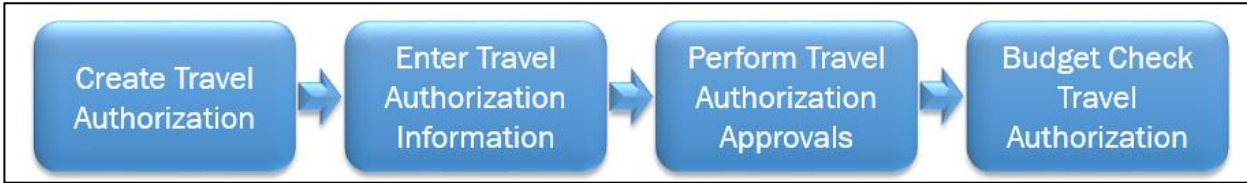


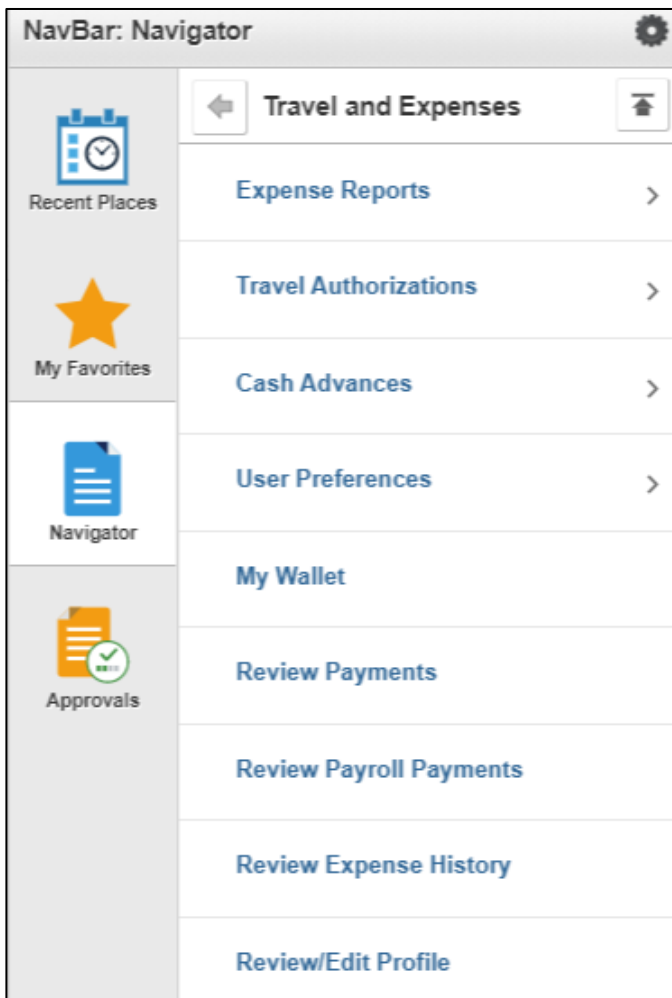
Creating a Travel Authorizations



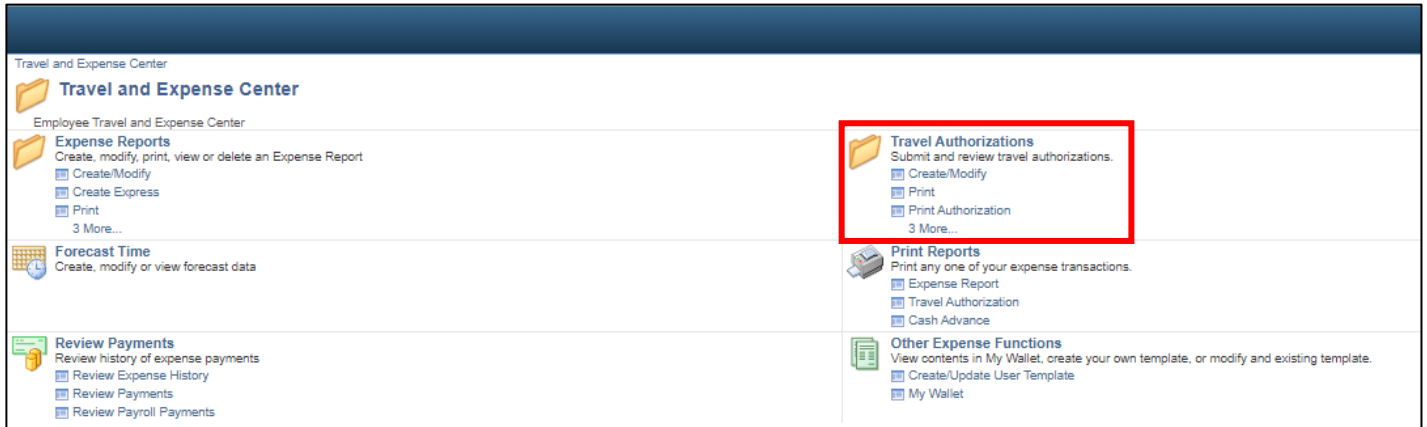
A Travel Authorization is first step in the travel process. Travel Authorizations must be created and approved prior to the travel dates. This document is used to estimate the costs for the trip, obtain the necessary approvals and generate an encumbrance that will be relieved after the corresponding Expense Report is filed. 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). Travel Authorizations must be fully approved before the date of travel. PeopleSoft will not allow approvals to occur after the travel date so please plan ahead.

