigation shown in this training, *not the Expenses tile*, to create your Expense Report documents.
- Expense Reports are created after travel has been completed in order to reimburse the employee for out-of-pocket expenses in excess of any cash advance that may have been received.
  - To avoid delays, it is advisable you complete and submit your expense reports within 30 days after travel has been completed.
- Any amounts owed to an employee will be paid after the expense report has been fully approved within ctcLink.
- Expense reports can be used for personal mileage reimbursement.

# Creating an Expense Report from

## TAR

Expense Reports can be quickly and easily created by copying from an approved travel authorization.

Navigation from FSCM/Finance:

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

### 1. Add a New Value tab

- a) Enter the ID of the Traveler (Use the magnifying glass to search by name if you are creating on behalf of another traveler.)
- b) Click the **Add** button

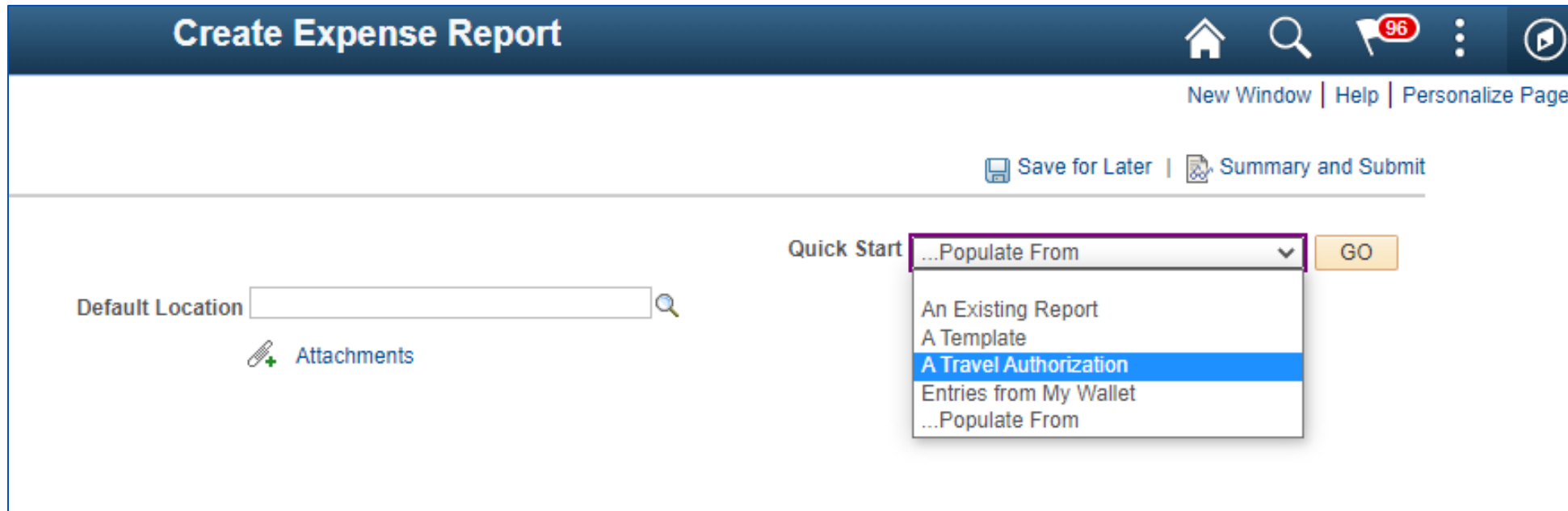
The screenshot shows the 'Expense Report' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs is an input field labeled 'Empl ID' containing the value '101024540'. A magnifying glass icon is positioned to the right of the input field. Below the input field is an orange 'Add' button. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.



# Creating an Expense Report from TAR

2. From the “Quick Start” pull down menu, choose “A Travel Authorization”

3. Click the **GO** button



# Creating an Expense Report from TAR

4. From the window, click the **Select** button next to the approved travel authorization from which you want to create your expense report.

5. Click the **Return** button to not select one and go back

Copy from Approved Travel Authorization

From Date 01/05/2023 To 05/05/2023 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	League of Innovation	0000014467	03/10/2023	03/16/2023	2,952.91 USD	

Return

# Creating an Expense Report from TAR

- All of the information from the Travel Authorization is copied over to your expense report including:
  - ▶ Business Purpose
  - ▶ Report Description
  - ▶ Expense Lines with dates, expense types, payment type, amount, and accounting details.
  - ▶ Default Location
  - ▶ Authorization ID
- It is recommended that you click the “Save for Later” link so that you do not lose any work.

