

# **Creating an Expense Report for Travel Reimbursement**

The following instructions describe how to create an Expense Report for travel related reimbursements where a Travel Authorization was not completed in ctcLink before the date of travel. You should create your Expense Report as soon as you've returned from the trip and have all the receipts scanned (see Record Retention for Original Receipts at the end). Ensure you have a Transportation ID before beginning if your report will include mileage. (see the "Set Up Transportation ID" walkthrough for details)

### All Travel must be pre-approved with a Travel Authorization.

Expense Reports can only be submitted after the travel has occurred. They are subject to approval by the "Expense Approver" (Director/Dean/VP responsible for the budget account being charged) and the "Pre-Pay Auditor" (Accounts Payable).

# To create a new Expense Report, use the following navigation:

1. Log into ctcLink and navigate to the FSCM homepage.



Please do not use the Expenses tile but rather navigate using "classic" navigation shown below.
 NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



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.

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1.1.1	3 More	

Either navigation will open the **Expense Report** page.

Select the Add a New Value tab if not already selected. Your Empl ID should be the default. If you are creating an Expense Report on behalf of someone else, either type in the EMPL (skip to step 5), or select the Q icon (continue to step 4).

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Empl ID 1234567890	2
Add	
Find an Existing Value Ad	d a New Value

4. This will open the **Look Up Empl ID** window where you can select the Empl ID of the person you are creating the report for (If you do not see the EMPL ID for the person you are trying to do a report for, please contact the HelpDesk to get them added to your list). After selecting the correct EMPL ID, you will return to the previous page.

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earch Result	5	
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0987654321	Employee Name	
5096826800	Employee Name 4	
5094227800	Employee Name	

6. Select the Add button and the Create Expense Report page will display.

5.

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- 7. Note that you will be able to save your progress with the Save for Later link after entering date into:
  - Business Purpose (step 8)
  - Report Description (step 9)
  - Expense Type (step 15)

If you choose to save after entering data in these fields, you will see a message at the top-center of the report with the Report Number and the Report Status.



See the Appendix for instructions on how to return to a saved report

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Commented [ST5]: Fake report #

#### 8. Select the Attachments link and the Expense Report Attachments window will open.

< Expense Report		Create/	Modify	Â	Q	۲		Ø
Expense Report Attachm Report ID NEXT	nents			New	Window	Help   I	Persona	lize Pag
Details			Personalize   Find	View All   🔁   🔣	First	(4) 1	of 1 🕞	Last
File Name	Description	User	Name		Date/Ti	me Stam	<b>9</b> %	
Sample_Receipt.pdf	Reciept for Conference		File Attachment	1	×			-
Adding large attachments can ta transaction before adding large Add Attachment OK Cancel	ake some time to upload, therefore, it is ad attachments.	visable to save	Choose File Sample Receipt 2 Upload Cancel	Hel; 2.pdf				

Select the **Add Attachment** button to bring up the File Attachment window. Here you can upload single or multiple files from your computer. When done adding attachments, click Upload to attach them to the Report. For each document enter a brief description of the documentation being attached.

Here you will attach your District Travel Authorization or your Approved A-40 form.

Receipts for travel are NOT required for meals and personal vehicle mileage reimbursements. All other expenses will require a receipt.

Once all documents have been uploaded, select the **OK** button.

- 9. From the **Business Purpose** drop down menu, select the option that best suits your purchase (see ctcLink Accounts section at the end for examples)
- 10. In the **Report Description** text box, enter a brief description that will allow you to remember what the reimbursement is for. Please note that there is a 30-character limit.
- 11. The Default location is the place you are traveling to. In the event of multiple stops, please pick the one where most of the expenses take place. To enter the Default Location, click the Q to the right of the field

This will open the Look Up Default Location window.



12. Enter the city to which you traveled in the Description field, then click Look Up. This will bring up a list of cities that match that criteria.

In the event that ctcLink does not have the city to which you traveled in the system (which can happen frequently as not all cities in the US or even WA are entered), you will want to find a city in either the same county, or at least one with the same per diem. Please see the walkthrough "Creating a Travel Authorization" for information on finding the per diem of a location.

Once you have found the correct Expense Location, click on it in the Search Results to be returned to the main page.

- 13. The Reference and Actions boxes will not be used.
- 14. Now you will enter the information about the Expenses
- 15. Enter the **Date** of the transaction (the actual date of purchase or first date of travel).
  - a. Please note that if the date is more than 30 days in the past, you will need to provide justification as that exceeds WVC policy. The example on page 3 shows a red flag because this hasn't been done yet (you will provide that information later if necessary).
- 16. From the **Expense Type** drop down menu, select the appropriate option. Some example include:
  - Hotel in State of WA For the room rate only
  - Hotel Room Tax (IN STATE) For the room taxes (must be separate)
  - Meal IN State of WA Breakfast/Lunch/Dinner For the per diem meal rate for that meal/location
  - Meal outside of WA Dinner For the per diem meal rate for that meal/location
  - Transportation Mileage For reimbursement for your personal vehicle mileage used for travel

If you have questions, please contact your Budget Authority or the Business Office.