For best results – do not use the Expenses tile but rather navigate using “classic” navigation.

NavBar > Navigator > Employee Self-Service > Travel and Expenses




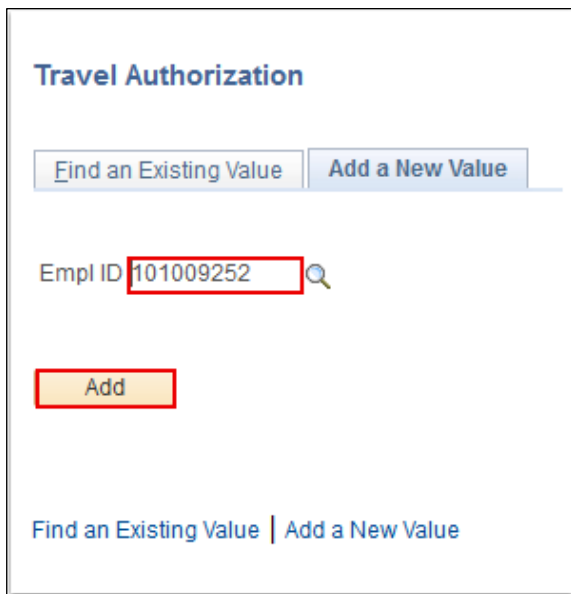
You can also access the Travel and Expense Center from Employee Self-Service that contains links to all of the travel documents on one page.




To create a new Travel Authorization use the following navigation:

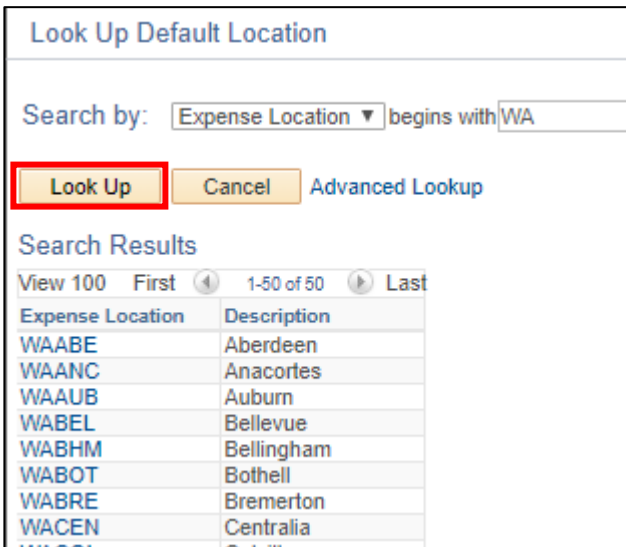
NavBar > Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

1. The **Travel Authorization** search page displays. Your **Empl ID** will default into the field. If you have been delegated access to create travel documents for another person, you will want to click on the  icon and select the Empl ID of the person you wish to create the Travel Authorization for.
2. Select the **Add** button.



3. The **Create Travel Authorization** page displays. All required fields on this page start with an asterisks *.
4. Select **Business Purpose** from the dropdown menu. The options are global settings. Select the option that most closely represents the reason you are traveling.
5. Enter **Description**. This field should provide a brief description of your trip. This field will be seen by approvers and is also a key field if you need to search Travel Authorizations in the future.

- The **Default Location** field is used to calculate per diem rates for hotels and meals in the Projected Expenses section below. The locations are based on the state per diem rates and are maintained by the SBCTC. You can either type the city name directly or select the **Lookup** icon to search for codes.  The easiest way to search for codes in Washington is to enter 'WA' in the field next to 'begins with'. Select **Look Up**. This will return all available choices. Select the code closest to your destination.