Save for Later | Summary and Submit

Julienne DeGeyer

\*Business Purpose: Conference  
\*Report Description: League of Innovation  
Reference: [Search]  
Default Location: Phoenix  
Authorization ID: 0000014467  
Attachments

Expenses

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total: 2,952.91 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/10/2023	Airline outside State of WA	Seattle to Arizona- GOV fare	Employee	625.80	USD

\*Billing Type: Billable  
\*Ticket Number: [Search]  
226 characters remaining  
Receipt Split  
 Default Rate  
 Non-Reimbursable  
 No Receipt  
\*Exchange Rate: 1.00000000  
Base Currency Amount: 625.80 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class
625.80	WA060	625.80	USD	1.00000000	5080060	7060	149		12100	081

# Creating an Expense Report from TAR

6. Review each line of your expense report for the following and add or update information as necessary.

- a) Date
- b) Payment Type
- c) Amount
- d) Click the paperclip icon to add your receipt
- e) If you lost your receipt, or do not have one, click the “No Receipt” box.

The screenshot shows the 'Expenses' interface with a total of 2,952.91 USD. The main table has the following columns: \*Date, \*Expense Type, \*Description, \*Payment Type, \*Amount, and \*Currency. The first row contains: 03/10/2023, Airline outside State of WA, Seattle to Arizona- GOV fare, Employee, 625.80, and USD. Below the table, there are fields for \*Billing Type (Billable), \*Ticket Number, and checkboxes for Default Rate (checked), Non-Reimbursable, and No Receipt. A blue circle highlights the + and - icons in the \*Currency field.

- f) If the amount is not reimbursable to you, click the “Non-Reimbursable” box.
  - g) To add or remove an expense line, click the + or – icon, as appropriate.
- Note: Receipts are required for all expenses over \$50. If you “lost” it, reach out to the merchant to request a copy.

# Attaching a Receipt

The system requires that you attach receipts at the line level otherwise you will not be able to submit your expense report for approval.

- Click the paperclip icon.

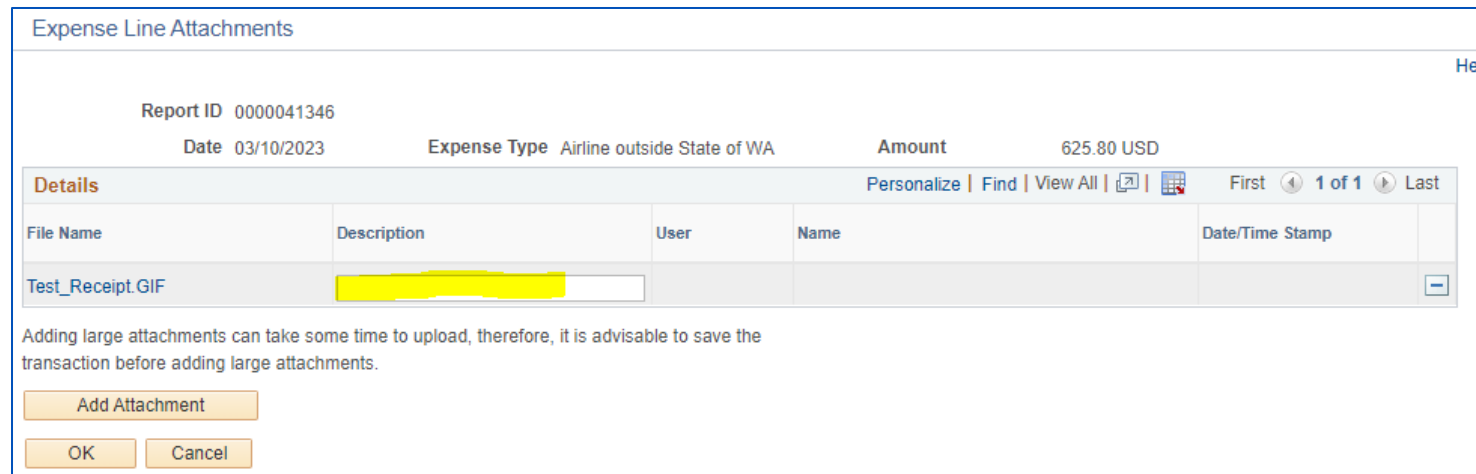
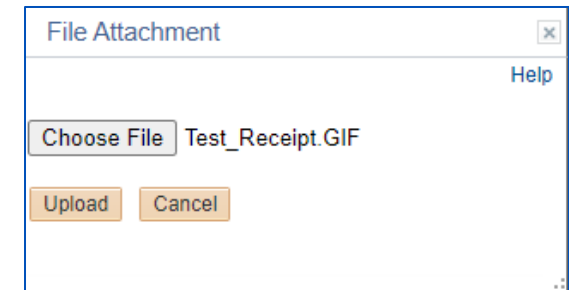
*Date	*Expense Type	Description	*Payment Type	*Amount
03/10/2023	Airline outside State of WA	Seattle to Arizona- GOV fare	Employee	625.80
	*Billing Type	226 characters remaining Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate
	Billable		<input type="checkbox"/> Non-Reimbursable	1.00000000
	*Ticket Number		Base Currency Amount	625.80
	123456ABC			

