

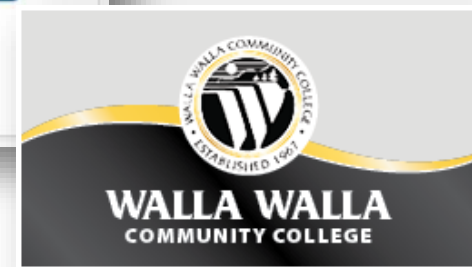
WARRIORLINK

CREATE AN EXPENSE REPORT FROM A TRAVEL AUTH
(OCTOBER 2023)

SIGN INTO CTCLINK GATEWAY TO WARRIORLINK

<https://gateway.ctclink.us>

Note: If you work for more than one SBCTC college, you will need to select the WWCC tile after login.

A screenshot of the ctcLink login page. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". There is a label "ctcLink ID" above a text input field. Below the input field is a blue "Next" button. At the bottom left of the page is a link for "Password Help".

NAVIGATE TO FINANCIALS SELF-SERVICE



The screenshot shows the ctcLink Gateway interface. At the top left is the ctcLink logo and 'My Institution View'. At the top right is 'Welcome Amy Rovner!'. The main header features the Walla Walla Community College logo and the text 'ctcLink GATEWAY'. A left sidebar contains four menu items: 'Campus Solutions', 'CS Staff Homepage', 'HCM Self-Service', and 'Financials Self-Service'. A yellow arrow points to the 'Financials Self-Service' link. The main content area has a section titled 'Your Gateway to ctcLink' with a 'Welcome!' message and a paragraph explaining the gateway's purpose. Below this is another paragraph about user IDs. To the right is a 'How do I...?' section with a paragraph about training resources. The footer contains copyright information and links for 'Privacy Policy', 'Non-discrimination', and 'Report a Problem'.

ctcLink My Institution View Welcome Amy Rovner!

WALLA WALLA COMMUNITY COLLEGE

ctcLink GATEWAY

Campus Solutions

CS Staff Homepage

HCM Self-Service

Financials Self-Service

Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

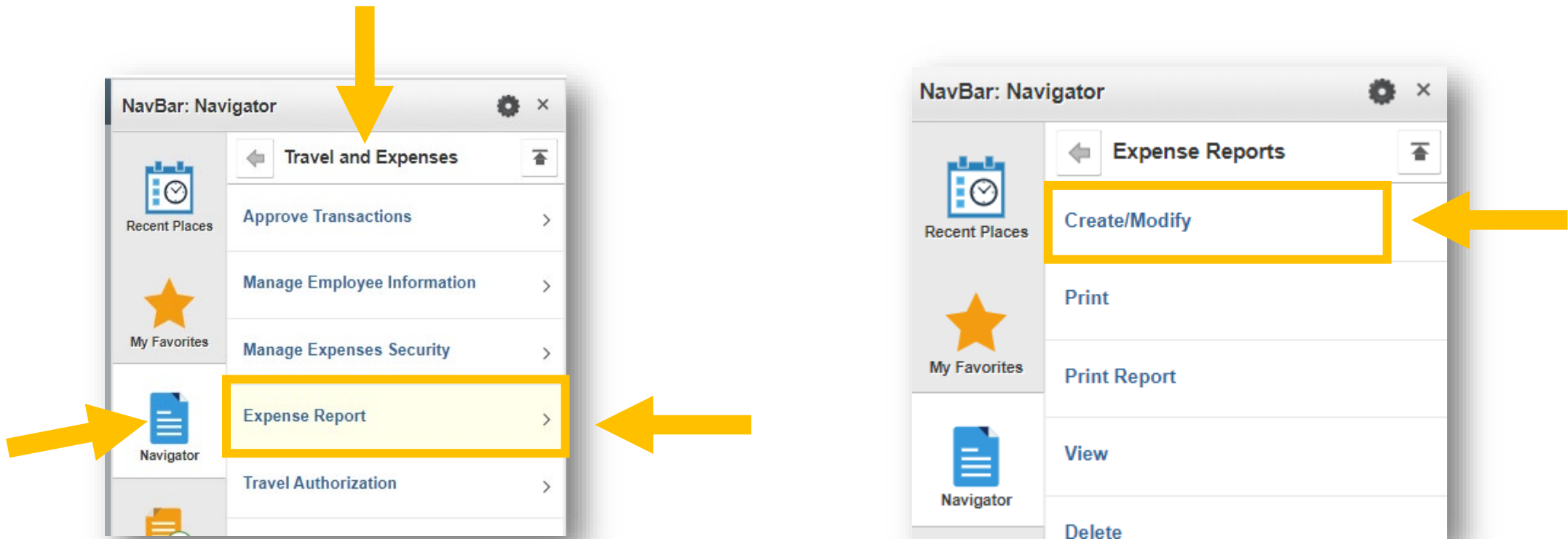
Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

How do I...?