Look Up Default Location

Search by: begins with

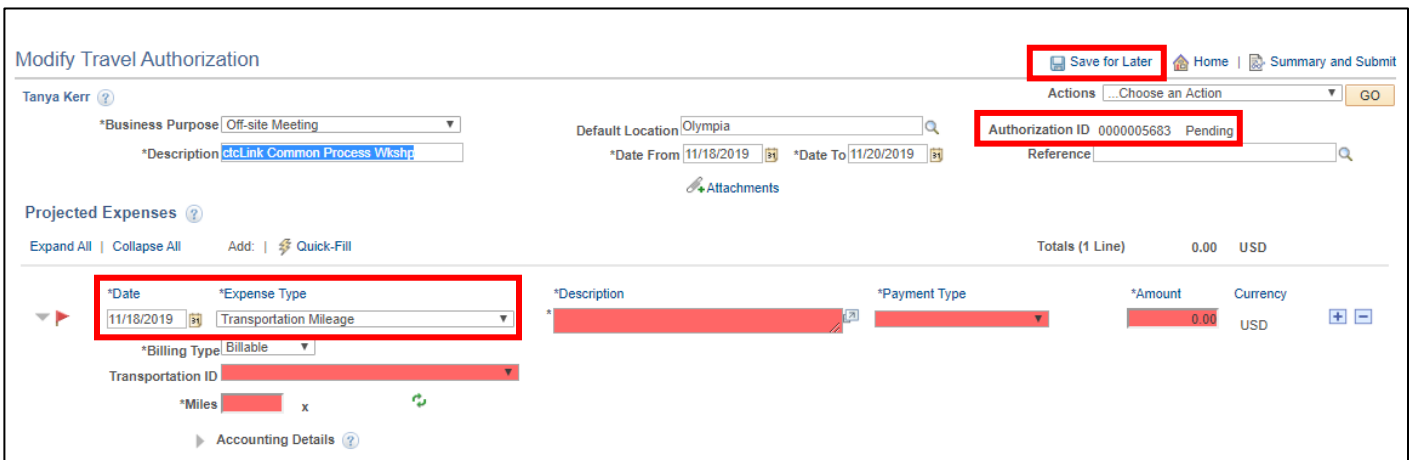
Look Up [Advanced Lookup](#)

Search Results

View 100 First 1-50 of 50 Last

Expense Location	Description
WAABE	Aberdeen
WAANC	Anacortes
WAAUB	Auburn
WABEL	Bellevue
WABHM	Bellingham
WABOT	Bothell
WABRE	Bremerton
WACEN	Centralia

- Enter a date or use the calendar menu in the **Date From** field to select the first day of travel.
- Enter a date or use the calendar menu in the **Date To** field to select the day you will return.
- In the **Projected Expenses** section, enter a date or use the calendar menu to select a **Date** for the line item and select an **Expense Type** from the drop down.
- Select the **Save for Later** link. You must have an expense line started in order to save your Travel Authorization. Saving at this point allows you avoid losing your work and also provides options to select **Actions** that will save you data entry for multi-line Travel Authorizations. Once you have saved the Travel Authorization, ctcLink will automatically assign an **Authorization ID** that is marked as Pending. You will also see the remaining line fields will be highlighted in red. That is expected and will be addressed in the upcoming steps.



Modify Travel Authorization

Tanya Kerr

[Save for Later](#) [Home](#) | [Summary and Submit](#)

Actions

*Business Purpose Default Location

*Description *Date From *Date To **Authorization ID 0000005683 Pending** Reference

[Attachments](#)

Projected Expenses

Expand All | Collapse All Add:

Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
<input type="text" value="11/18/2019"/>	<input type="text" value="Transportation Mileage"/>			0.00	USD

*Billing Type

Transportation ID

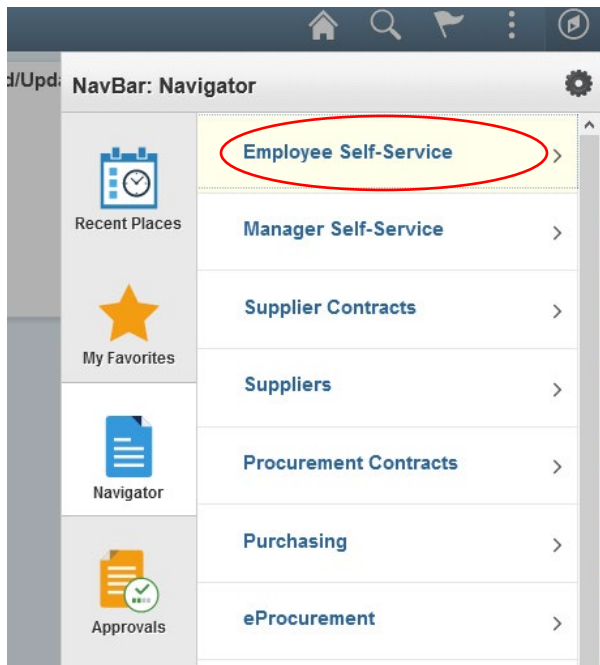
*Miles x

[Accounting Details](#)

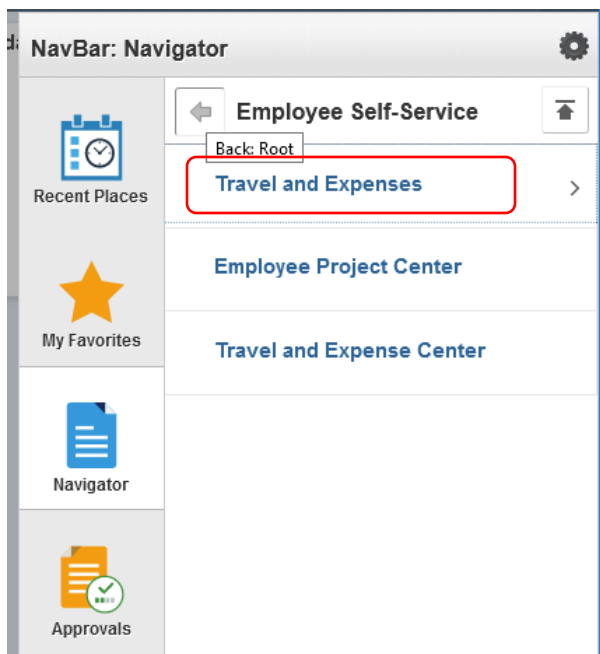
If you are getting prompted for a Transportation ID, you need to add a personal one to your employee profile.