17. Many of these choices will open a new field box:

- Airline will open a Ticket Number field enter the ticket number here
- Hotel (in State or Outside State, but not International) will open a Location field, which will autopopulate from the Default Location you entered in step 10. You can change this location here with the and following the same steps in step 10.
- Transportation Mileage will open a Transportation ID field and a Miles field.
  - Click the drop-down arrow to find your Transportation ID If you do not have a Transportation ID, this means that you have not completed the "Set Up Transportation ID" walkthrough. You will not be able to continue without doing so. Please see step 6 to Save for Later, complete the Set Up Transportation ID walkthrough, and return to enter your Transportation ID.
  - Enter the miles to your location (you will enter your return miles in a separate Expense Line if the return trip is a different day)
- 18. In the **Description** text box, enter a brief description of the reimbursement. (The small arrow button to the right of the box will open the description in a pop-up window to show the entire text.) There is a 254-character limit.
- 19. From the **Payment Type** drop down menu, select 'Employee'. Any other option will result in you not receiving payment.

Commented [ST6]: Name the pics as Fig# and add Number here

- 20. In the **Amount** text box enter the amount for the (first) receipt, unless the expense is a meal per diem, which will autofill. The currency field to the right should not be changed from USD.
- 21. Formerly, you could choose the **Billing Type**, but now the only choice is Billable, and that is automatically selected.
- 22. Review the following:
  - **Default Rate** please leave this box selected.
  - Non-Reimbursable would only be checked if the Payment Type selected was PCard. This signifies
    that the expense has already been paid for by the College and therefore should not be reimbursable to
    the employee and thus should not be on your Expense Report.
  - No Receipt please check this box if the Expense Type does not have a receipt to support it. Most reimbursement expenses require receipts (aside from Meal per diems and Mileage), so the box should be left unchecked unless the expense is for Meals and/or Mileage.
  - Exchange Rate this rate should never change.
- 23. Accounting Details select the small triangle to expand this field. Please review the chartfields to ensure they remain accurate for the budget your travel expenses are being charged against.
  - For all chartfields, please ensure the following boxes are filled (note you can get the Fund, Class, and Dept numbers from your Budget Authority):
    - Amount should autofill
    - GL Unit enter WA150
    - Account select the correct account from the drop down menu or type it in (see ctcLink Accounts on last page for account information)
    - Oper Unit enter 7150
    - Fund enter select the correct fund from the drop down menu, or type it in
    - **Dept** select the correct dept from the drop down menu, or type it in (note that a number will be autofilled in here this is not the correct Dept for your expense)
    - Class select the correct class from the drop down menu, or type it in
    - State Purpose This should always be 'N' in this instance, and should autofill.
  - Some chartstrings may also require some or all of the following:
    - **Approp** Only used for certain budgets enter select the correct fund from the drop down menu, or type it in if you were given one to use
    - PC Bus Unit enter WA150 ONLY if you have a Project and Activity to enter
    - **Project** Only used for certain budgets enter select the correct fund from the drop down menu, or type it in if you were given one to use
    - Activity Only used for certain budgets enter select the correct fund from the drop down menu, or type it in if you were given one to use
    - Subsidiary Unless this is another WA State Agency, it should be blank. If you are unsure, contact the Business Office.
- 24. If you have more than one Receipt/Expense type, click the 🗭 button to the right of the Currency box. This will open a second Expense line. Repeat steps 12-19 for each Receipt/Expense.

- 25. Once you have entered all necessary information, you should perform a final review of the Expense Report. **Expand All / Collapse All** links can be selected to see or hide all of the details you have entered.
- 26. You are now ready to check for errors and submit your Expense Report for approval. Select the **Summary and Submit** link in the top right corner of the window.
- 27. This will open a new page that will summarize your Expense Report.

*Business Purpose Miscellaneous   Report 0000012345 Pending  *Description blah again	
*Description blah again	
Reference	
Totals @ Wew Printable Version 🐼 View Analytics 27 🔿 Notes 🧳 Attachments (1)	
Temployee Expenses (2 Lines) 150.00 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 150.00 LISD Amount Due to Supplier 0.00 LISD	

- 28. Please review the summary to ensure the amounts reflected in total accurately represent all out of pocket expenses. If you would like to add any additional notes for the approvers, select the **Notes** link.
- 29. Select the Checkbox to certify that the expenses are accurate and comply with the College's policy.
- 30. Select the Submit Expense Report button.
- 31. If there are errors, you will be returned to the Expense Report to correct them. If not, skip to step 32.