Expense Line Attachments				
Report ID 0000041346				
Date	Expense Type	Amount		
03/10/2023	Airline outside State of WA	625.80 USD		
<b>Details</b> Personalize   Find   View All   First 1 of 1 Last				
File Name	Description	User	Name	Date/Time Stamp
View				
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.				
<b>Add Attachment</b>				

- Click the **Add Attachment** button
  - Note the warning that large attachments can take time to upload.

# Attaching a Receipt, cont



- Click the **Choose File** button to locate the receipt to attach.
- Click the **Upload** button to add the receipt to the line.
- You can enter a Description for the receipt.



- Click the **Add Attachment** button again if you have another receipt to attach for the current expense. Otherwise click the **OK** button.

# Attaching a Receipt, cont

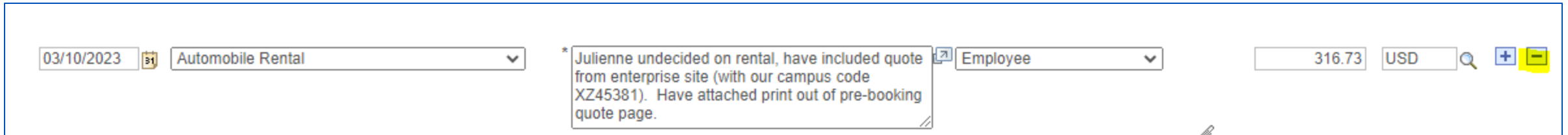
- After you have attached a receipt, the paperclip icon changes slightly and no longer has the green + next to it.
- See the below example where the first line has a receipt attached and the second line does not.

<b>*Date</b> 03/10/2023	<b>*Expense Type</b> Airline outside State of WA	<b>*Description</b> Seattle to Arizona- GOV fare 226 characters remaining Receipt Split	<b>*Payment Type</b> Employee	
<b>*Billing Type</b> Billable	<b>*Ticket Number</b> 123456ABC	<input checked="" type="checkbox"/> Default Rate	<b>*Exchange Rate</b>	
<b>Accounting Details</b> ?		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	
		<input type="checkbox"/> No Receipt		
<b>*Date</b> 03/10/2023	<b>*Expense Type</b> Hotels Misc no per diem	<b>*Description</b> Please note exception #7: per OFM 22 characters remaining Receipt Split	<b>*Payment Type</b> Employee	
<b>*Billing Type</b> Billable	<b>*Location</b> Phoenix	<input checked="" type="checkbox"/> Default Rate	<b>*Exchange Rate</b>	
		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	
		<input type="checkbox"/> No Receipt		

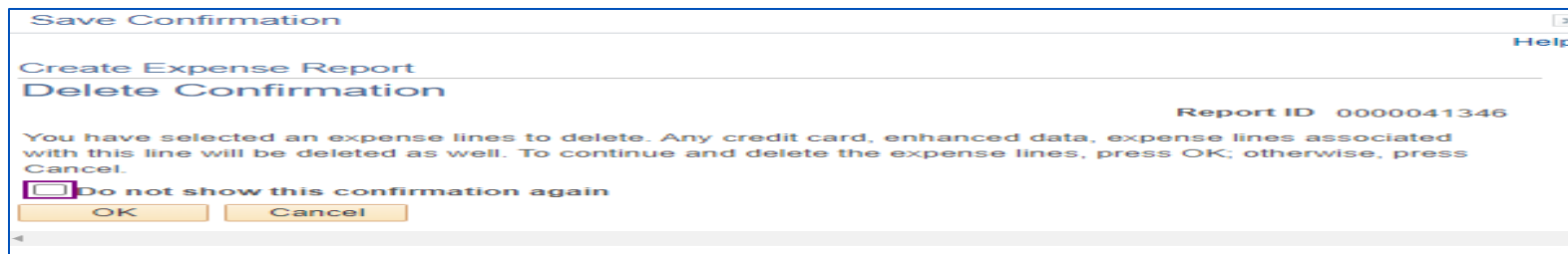
# Deleting an Expense Line

It could be that you included an expense on your TAR that you ended up not needed, like a car rental.

- To delete an expense line, click the – icon at the right.