If you need to add a Transportation ID to your profile, you will need to leave your authorization for a moment and enter Navigator:

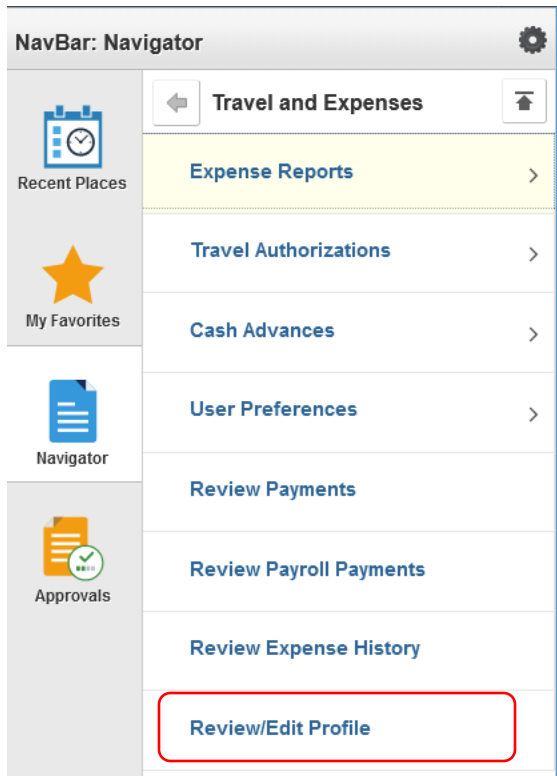
To add a Transportation ID to your profile, go to Employee Self-Service from Navigator:



Then to Travel and Expenses:



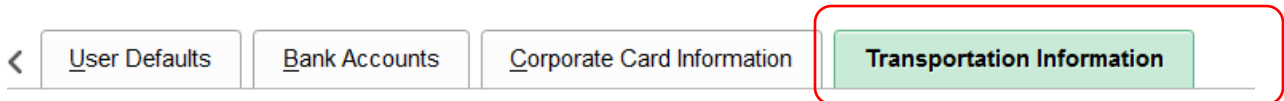
Then to Review / Edit Profile at the bottom:



Tabs will show at the top of the page. Click the “Greater Than” arrow (>):



And click the Transportation ID tab:

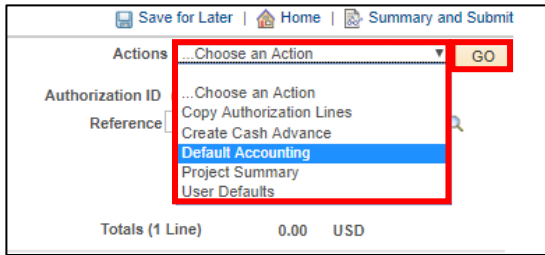


Add a Transportation ID to your Profile, and click SAVE:

*Transportation ID	Transportation Type	Short Description	Date Acquired	Status	*Status Date	Lease	Car Allowance		
CAR	AUTO <input type="text"/>	AUTO	06/14/2021 <input type="text"/>	Active <input type="text"/>	06/01/2021 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

(You can now return to Adding your Travel Authorization)

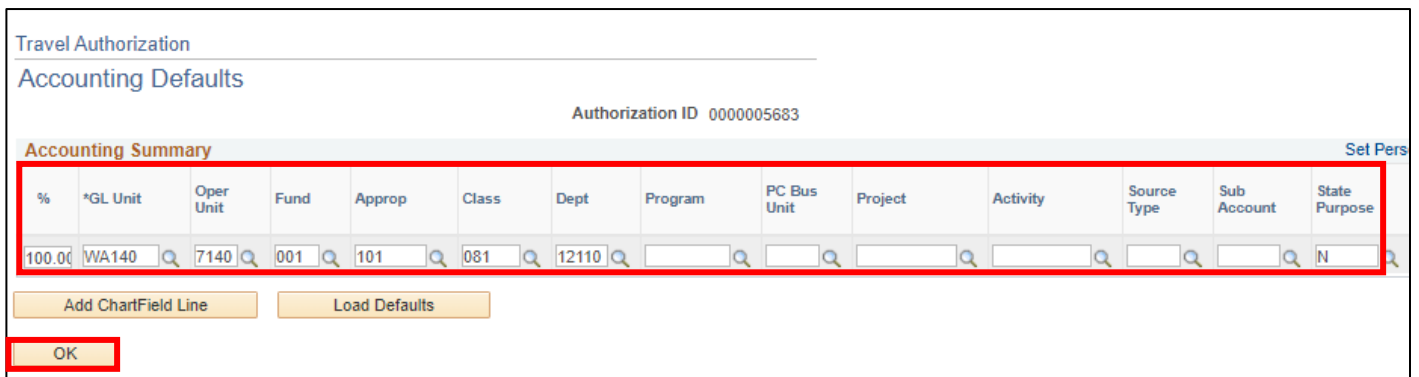
11. From the **Actions** dropdown menu, choose the **Default Accounting** action and then click the **GO** button.




