ctcLink Tutorial

How to Submit and View a Request for Reimbursement (Non- Travel)

This guide will show you how to submit a request for reimbursement of expenses that are not related to travel. And, in Part 2, you will see how to view the status of an expense report after submitting. First, three tips:

- You will need an electronic copy of your receipt. If you don't have an electronic receipt, you can take a picture with your phone and email it to yourself as a jpg. or .pdf. file.
- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in menus will depend on your role at the college.
- The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

Directions

Part 1: Submit an Expense Report

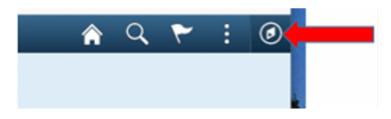
1. Click **FSCM (Financial Supply Chain Management)** from the top of the window or **Financials Self-Service** on the left navigation.







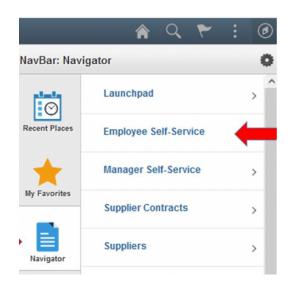
2. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.



3. The NavBar tiles will display. Click the **Navigator** tile.



4. The Secondary Level Content menu will display. Click Employee Self-Service.

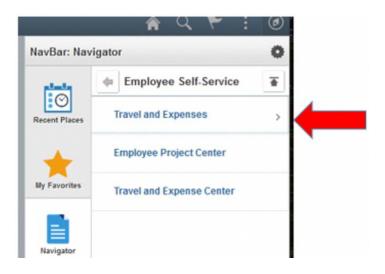






5. The Employee Self-Service menu will display. Click Travel and Expenses.

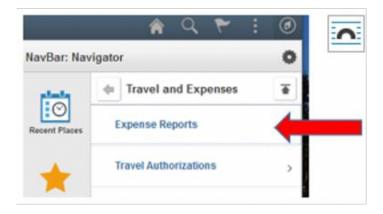
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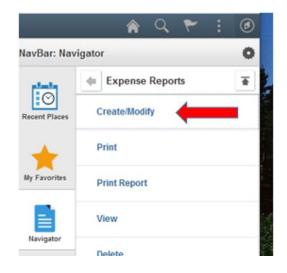
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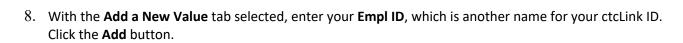
6. The Travel and Expenses menu will display. Click Expense Reports.



7. The Expense Reports menu will display. Click Create/Modify.







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- 9. Fill in the form header:
 - **Business Purpose** field: For this example, we selected **Miscellaneous** from the drop-down menu.
 - **Report Description** field: Enter information to describe your request for reimbursement. For this example, we entered **Dry erase sheets**.
 - **Reference** field: *leave blank*
 - **Default Location** field: *leave blank*
 - Click Attachments link.

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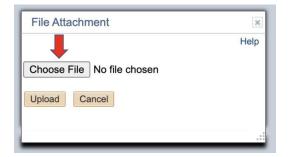


10. The **Expense Report Attachments** page will display. Click **Add Attachment** button.

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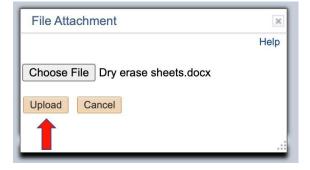
11. The File Attachment <code>pop-up</code> will display. Click Choose File.



12. Find the file on your computer, click on it, and click the $\ensuremath{\textbf{Open}}$ button.

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13. The file name will appear in the **Choose File** field. Click the **Upload** button.





14. The file name will appear in the **File Name** column. In the **Description** column, enter a brief description. Click **OK**.

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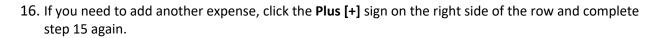
15. The **Create Expense Report** page will display. Complete the **Expenses** section:

- **Date**: Enter the date of purchase as shown on your receipt.
- **Expense Type**: From the drop-down menu, select a non-travel expense category.
- **Description**: Enter a short description.
- Payment Type: Select Employee from the drop-down menu
- Amount: Enter the amount of reimbursement including tax.

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17. Click **Expand All** on the bottom left.

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18. Click the **Caret** icon (in the shape of a triangle) next to **Accounting Details** link to view and enter budget information

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19. Click the **Expand** icon next to **Chartfields** to reveal all available fields.

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20. Fill in the following required fields:

- o GL Unit
- o Fund
- **Dept:** A number might already be entered. Verify that it is correct.
- o Class
- State Purpose: If the expense is related to IT such as software, hardware, IT training, cloud services or subscription, or other IT-related items — the State Purpose field must be either Y or X. For questions, contact IT and/or the Finance office.
- Program

If your expenses are related to a grant, then also fill in these additional fields:

- PC Bus Unit
- Project
- Activity

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21. Click on the Summary and Submit link at the top right of the Expense Report

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22. Review the information for accuracy and check the box under **Amount Due to Employee**. Click the **Submit Expense Report** button.

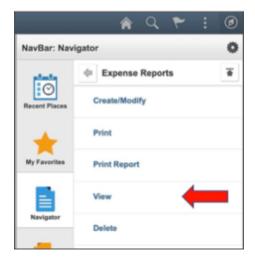
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23. The expense report is now submitted and is in the workflow. The budget manager will need to approve the request before it moves on to the next steps for processing.

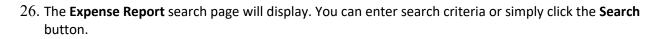
Part 2: View an Expense Report

If you would like to see where your expense report is in the approval process, you can view the status.

- 24. Follow steps 1-6 in Part 1.
- 25. From the Expense Reports menu, click View.







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27. You should see a list of your submitted expense reports with the date and status included. To see the details, click on any field in the row.

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28. You will see the summary information, including the **Approval History.** If the history is not showing, click the **Caret** icon (in the shape of a triangle) to expand the view.

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