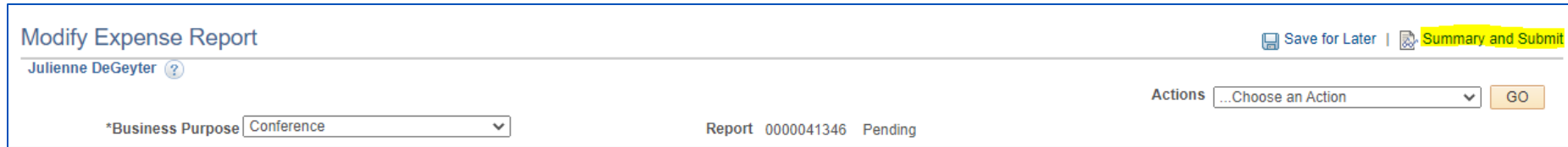
- A “Delete Confirmation” page will open. You can click the box to not show the confirmation page again.
- Click the **OK** button to continue with the deletion.
- You are then taken back to the Expense Report.





# Submitting for Approval

7. After attaching your receipts and confirming each line, click the blue “Summary and Submit” link at the top of the page.



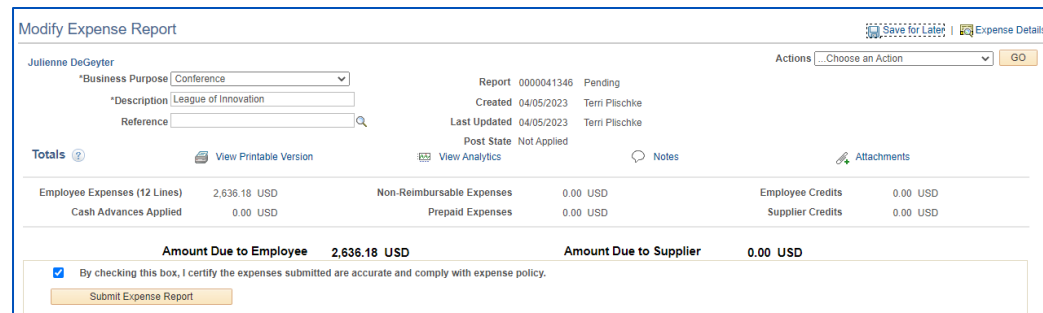
Modify Expense Report Save for Later | **Summary and Submit**

Julienne DeGeyter ?

\*Business Purpose  Report 0000041346 Pending

Actions

7. Click in the checkbox to confirm the accuracy of your expense report then click the **Submit Expense Report** button.



Modify Expense Report Save for Later | [Expense Details](#)

Julienne DeGeyter ?

\*Business Purpose  Report 0000041346 Pending

\*Description  Created 04/05/2023 Terri Pitschke

Reference  Last Updated 04/05/2023 Terri Pitschke

Post State Not Applied

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (12 Lines)	2,636.18 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 2,636.18 USD** **Amount Due to Supplier 0.00 USD**

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

# Submitting for Approval, cont

- If there are no errors, the “Expense Report Submit Confirm” page opens.
- Click the **OK** button to continue.

Expense Report Submit Confirm

Expense Report  
Save Confirmation  
Julienne DeGeyter

Totals ⓘ

Employee Expenses (12 Lines)	2,636.18 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>2,636.18 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

OK Cancel

**View Expense Report**

Julienne DeGeyter

Your expense report 0000041346 has been submitted for approval.

Business Purpose Conference Report 0000041346 Submission in Process

- Your expense report will refresh with a confirmation message that it has been submitted for approval.

# Submitting for Approval, cont

- Click the **Refresh Approval Status** button to view the approval workflow for your expense report.
- You can also click the **Withdraw Expense Report** button to pull back your expense report for edits.

Julienne DeGeyter

Your expense report 0000041346 has been submitted for approval.

**Business Purpose** Conference  
**Description** League of Innovation  
**Reference**

Totals <sup>?</sup> [View Printable Version](#)

Employee Expenses (12 Lines)	2,636.18 USD
Cash Advances Applied	0.00 USD

**Amount Due to Employee**

**By checking this box, I certify the expenses submitted**

[Submit Expense Report](#)

[Refresh Approval Status](#)

Amount Due to Employee 2,636.18 USD      Amount Due to Supplier 0.00 USD

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

[Submit Expense Report](#)   [Withdraw Expense Report](#)   Submitted On 04/05/2023   Submitted By Terri Plischke