12. The **Accounting Defaults** page will open. This page will allow you enter the required ChartField information for all new expense lines added to this authorization. There are seven required fields in the **Accounting Summary**:

- **Percent** – will default to 100% but allows you to allocate travel expenses to multiple budget accounts. Select the **Add ChartField Line** button to add additional lines. The sum of the ChartField line percentages must equal 100%.
- **GL Unit** – must always be set to WA150 (images shown are from Clark College)
- **Oper Unit** – must always be set to 7150
- **Fund** – is always required and some funds also require an Appropriation. For example Fund 101, which is now Fund 001 and Appropriation 101
- **Class** – replaces the Program in the old budget number
- **Dept** – replaces the Org in the old budget number
- **State Purpose** – this field is mandated by the state to track IT-related spending. You must select Y/N.

Once complete, select the **OK** button.



13. You will return to the **Modify Travel Authorization** page. Select the  button to delete the first expense line you started above. This will open a new window asking you to confirm that you want to delete the line. Select **OK**. Alternatively, if you keep this line you will need to re-enter the ChartField details that you entered on the previous step.

14. You may now enter expense lines under the **Projected Expenses** section. You must enter a line for each **Expense Type** for each day. Depending on the **Expense Type** selected, there may be additional fields required. The **Expense Type** selected determines the **Account** that is assigned in the ChartFields (Note: Accounts replaced the old “G_” sub-object codes in Legacy). The following example addresses fields that are required for a hotel room.

- **Date** – type a date or use the calendar menu.
- **Expense Type** – select from the dropdown menu. Unless the selected type specifically states “no per diem” the system will automatically populate the per diem rate for all meals and hotels based on the **Location** entered below. If the “no per diem” amount is selected, you must provide your justification in the **Description** field.
- **Description** – enter the name of the hotel if known
- **Payment Type** – following are the only acceptable options available in the dropdown menu. DO NOT select Pre-Paid or either of the Taxable Fringe Benefit options.
 - **Employee** – if you will be paying for the expense directly and seeking reimbursement on an Expense Report after the trip.
 - **Pcard** – if the Purchasing Department will be paying for the expense using a College PCard. This generally occurs for conference registration fees and all modes of transportation (airline tickets, train tickets, rental cars and motorpool vans).
- **Amount** – will automatically default based on the **Location** if the **Expense Type** is calculated using per diem rates. If not associated with per diem, enter the amount.
- **Billing Type** – this a required field and generally you should accept the default of **Billable**. If your travel expense is going to be funded by a grant/project, this field is used to indicate whether the expense line is eligible to be picked up by Project Costing so it can be billed for (or not).
 - **Billable** – transaction line will get picked up by Project Costing only if it has a Project ID in the funding distribution. You must enter the necessary Program and Project fields under the **Accounting Details** section.
 - **Non-Billable** – transaction will not get picked up by Project Costing, regardless of whether it has a Project ID or not. You will need to populate the **Account** field.
- **Location** – will automatically populate with the **Default Location** if it was entered above. This field determines the per diem rate that will be assigned to this expense line.
- **Accounting Details** – should be populated with the Chartfields that you entered in the **Accounting Defaults** step above. The **Account** field will default based on the **Expense Type**. Accounts replaced the sub-object codes in Legacy. See the last page of this document for the travel **Account** fields.

Continue adding new lines for each **Expense Type** needed for that day by selecting 

The screenshot shows the 'Projected Expenses' interface. At the top, it says 'Expand All | Collapse All' and 'Add: Quick-Fill'. On the right, it shows 'Totals (3 Lines) 153.66 USD'. Below this, there is a table with columns: *Date, *Expense Type, *Description, *Payment Type, *Amount, and Currency. The first row shows: 11/18/2019, Hotel in State of WA, Fairfield Inn Olympia two nights ROOM, Employee, 130.00, USD. Below the table, there are fields for *Billing Type (Billable) and *Location (Olympia). Underneath, there is an 'Accounting Details' section with a 'Chartfields' button and a table with columns: Amount, *GL Unit, Oper Unit, Account, Fund, Appropriation Index, Class, Dept, Program, PC Bus Unit, and Project. The first row in this table shows: 130.00, WA140, 7140, 5080010, 001, 101, 081, 12110, and empty fields for Program, PC Bus Unit, and Project.