Look for Red Flags at the right of the Date (see the example on page 3). Clicking the Red Flag will open a window giving you information about the error and how to fix it.

Expand All	Collapse All	Add:   🌆	My Wallet (0)	🖗 Quick-Fill						
	*Date	*Exnence T	00		-Dec	nointion			-	Pavr
<b>*</b> • •	04/06/2021	Expense Re	port Line Erro	ors					×	Emn
C 1 144								Help	-	
	*Billing	Please ent	er or update the	e following information	on: e evnense line	e older than 30	dave			Rat
			induction Expire	industri required for a	e espende an		0070.			eipt
		Return							-	
		4								
					Currency	Exchange				

Click Return to return to the Expense Report

The icon to the left of the flag in the example on page 3 is a comment box. In this case the error is that the date of the purchase is more than 30 days from the date of the Expense Report. You would click the icon to open the Older Transaction Explanation window and provide the reason for being late.

Older Transaction Explanation		×
	Help	
Expense Report		
Older Transaction		
Employee Name Report ID 0000012	345	
The date entered for the Registration expense on line 1 is older than what is allowed by company policy. Please provide an explanation as to why.		
Needed to get duplicate receipt from conference		Ш
OK		2
		*
4		

# Click OK.

Expenses @ Expand All | Collapse Al \*Date \*Date 04/06/2021

You will see that the Flag has cleared and the icon now shows a yellow triangle to indicate a note. You can click on the icon again and change your response if necessary.

Another common error is incorrect fields in the chartstring

Expense Report Line Errors		×
	нер	
Please enter or update the following information:		
Combo error for fields ACCOUNT/ CLASS_FLD/ DEPTID/ FUND_CODE/ OPERATING_UNIT/ CHARTFIELD2 in group A		
Return		*
	•	
		- 93

If you see this error, please verify that your chartstring is correct in step 19. If you still receive this message after making corrections, please contact the Budget Authority for help. Please note that this type of error will not clear until you attempt to resubmit.

32. Once the errors are corrected, repeat steps 22-26.

#### 33. The Submit Confirmation page will open.

ye	e Self Service			MOUTLY EXDENSE	Report			~~
	Expense Report Submit Confir	m						12
×	Create Expense Report							нер
,	Save Confirmation							
*E	Employee Name							
l	Totals 🛞							
6	Employee Expenses (2 Lines)	150.00 USD	Non-Re	imbursable 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	
ee								
as	Amount Due t	o Employee	150.00 USD	Amount	Due to Supplier	0.00 USD		
1								
в	OK Cancel							

(This is your last chance to go back and make changes before it is submitted for approval)

Commented [ST7]: Fix name & report ID

# Select the **OK** button.

w Expense Report						Expense Expense
an Yale				ActionsChoose a	n Action 🗸	GO
Business Purpose	Miscellaneous	Report	0000012345 Staged			
Description	Professional Development Reimb	Created	03/15/2021 Employee Name			
Reference		Last Updated	05/20/2021 Employee Name			
		Post State	Not Applied			
otals ()	View Printable Version	El View Analytics	Notes	∂ Att	achments (2)	
Employee Expenses (2 Lines)	935.17 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	
By checking this box	Amount Due to Employee , I certify the expenses submitted ar	935.17 USD e accurate and comply with expense p	Amount Due to Supplier	0.00 USD		
Submit Expense Re	sport					
Defreeh Approval C	latue					

- 35. You will receive a note that your Expense Report has been submitted for approval. You can make a note of this number to find the report later (or search by your EMPL ID)
- 36. You can select the Expense Details link if you would like to return to the details page.
- 37. Select the **Refresh Approval Status** button to see the approval workflow for your Expense Report (This may not work right away as the system needs to refresh).

You can also access this screen later by using the following navigation path: NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > View

Once an Expense Report has been submitted, you will not be able to make changes or access it through the **Create/Modify** page. If you do need to review your Expense Report, you should access it from the **View** page.

### Expense Report

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

Report ID	begins with $\mathbf{v}$	0000012345	
port Description	begins with 🗸	ProDev Online Course & C	
Name	begins with v	Employee Name	
Empl ID	begins with 🐱	123456789	Q
Report Status	= •	Approvals in Process	
Creation Date	= ~	03/04/2021	

Enter any information you have for the Expense Report to find it, then click Search

38. If you need to make any changes to your Expense Report after it has been submitted for approval, select the Withdraw Expense Report button. This will pull the Expense Report out of the approval workflow. After making your changes, you must submit it for approval again (steps 22-30).