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

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USE “CLASSIC” NAVIGATION – NOT EXPENSES TILE



In **FINANCE** Pillar, click Travel & Expenses → Expense Reports → Create/Modify

ADD NEW VALUE POPULATED FROM TRAVEL AUTH

Expense Report

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

Empl ID

Find an Existing Value | Add a New Value

Enter the EMPL of the traveler.

Save for Later | Summary and Submit

Quick Start

- An Existing Report
- A Template
- A Travel Authorization**
- Entries from My Wallet
- ...Populate From

Attachments

Total 0.00 USD

*Payment Type *Amount *Currency

Total 0.00 USD

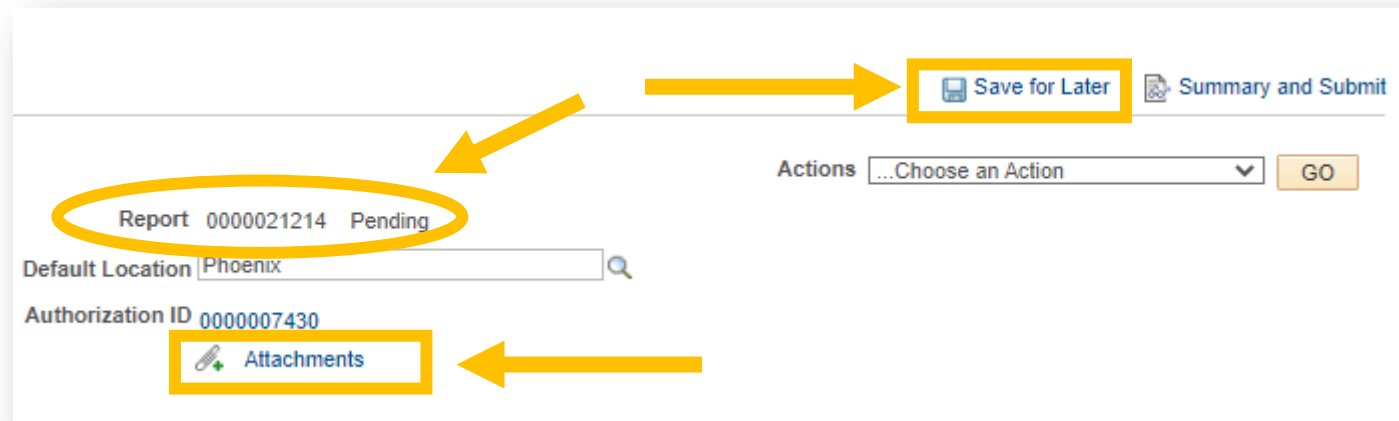
SELECT FROM APPROVED TRAVEL AUTH POP UP

NOTE: You can only report expenses from completed travel that had already been approved.

The **Select** button will populate your new Expense Report with all of the expense lines from the approved Travel Auth.

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	NCAA TBBall ourney	0000007430	02/04/2022	02/07/2022	250.00	USD

CREATE REPORT NUMBER



Click “Save for Later” to add a report number to the expense report.

Select Attachments link to open the Expense Report Attachments pop up window.

ADD ATTACHMENTS AND SHORT DESCRIPTION

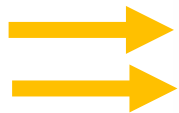
Expense Report Attachments Help

Report ID 0000021214

Details Personalize | Find | View All | [Print] | [Refresh] First 1-2 of 2 Last

File Name	Description	User	Name	Date/Time Stamp
Best Western Receipt	<input type="text" value="Hotel Receipt"/>			
Uber to airport.pdf	<input type="text" value="Cab to airport receipt"/>			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



CONFIRM CORRECT PAYMENT TYPE

Expenses ?