** See the **Opportunities for Efficiencies** section below for several suggestions to save you time when creating multi-day Travel Authorizations.

- You can add attachments to your Travel Authorization by selecting the **Attachments** link. This is where you can upload documents supporting your travel that would be helpful for the Approvers and to assist the Travel Coordinator in booking your travel arrangements such as conference registration information and agenda, email with hotel confirmation, screen shots of desired airline flights, etc.
- Once you have completed all of the 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. This can be helpful to collapse when doing a final review to make sure you have entered the correct expense types for each day.

Modify Travel Authorization Save for Later | Summary and Submit

Tanya Kerr Actions ...Choose an Action GO

*Business Purpose: Off-site Meeting Default Location: Olympia Authorization ID: 0000005683 Pending

*Description: ctcLink Common Process Wkshp *Date From: 11/18/2019 *Date To: 11/20/2019 Reference: _____

Attachments

Projected Expenses Totals (9 Lines) 519.32 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/18/2019	Hotel in State of WA	Fairfield Inn Olympia two nights ROOM	Employee	130.00	USD
11/18/2019	Hotel Room Tax (IN STATE)	Fairfield Inn Olympia two nights TAX	Employee	23.66	USD
11/18/2019	Meal in State of WA Dinner	Per diem dinner	Employee	30.00	USD
11/19/2019	Hotel in State of WA	Fairfield Inn Olympia two nights ROOM	Employee	130.00	USD
11/19/2019	Hotel Room Tax (IN STATE)	Fairfield Inn Olympia two nights TAX	Employee	23.66	USD
11/19/2019	Meal in State of WA Dinner	Per diem dinner	Employee	30.00	USD
11/19/2019	Meal in State of WA Breakfast	Per diem breakfast	Employee	16.00	USD
11/19/2019	Meal in State of WA Lunch	Per diem lunch	Employee	20.00	USD
11/18/2019	Transportation Mileage	Driving personal vehicle to/from Olympia	Employee	116.00	USD

Expand All | Collapse All Totals (9 Lines) 519.32 USD

17. We are no longer supporting **Cash Advance** features; please do not choose that as an action item.

18. You are now ready to submit your Travel Authorization for approval. Select the **Summary and Submit** link.

Modify Travel Authorization Save for Later | Home **Summary and Submit**

Tanya Kerr Actions ...Choose an Action GO

*Business Purpose: Off-site Meeting Default Location: Olympia Authorization ID: 0000005683 Pending

*Description: ctcLink Common Process Wkshp *Date From: 11/18/2019 *Date To: 11/20/2019 Reference: _____

Attachments (1)

Projected Expenses Totals (9 Lines) 519.32 USD

Expand All | Collapse All Add: Quick-Fill

19. This will open a new window that will summarize your Travel Authorization. If you would like to add any additional notes for the Travel Coordinator, select the **Notes** link.

20. Select the **Checkbox** to certify that the costs are reasonable estimates and comply with policy.

21. Then select the **Submit Travel Authorization** button.

Modify Travel Authorization

Tanya Kerr

*Business Purpose: Off-site Meeting

*Description: ctcLink Common Process Wkshp

Default Location: Olympia

*Date From: 11/18/2019 *Date To: 11/20/2019

Authorization ID: 0000005683 Pending

Reference: [Search]

Totals [?] View Printable Version **Notes** Attachments (1)

Projected Expenses (9 Lines) 519.32 USD Denied Expenses 0.00 USD

Total Authorized Amount 519.32 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

22. The **Submit Confirmation** page will open up. Select the **OK** button.

Travel Auth Submit Confirm

Travel Authorization

Submit Confirmation

Tanya Kerr

Totals [?]

Total Authorized Amount 519.32 USD

OK Cancel

23. You will receive a note that your Travel Authorization has been submitted for approval. Select the **Refresh Approval Status** button to see the approval workflow for your Travel Authorization.

Travel Authorization

Tanya Kerr

Your travel authorization 0000005683 has been submitted for approval.

Business Purpose: Off-site Meeting

Description: ctcLink Common Process Wkshp

Default Location: Olympia

Date From: 11/18/2019 Date To: 11/20/2019

Reference: [Search]

Totals [?] View Printable Version **Notes**

Projected Expenses (9 Lines) 519.32 USD Denied Expenses 0.00 USD

Total Authorized Amount 519.32 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Refresh Approval Status

24. You can select the **Travel Authorization Details** link if you would like to return to the detailed page.
25. 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 21-25).

Travel Authorization [Travel Authorization Details](#)

Tanya Kerr Actions

Business Purpose: Off-site Meeting **Default Location:** Olympia **Authorization ID:** 0000005683 **Submitted for Approval**

Description: ctcLink Common Process Wkshp **Date From:** 11/18/2019 **Date To:** 11/20/2019 **Created:** 11/15/2019 **Tanya Kerr**

Reference: **Last Updated:** 11/17/2019 **Tanya Kerr**

Totals

Projected Expenses (9 Lines): 519.32 USD **Denied Expenses:** 0.00 USD

Total Authorized Amount: 519.32 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Withdraw Travel Authorization

Approval History

Submitted Tanya Kerr → HR Supervisor Shanda Haluapo → Expense Manager Shanda Haluapo → PREPAYAUD (Pooled)

Action	Role	Name	Date/Time
Submitted	Employee	Tanya Kerr	11/17/2019 11:53:53AM

26. If you would like to check on the status or make changes to your Travel Authorization after it has been submitted, you must use the following navigation.