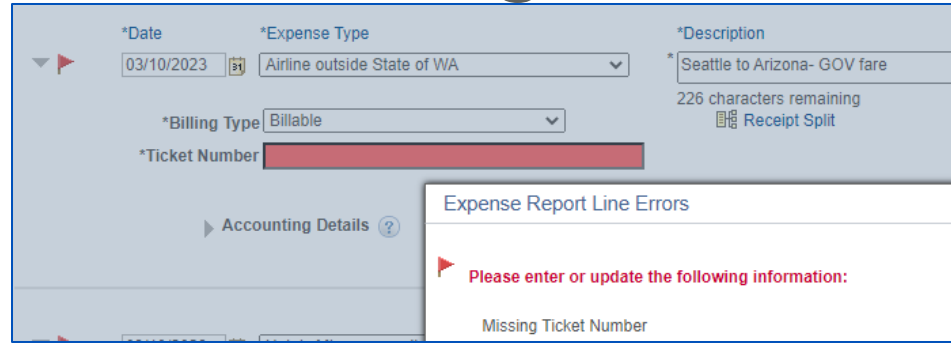
**Approval History**

Submitted Julienne DeGeyter	Reviewer Heather Emlund	HR Supervisor Rosie Rimando-Chareunsap	Expense Manager Davina Fogg	Vice President Approval Rosie Rimando-Chareunsap	Davina Fogg	Payment
--------------------------------	----------------------------	---	--------------------------------	---	-------------	---------

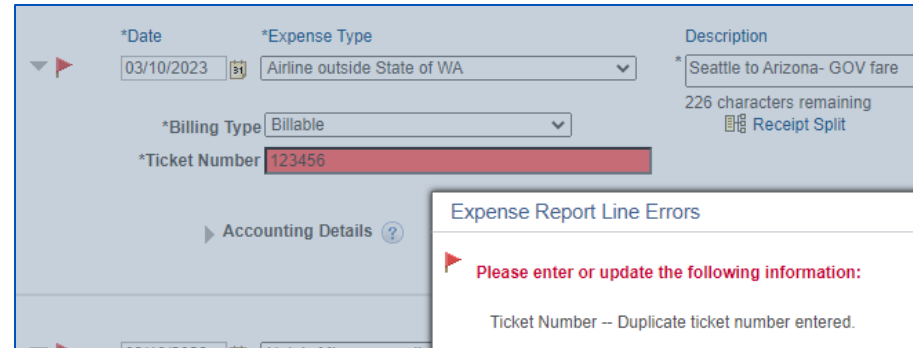
Action	Role	Name	Date/Time
Submitted	Employee	Terri Plischke	04/05/2023 5:29:58PM

# Errors that Prevent Submitting for Approval

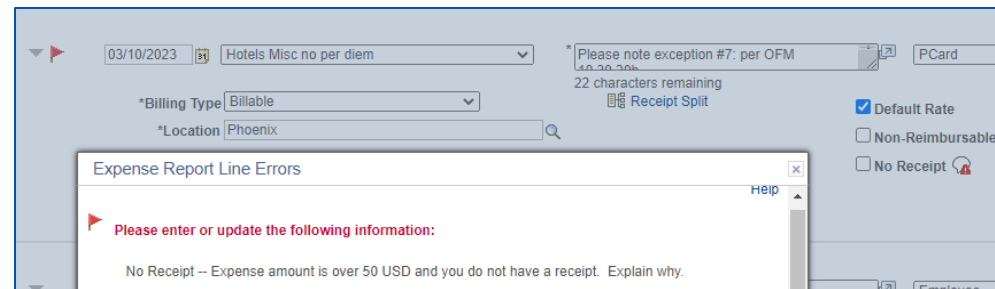
- Missing Ticket Number



- Duplicate Ticket Number



- Missing Receipt



# Creating an Expense Report for Mileage

Getting reimbursed for personal mileage does not require a TAR. In this case, you would create your expense report “from scratch”.

Navigation from FSCM/Finance:  
Menu > **Employee Self-Service** >  
Travel and Expenses > Expense  
Reports > Create/Modify


- **Add a New Value** tab
  - a) Enter the ID of the Traveler (Use the magnifying glass to search by name if you are creating on behalf of another traveler.)
  - b) Click the **Add** button

The screenshot shows a web interface for creating an expense report. At the top, the title "Expense Report" is displayed. Below the title are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being the active tab. Underneath the tabs is a search field labeled "Empl ID" containing the number "101021496" and a magnifying glass icon. Below the search field is an orange "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

# Creating an Expense Report for Mileage

- Select a Business Purpose
- Enter a Report Description
- Enter your Default Location
- Reference is blank


Create Expense Report


Terri Plischke 

\*Business Purpose

\*Report Description

Reference

Default Location  

 Attachments

# Creating an Expense Report for Mileage

- Enter the Date
- Select the Expense Type
- Enter a Description
- Select a Payment Type

**Expenses** ?

Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill

**Total**    0.00    USD

---

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/30/2023	Transportation Mileage	Seattle to Bellevue <small>235 characters remaining</small>	Employee	0.00	USD
	*Billing Type: Billable		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
	*Transportation ID		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount: 0.00	USD
	*Miles: <input type="text"/> x		<input type="checkbox"/> No Receipt		

▶ Accounting Details ?