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

Total 250.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
02/04/2022	Airline in State of WA	Bogus Airlines <small>240 characters remaining</small> Receipt Split	PCard	250.00	USD
*Ticket Number	1234ABCD		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
			<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	250.00 USD
			<input type="checkbox"/> No Receipt		

Payment type – only 2 acceptable options:

- 1) Employee - if you received a cash advance or paid out of pocket and are seeking reimbursement
- 2) Pcard – if you used a WWCC-issued Pcard

CONFIRM CHECK BOXES FOR EACH EXPENSE

The screenshot shows the 'Expenses' form in the WarriorLink system. The form is for an expense dated 02/04/2022, categorized as 'Airline in State of WA', with a description of 'Bogus Airlines' and a payment type of 'PCard'. The amount is 250.00 USD. A yellow box highlights the 'Payment Type' section, which includes the following options:

Option	Exchange Rate	Base Currency Amount	Currency
<input checked="" type="checkbox"/> Default Rate	1.00000000		
<input checked="" type="checkbox"/> Non-Reimbursable		250.00	USD
<input type="checkbox"/> No Receipt			

Yellow arrows point from the 'PCard' dropdown menu to the 'Default Rate' and 'Non-Reimbursable' checkboxes.

Default Rate – leave selected

Exchange Rate – Do not adjust

Non-Reimbursable – select if using Pcard payment type

No Receipt – Check if the expense type doesn't have receipts required (e.g. transportation mileage, per diem meals, etc. **For all expenses requiring a receipt, leave this unchecked.**

REVIEW ACCOUNTING CHARTFIELDS FOR EACH EXPENSE

*Date: 02/04/2022 | *Expense Type: Airline in State of WA | *Description: Bogus Airlines | *Payment Type: PCard | *Amount: 250.00 | *Currency: USD

*Ticket Number: 1234ABCD

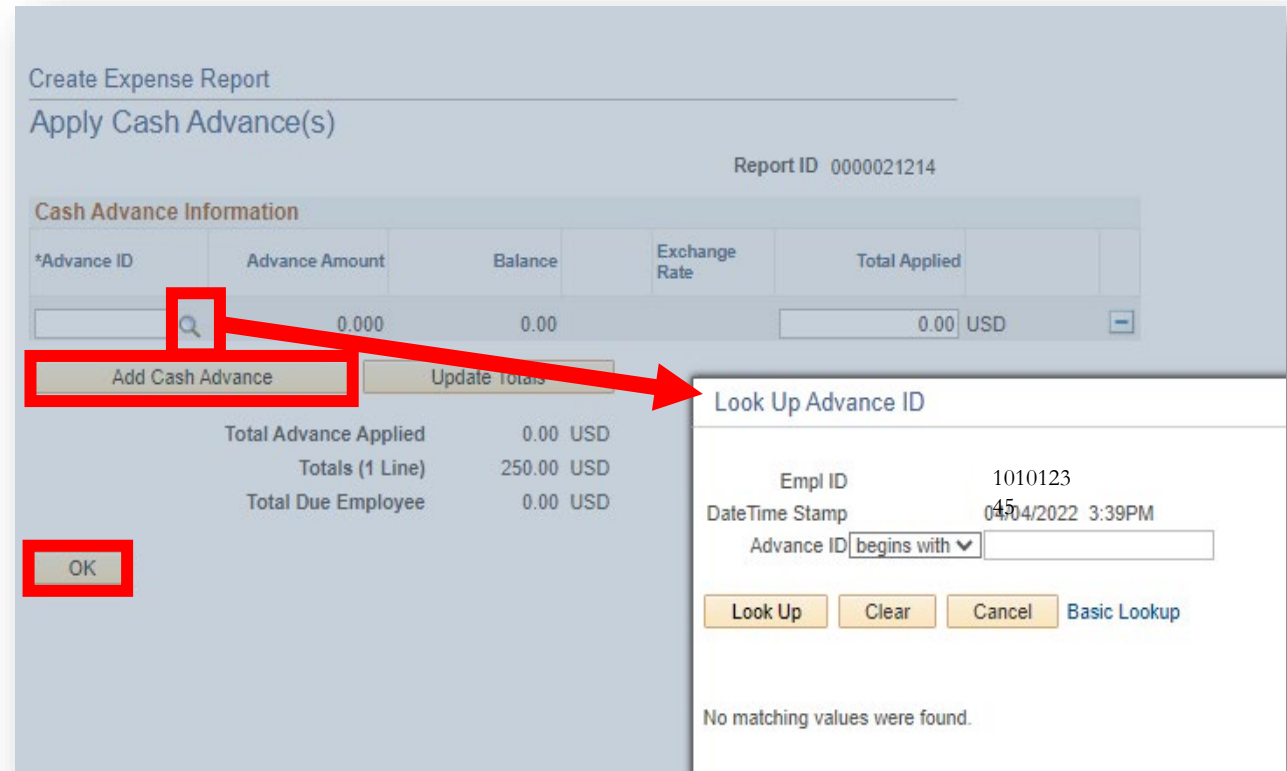
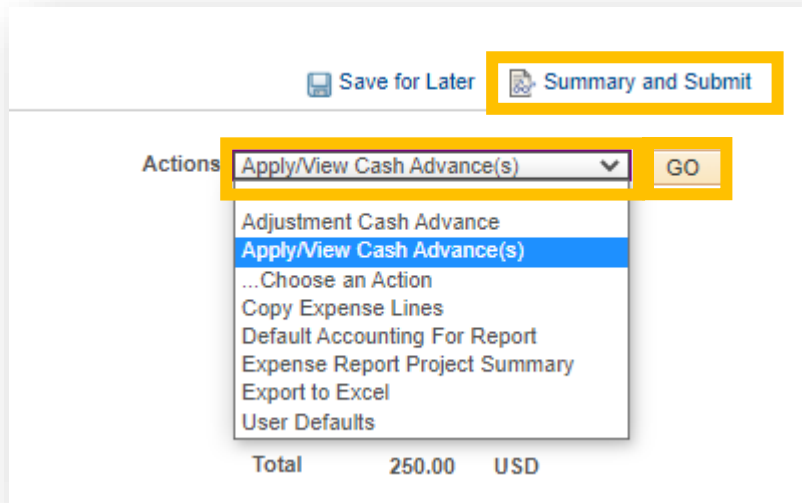
240 characters remaining | Receipt Split