NavBar > Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > View

Select the **Search** button to search for all of your Travel Authorizations. Selecting the **Authorization ID**, will populate the same screen shown in the previous step.

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Search by: begins with

[Advanced Search](#)

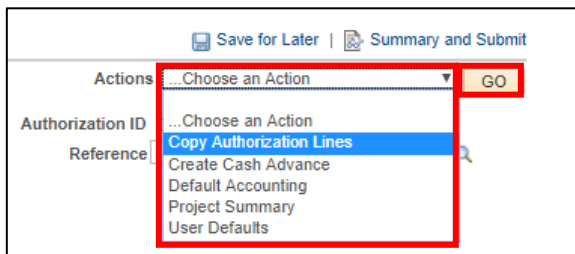
Search Results

View All First 1-3 of 3 Last

Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000005683	ctcLink Common Process Wkshp	Kerr,Tanya Sue		Submitted	11/15/2019
0000005641	Training for T&E	Kerr,Tanya Sue		Pending	11/12/2019
0000005626	test	Kerr,Tanya Sue		Pending	11/06/2019

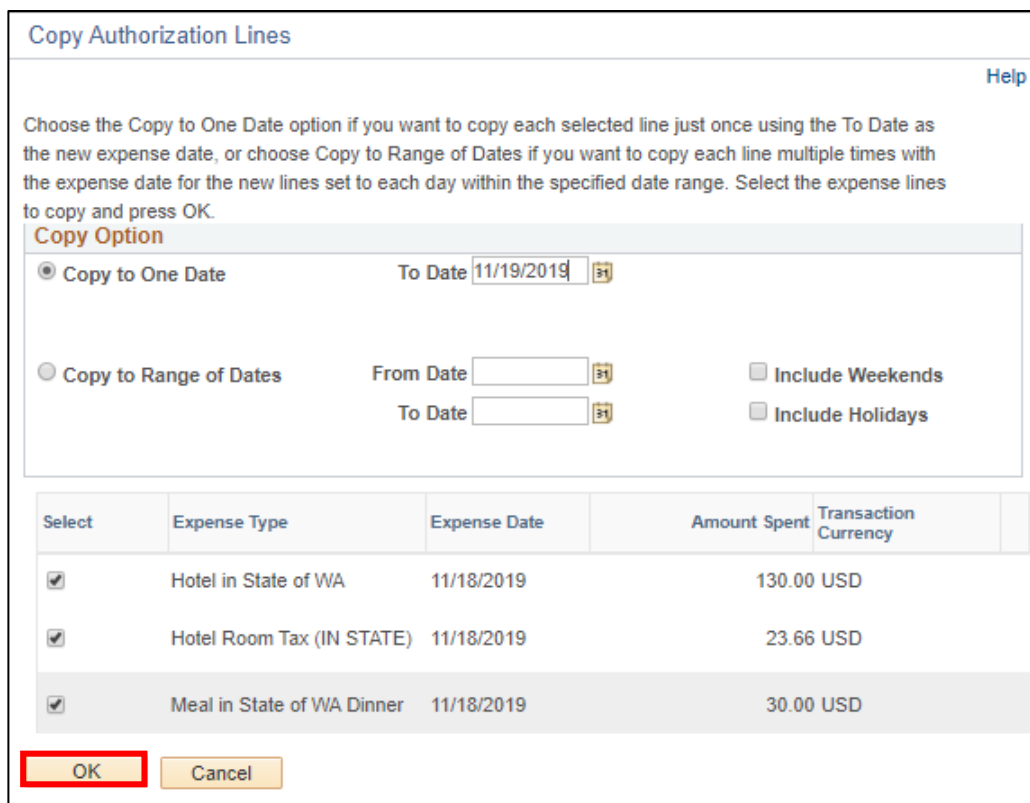
Opportunities for Efficiencies Creating Travel Authorizations:

1) Use the **Copy Authorization Lines** action to copy all of the fields from each expense line that you have entered for the first day into subsequent days. From the **Actions** dropdown, select **Copy Authorization Lines** and select the **GO** button.



The screenshot shows a software interface with a top bar containing 'Save for Later' and 'Summary and Submit' buttons. Below is a form with an 'Actions' dropdown menu. The dropdown is open, showing options: '...Choose an Action', 'Copy Authorization Lines' (highlighted in blue), 'Create Cash Advance', 'Default Accounting', 'Project Summary', and 'User Defaults'. A 'GO' button is located to the right of the dropdown. A red box highlights the dropdown menu and the GO button.