nployee Name				ActionsChoose	an Action 🖌 🖌 GO
Business Purpose	Miscellaneous	Report	0000012345 Staged 39		
Description	Professional Development Reimh	Created	03/15/2021 Employee Name		
Peference	Troissional Development Neimo	Last Updated	05/20/2021 Employee Name		
Reference		Dost State	Not Applied		
	View Printable Version	m View Analytics	Notes	- At	achments (2)
Totals (?)	5	-	P	0	
Employee Expenses (2 Line	es) 935.17 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applie	ed 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
	Amount Due to Employee	935.17 USD	Amount Due to Supplier	0.00 USD	
By checking this be	ox, I certify the expenses submitted a	are accurate and comply with expense	policy.		
Submit Expense F	Report 37 Withdraw Ex	kpense Report Submitted O	n 03/18/2021 Submitted By Tracy Sha	w	
Submitted Employee Name	Employee Name	HR Supervisor Employee Name	Employee Name	Pre Pav Auditor Employee Name	Payment
ction	Role	Name	Date/Tim	e	Comments
ubmitted	Employee	Employee Name	03/17/202	1 9:55:06AM	
ent Back For Revision	Reviewer	Employee Name	03/17/202	1 4:55:00PM	ø
esubmitted	Employee	Employee Name	03/18/202	1 8:30:01AM	
eviewed	Reviewer	Employee Name	04/05/202	1 11:24:17AM	
pproved	HR Supervisor	Employee Name	04/05/202	1 11:40:32AM	
pproved	Expense Manager	Employee Name	04/05/202	1 11:42:31AM	
	Pre Pay Auditor	Employee Name	04/07/202	1 12:13:32PM	
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39. This area shows the Approval Workflow and History. At the top is a 'timeline' of all the approvals needed. When the approvals are done the icon will show a green check in the lower left. In this example, all the approvals are complete.

You may receive notice that your report has been returned to you for corrections/additions. Please make those changes and resubmit.

It is your responsibility to ensure your Expense Report is moving through the Workflow. Please check back and verify that approvals are not 'stuck' with someone. If necessary, please contact them and ask that they check for your report.

- 40. Once all approvals are made, the Expense Report is Staged for payment. You can see the status of this example is marked as Staged.
- 41. After staging a check will be produced and either be mailed to your home address or be made available at the Wenatchee Campus Cashier's Office.

# APPENDIX

# ctcLink Accounts

Generally, the 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.

If you have any questions about which Account to use, please contact the Business Office.

Below are some commonly used Accounts:

	Legacy		
Account	Description	Sub-objects	
5030010	Supplies & Materials	EA	
5081100	Training (including tuition)	EG	
5080010	Instate Subsistence/Lodging (includes meal per diems and hotel room and taxes)	GA	
5080020	Instate Airfare (for instate-to-instate air travel)	GB	
5080030	Private Auto Mileage (for personal vehicle mileage only)	GC	
5080040	Other Travel Expenses (includes tolls, bus, train and taxi fare, car rental, luggage fees)	GD	
5080050	Out of state Subsist/Lodging (includes meal per diems and hotel room and taxes outside WA)	GF	
5080060	Out of State Airfare (used whenever one or more locations are outside of WA)	GG	
5081100	Training (including tuition)	EG	
5081102	Conferences/Registrations	EG	
5081103	Dues/Membership Fees	EG	
5081120	Subscriptions (periodicals)	EJ	
5081230	Software Maintenance & Subscriptions	EY	

# **Record Retention for Original Receipts:**

Original receipts for expenses should be scanned and uploaded to the Expense Report. The traveler will now be responsible for maintaining the original receipts for the record retention policy – which is currently six years. In the event of an audit, employees may be called on to produce original documentation. We recommend that you print a copy of your final expense report to retain with the original receipts.

### Returning to a Saved Report to make changes and Submit:

Following the same navigation path to Create/Modify an Expense Report, this time you will click the Find an Existing Value tab.

Expense Report				
Enter any information you ha	ive and cl	ick Search. Leave	fields blank for a list of a	II values
Find an Existing Value	Add a !	New Value		
* Search Criteria				
Report ID begins v	with 🗸 🛛	000012345	- i	
Report Description begins v	with 🗸			
Name begins v	with 🗸			
Empl ID begins v	with 🗸 🕻	123456789	Q	
Creation Date =	V		3	

Case Sensitive

Search Clear Basic Search 🖉 Save Search Criteria

Find an Existing Value | Add a New Value

#### Enter as much information as possible and then click Search.

Search R	esults							
View All			_	First	6	1-2 of 2	18	Last
Report ID	Report Description	Empl ID Report Status Creation						
0000012345	Professional Devel	Employee	123456789	0 Per	nding		03/15	/2021
0000012555	Travel to Omak	Employee	123456789	0 Sub	bmitte	d	04/25	/2021

#### Find an Existing Value | Add a New Value

Find the correct Expense Report and click one of the blue links to reopen the report, then continue where you left off.