Default Rate | *Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 250.00 USD | No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
250.00	WA200	250.00	USD	1.00000000	148		14000	086	N

APPLY NON-PER DIEM CASH ADVANCES



Go to Apply/View Cash Advances. Use the Look Up tool to locate your Cash Advance. Select and add it. If you did not use all the funds, enter the amount used in the Total Applied box and click “Update Totals”. If not funds are returned, the balance should be zero. Click OK. And then click “Summary and Submit”.

SUBMIT POST TRAVEL EXPENSE REPORT

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

Lisa Chamberlin Actions

*Business Purpose Report 0000021214 Pending

*Description

Reference

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(2\)](#)

Employee Expenses (1 Line)	250.00 USD	Non-Reimbursable Expenses	250.00 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 0.00 USD **Amount Due to Supplier** 0.00 USD

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

In the Summary and Submit pop up window, review for accuracy. Use the Notes tool to provide any additional information. Select the box confirming accuracy of information and that you are following allowed WWCC/State expense policies. Note: travelers with additional cash advances pending for future travel will receive a warning. You can disregard the warning.

VIEW DETAILS OR MAKE CHANGES

View Expense Report

Lisa Chamberlin Actions

Business Purpose: Athletics Report: 0000021214 Paid
 Description: NCAA TBBall ourney Created: 04/04/2022 Lisa Chamberlin
 Reference: Last Updated: 04/04/2022 Lisa Chamberlin

Post State: Not Applied

Totals [?] [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(2\)](#)

Employee Expenses (1 Line)	250.00 USD	Non-Reimbursable Expenses	250.00 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: 0.00 USD Amount Due to Supplier: 0.00 USD

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

Submitted On: 04/04/2022 Submitted By: Lisa Chamberlin

Approval History

Submitted Lisa Chamberlin Payment

Action	Role	Name	Date/Time
Submitted	Employee	Lisa Chamberlin	04/04/2022 4:03:09PM

View details by clicking Expense Details. Withdraw the Expense Report from the approval workflow to make changes. Once approved, however, you will not be able to withdraw it.

NOTES ABOUT TRAVEL EXPENSE

Legacy Crosswalk for ctcLink Accounts

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	

Records Retention and Receipts:

Original receipts for expenses including hotels, taxi/Uber rides, baggage fees, registrations paid by the traveler, etc., should be scanned and uploaded to the Expense Report.

The traveler (or their admin asst) 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, travelers 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.*

WHERE/HOW TO GET HELP WITH WARRIORLINK

1. WarriorLink website for employees ([self help directions](#))

(Link: <https://warriorlink.wvcc.edu/employees/training/ctclink-how-will-i/>)

2. HR or Business Service areas (depending on your issue)

- Time and Leave (payroll)
- Hiring (HR)
- Travel Authorizations (Business Office – Ryan Mason)
- Purchase Reqs (Purchasing)
- Chart Strings and Combo Codes (Business Office)

3. IT Helpdesk (drop in, [knowledge base](#), or [ticketing system](#))

(Link: <https://wvccit.freshdesk.com/>)