This will open the **Copy Authorization Lines** page. You can select the lines to copy for one date or a range of dates. Select the **OK** button. If you copy more than you needed (dinner on the day you are returning home for instance, you can always delete those extra rows).



The screenshot shows the 'Copy Authorization Lines' page. At the top right is a 'Help' link. Below is instructional text: 'Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.' Below this is the 'Copy Option' section with two radio buttons: 'Copy to One Date' (selected) and 'Copy to Range of Dates'. The 'Copy to One Date' option has a 'To Date' field set to '11/19/2019'. The 'Copy to Range of Dates' option has 'From Date' and 'To Date' fields, and checkboxes for 'Include Weekends' and 'Include Holidays'. Below the options is a table of expense lines with columns: 'Select', 'Expense Type', 'Expense Date', 'Amount Spent', and 'Transaction Currency'. Three lines are listed, all with the 'Select' checkbox checked. At the bottom are 'OK' and 'Cancel' buttons.

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	Hotel in State of WA	11/18/2019	130.00	USD
<input checked="" type="checkbox"/>	Hotel Room Tax (IN STATE)	11/18/2019	23.66	USD
<input checked="" type="checkbox"/>	Meal in State of WA Dinner	11/18/2019	30.00	USD

2) Selecting **Quick-Fill** will allow you to select multiple expense types for a range of days and will automatically create those lines. The downside is that each line is created with certain required fields (such as Description) left blank. You will need to go through each line and populate the required fields.


Modify Travel Authorization

Tanya Kerr ?

*Business Purpose: Off-site Meeting

*Description: ctcLink Common Process Wkshp



Projected Expenses ?

Expand All | Collapse All Add:  **Quick-Fill**

Quick-Fill Help

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 11/18/2019  To 11/20/2019 

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hotel in State of WA
<input type="checkbox"/>	<input type="checkbox"/>	Hotel International
<input type="checkbox"/>	<input type="checkbox"/>	Hotel outside State of WA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hotel Room Tax (IN STATE)
<input type="checkbox"/>	<input type="checkbox"/>	Hotel Room Tax (out of State)
<input type="checkbox"/>	<input type="checkbox"/>	Hotels Misc no per diem
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal in State of WA Breakfast
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal in State of WA Dinner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal in State of WA Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Meal outside of WA Breakfast

OK Cancel

3) You can also copy from an **Existing Authorization**. If you have a Travel Authorization that you have previously created that contains similar expense lines, you can populate a new Travel Authorization with that information and then change the dates or any other specifics. Start by adding a new Travel Authorization. From the **Create Travel Authorization** page, select the **Quick Start** drop down menu that says **Populate From** and select **An Existing Authorization**, then select the **GO** button.

The screenshot shows the 'Create Travel Authorization' interface. At the top right, there are links for 'Save for Later', 'Home', and 'Summary and Submit'. The 'Quick Start' dropdown menu is open, and the option 'An Existing Authorization' is selected. The 'GO' button is highlighted in red. Below the dropdown, there are fields for 'Business Purpose', 'Description', 'Default Location', 'Date From', and 'Date To'. There is also an 'Attachments' icon. The 'Projected Expenses' section is visible below, with a table header including 'Date', 'Expense Type', 'Description', 'Payment Type', 'Amount', and 'Currency'. The table currently shows a total of 0.00 USD for 0 lines.

The **Copy From an Existing Travel Authorization** window opens. You can search by date range for the Travel Authorization you are trying to find. The **Select** button will populate the new Travel Authorization with all of the expense lines from the original Travel Authorization. Make sure to select the **Save for Later** link. Then you will need to update the **Description** and **Date** fields throughout the new document.

The screenshot shows the 'Copy From an Existing Travel Authorization' window. At the top, there are search criteria for 'From Date' (11/14/2019) and 'To' (12/16/2019), with a 'Search' button. Below this is a table titled 'Travel Authorization Information' with the following columns: Description, Authorization ID, Date From, Date To, Amount, and Currency. Two rows are listed:

	Description	Authorization ID	Date From	Date To	Amount	Currency
Select	ctcLink Common Process Wkshp	0000005683	11/18/2019	11/20/2019	519.32	USD
Select	Training for TE	0000005641	11/14/2019	11/15/2019	2,600.00	USD

At the bottom of the window, there is a 'Return' button.

ctcLink Travel Accounts:

Generally the travel 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. For instance, if you are using the College bus or motorpool vans you would select the expense type of "Transportation Other" which is set to default to account 5080040 – Other Travel Expense. In that case, you should change the account to 5080070 – Motorpool Services.

ctcLink Account	Type	Description	Legacy Sub-objects
5080010	Expense	Instate Subsistence/Lodging	GA
5080020	Expense	Instate Airfare	GB
5080030	Expense	Private Auto Mileage	GC
5080040	Expense	Other Travel Expenses	GD
5080050	Expense	Out of State Subsist/Lodging	GF
5080060	Expense	Out of State Airfare	GG
5080070	Expense	Motorpool Services	GN
5081102	Expense	Conferences	