# Creating an Expense Report for Mileage

- Select your Transportation ID
- Enter your mileage – The system will automatically calculate the amount.
- Click the paperclip icon to attach your backup, i.e. Google Maps.

**Expenses** ?

Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/30/2023	Transportation Mileage	Seattle to Bellevue - Roundtrip 223 characters remaining	Employee	14.93	USD
*Billing Type: Billable		<input checked="" type="checkbox"/> Default Rate    *Exchange Rate: 1.00000000		Base Currency Amount: 14.93 USD	
*Transportation ID: AUTO		<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt			
*Miles: 22.80 x 0.6550					
Accounting Details <span>?</span>					

Expand All | Collapse All

Total 14.93 USD



# Creating an Expense Report for Mileage

- Click into the Accounting Details
- The Chartfield defaults to the cash advance so update the Chartfields, as appropriate. You should not change the Account which defaults based on the Expense Type chosen.

**Expenses** ?

Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill    Total 14.93 USD

\*Date: 03/30/2023    \*Expense Type: Transportation Mileage    \*Description: Seattle to Bellevue - Roundtrip    \*Payment Type: Employee    \*Amount: 14.93    \*Currency: USD

\*Billing Type: Billable    \*Transportation ID: AUTO    \*Miles: 22.80 x 0.6550     Default Rate    \*Exchange Rate: 1.00000000     Non-Reimbursable    Base Currency Amount: 14.93 USD     No Receipt

Accounting Details ?

Amount	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Approp	Dept	Class	State Pu
14.93	14.93 USD	USD	1.00000000	5080030	7060	149		12200	082	N

# Creating an Expense Report for Mileage

- If you use your car often throughout the month, you can total your mileage and submit one expense report per month.
- Date should equal the last day of the month.
- Attach a spreadsheet showing the daily mileage and purpose, to and from locations, and the total miles.

March 2023 Personal Miles					
Date	Purpose	To	From	Miles	Roundtrip?
3/1/2023	Training	NSCC	Seigal	13.6	Yes
3/2/2023	Training	SSCC	Seigal	14.0	Yes
3/8/2023	Training	NSCC	Seigal	13.6	Yes
3/9/2023	Training	SSCC	Seigal	14.0	Yes
3/15/2023	Training	NSCC	Seigal	13.6	Yes
3/16/2023	Training	SSCC	Seigal	14.0	Yes
3/22/2023	Training	NSCC	Seigal	13.6	Yes
3/24/2023	Training	SSCC	Seigal	14.0	Yes
3/29/2023	Training	NSCC	Seigal	13.6	Yes
3/30/2023	Training	SSCC	Seigal	14.0	Yes
<b>Total Miles</b>				<b>138.0</b>	

**Create Expense Report** Save for Later | Summary and Submit

Terri Pilschke Actions: Choose an Action | GO

\*Business Purpose: Training | Default Location: Seattle

\*Report Description: cclink College Training | Attachments

Reference:

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**Expenses** Total: 90.39 USD

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

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/31/2023	Transportation Mileage	Monthly Personal Car Usage	Employee	90.39	USD

228 characters remaining

\*Billing Type: Billable | \*Exchange Rate: 1.00000000

\*Transportation ID: AUTO | \*Miles: 138.00 x 0.6550

Default Rate |  Non-Reimbursable |  No Receipt

Base Currency Amount: 90.39 USD

[Accounting Details](#)

# Applying a Cash Advance

- Create an Expense Report as described in earlier slides.
- Click the “Summary and Submit” link.
- If you have an outstanding cash advance, you will receive a warning.
- Click the blue “Outstanding Cash Advance” link to view and apply the cash advance.

Modify Expense Report Save for Later Expense Details

Beata Anderson Report 0000041347 Pending Actions ...Choose an Action GO

\*Business Purpose  Report 0000041347 Pending

\*Description

Reference

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (6 Lines)	14,672.51 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 14,672.51 USD** **Amount Due to Supplier 0.00 USD**

**Warning**

[Outstanding Cash Advance](#) **Balance 4,000.00 USD**

There are available Cash Advances that can be applied to this expense report.  
Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

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

# Applying a Cash Advance

- Click the magnifying glass under the “Advance ID” column to view and select a cash advance to apply.
- To apply a second cash advance, click the **Add Cash Advance** button.
- To modify the amount to apply, update the amount in the “Total Applied” column then click the **Update Totals** button.
- To remove the cash advance and not apply it, click the minus icon at the end of the row.
- When ready to apply the cash advance(s), click the **OK** button.

Create Expense Report

Apply Cash Advance(s)

Beata Anderson

**Cash Advance Information**

*Advance ID	Advance Amount
[Magnifying Glass]	0.00

Add Cash Advance

Total Advance Applied  
Employee Expenses (6 Lines)

Look Up Advance ID

Empl ID 101039578

Date/Time Stamp 04/10/2023 2:15PM

Advance ID begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Advance ID	Advance Description	Balance	Currency Code
0000004147	Attending Recruitment Fairs	4000	USD

Create Expense Report

Apply Cash Advance(s)

Beata Anderson

**Cash Advance Information**

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000004147	4000.00	0.00 USD	1.00000000	4000.00 USD <span style="float: right;">-</span>

Add Cash Advance Update Totals

Report ID 0000041347

<b>Total Advance Applied</b>	4,000.00 USD
<b>Employee Expenses (6 Lines)</b>	14,672.51 USD
<b>Total Due Employee</b>	10,672.51 USD

OK

# Applying a Cash Advance

- The “Amount Due to Employee” is reduced by the amount of the cash advance(s) applied.
- Continue with submitting the expense report by clicking in the checkbox and clicking the **Submit Expense Report** button.

Modify Expense Report [Save for Later](#) | [Expense Details](#)

Beata Anderson Actions ...Choose an Action [GO](#)

\*Business Purpose  Report 0000041347 Pending

\*Description

Reference

**Totals** [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (6 Lines)	14,672.51 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	4,000.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 10,672.51 USD** **Amount Due to Supplier 0.00 USD**

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

[Submit Expense Report](#)



# Viewing an Expense Report

View an expense report to see where it is in the approval workflow and to see its details.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Expense Reports > View

- Search for and Select the Expense Report you want to view.
- The status can be seen next to the Report ID.
- Click Attachments to view the header attachments.
- Click Notes to view any notes.

**View Expense Report**

Terri Plischke

Business Purpose: Training  
Description: Report Development Training  
Reference: [Link]

Report: 0000041348 **Submitted for Approval**  
Created: 04/10/2023 Terri Plischke  
Last Updated: 04/10/2023 Terri Plischke  
Post State: Not Applied



Totals

Employee Expenses (1 Line)	14.93 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>14.93 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

# Viewing an Expense Report

- Scroll down to see the Approval History.
- You can see who approved it and/or who it is pending with, and when it was approved by each. However, you will not see when it was paid.

Approval History

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Hisham Othman	03/02/2023 3:27:34PM	
Sent Back For Revision	Reviewer	Heather Emlund	03/02/2023 3:37:54PM	
Resubmitted	Employee	Hisham Othman	03/02/2023 3:46:22PM	
Approved	Reviewer	Heather Emlund	03/02/2023 3:50:57PM	
Approved	HR Supervisor	Leslie Aest	03/02/2023 4:01:31PM	
Approved	Expense Manager	Kathleen Kwilinski	03/02/2023 4:08:50PM	
Reassigned	Business Office Approval	Rosie Rimando-Chareunsap	03/02/2023 5:15:05PM	
Approved	Chancellor/Pres Approval	Rosie Rimando-Chareunsap	03/06/2023 2:57:18PM	

# Viewing an Expense Report

- Clicking the blue “Expense Details” link in the upper right brings you to the expense lines where you can

**Expenses** ?

[Expand All](#) | [Collapse All](#)

						Total	14,672.51	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency			
03/05/2023	Airline International	Prepaid Int'l Airfare 233 characters remaining	Pre-Paid	2,075.95	USD			
03/05/2023	Hotel International	Int'l Lodging 241 characters remaining	Employee	3,390.00	USD			
				Exchange Rate	1.00000000			
				Base Currency Amount	3,390.00	USD		
				<input checked="" type="checkbox"/> Default Rate				
				<input type="checkbox"/> Non-Reimbursable				
				<input type="checkbox"/> No Receipt				

**Accounting Details** ?

**Chartfields** ||▶

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project
3390.00	WA060 <span>🔍</span>	3390.00	USD	1.00000000	146		15400	185	N		



# Printing an Expense Report

Print an expense report to get a copy for your personal records.

Navigation from FSCM/Finance: Menu > **Employee Self-Service**  
> Travel and Expenses > Expense Reports > Print

- Search for and select the expense report you want to print.
- Click the “Print Expense Report” link.

The screenshot shows a web application interface for printing an expense report. At the top, there is a dark blue header with a back arrow, the text "Expense Report", and a home icon. Below the header, the main content area has a white background. On the left, there is a section titled "Expense Report" with a printer icon and a yellow-highlighted link "Print Expense Report". Below this, the user's name "Julienne DeGeyter" is displayed. The main content area contains a table with the following data:

Description	League of Innovation	Report	0000041346	Submitted for Approval	Employee ID	101024540
Business Purpose	Conference					

- Note: You can also select the “View Printable Version” link when viewing the expense report to get the same print view.

# Printing an Expense Report

- Use your browser's print feature to download to your computer or print.

1 / 2 | - 100% + | [Icons]

**ORACLE Expense Report** PeopleSoft Expenses EXC4500

<b>Report</b> 0000041346	
<b>Employee</b> [Redacted]	<b>Employee ID</b> [Redacted]
<b>Reference</b>	<b>Business Purpose</b> Conference

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
03/10/2023	Airline outside State of WA			<input checked="" type="checkbox"/>	Employee	625.80 USD	1.00	625.80 USD
Seattle to Arizona- GOV fare		Ticket Number: 123456ABC						
03/10/2023	Hotels Misc no per diem			<input checked="" type="checkbox"/>	Employee	1,770.38 USD	1.00	1,770.38 USD
Please note exception #7: per OFM 10.30.20b 7. In the following situations, the agency head or authorized designee may approve payment of lodging expenses in excess of 150% of the applicable maximum per diem amount for the location.							AZPHO	
03/10/2023	Meal outside of WA Dinner				Employee	33.00 USD	1.00	33.00 USD
Dinner 3/10							AZPHO	
03/11/2023	Meal outside of WA Dinner				Employee	33.00 USD	1.00	33.00 USD
Dinner 3/11							AZPHO	

# Withdrawing an Expense Report

Withdraw an Expense Report if you need to edit or delete the document after it has been submitted for approval. It must be in “Submitted” status in order to withdraw it.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Expense Reports > View

1. Search for and select the expense report you need to withdraw.

2. Click the **Withdraw Expense Report** button.

The screenshot shows the 'View Expense Report' interface. At the top, it displays the user 'Terri Plischke' and the report ID '0000041349' with a yellow highlight and the status 'Submitted for Approval'. Below this, there are fields for Business Purpose (Training), Description (clicLink College Training), Reference, Created (04/10/2023), Last Updated (04/10/2023), and Post State (Not Applied). There are also links for 'View Printable Version', 'View Analytics', and 'Notes'. A table shows 'Employee Expenses (1 Line)' for 90.39 USD and 'Cash Advances Applied' for 0.00 USD. At the bottom, there are buttons for 'Submit Expense Report' and 'Withdraw Expense Report', along with submission details: Submitted On 04/10/2023 and Submitted By Terri Plischke.

The screenshot shows a confirmation message box titled 'View Expense Report'. It displays the user name 'Terri Plischke' and a red message: 'Your expense report 0000041349 has been withdrawn from the approver's queue.'

3. A message will display alerting you that it has been withdrawn from the approver's queue.

# Modifying an Expense Report

Modify an expense report if you need to edit the document before submitting it for approval.

- You cannot edit an expense report if it has been submitted for approval or if it has been approved. If it is waiting for approval, you will need to withdraw it first.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Expense Reports > Create/Modify

- Search for and select the expense report that you need to modify.
- Confirm that the status = “Pending”
- Add lines, delete lines, or modify lines as necessary
- Click the “Save for Later” link if not ready to submit for approval.
- Click the “Summary and Submit” link if ready to submit for approval.

Modify Expense Report Save for Later | Summary and Submit

Terri Plischke ?

\*Business Purpose  Report 0000041349 Pending

\*Report Description  Default Location

Reference  Attachments

Actions

# Deleting an Expense Report

Delete if you submitted the expense report in error.

- The document must be in “Pending” status in order to be deleted. If not, it needs to be either withdrawn by the submitter or sent back by an approver.


Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expense > Expense Reports > Delete

1. Search Criteria = Traveler
2. Select the Expense Report(s) that you need to delete by clicking in the checkbox.
3. Click the **Delete Selected Report(s)** button
4. Click the **OK** button.

Travel and Expense

Delete an Expense Report

See Details

Delete an Expense Report 

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="radio"/>	000001148	Virtual College Training	04/18/2023	60.00	USD
<input checked="" type="checkbox"/>	000001148	Report Development Training	04/18/2023	14.00	USD

Delete Selected Report(s)

# Receiving and Refunding Travel Payments

# Travel Payments Overview

- Payment method is defaulted on the Traveler Profile for each employee.
- Payments are processed on Tuesdays and Thursdays.
- Travel documents must pass budget check and be fully approved before payment can be issued.
- Allow 1-2 business days for direct deposit payments to be received.
- Timing depends on the time-of-day release of payments.
- Allow 5-10 days for check payments to be received.
  - Gotta love that snail mail! If you are in a hurry, have your travel coordinator update your payment method to Automated Clearinghouse (aka direct deposit), assuming this is how you receive your paychecks.
- Due to volume, we do not support picking up checks from Accounts Payable. All checks are mailed within 1 day of printing.