

WARRIORLINK

COMPLETING A TRAVEL AUTHORIZATION

OCTOBER 2023

A FEW NOTES ABOUT TRAVEL AUTHORIZATIONS (TAS)

To be able to create a travel authorization, the traveler **must first have a Travel ID profile** created for them by Ryan Mason, the travel specialist in Business Services. Use the Traveler ID Request form [<URL>](mailto:ryan.mason@warriorlink.com) to provide the necessary information on the traveler. If your position requires that you create travel authorizations on behalf of your supervisor, Business Services will need to add you to the authorized list before you create the authorization.

An employee cannot be both a creator of a travel authorization and the approver. If you work in a department of one and are the signature authority, discuss with your supervisor whether you or another staff member will create your travel authorizations. If you create them, your supervisor's approval will serve as the budgetary approval as well.

Travel authorizations follow a strict electronic approval process. Once submitted, the supervisor and signature authority over the budget **must approve it** before it will move to the next step in the process. (If the travel is out of state, the President must also approve it).

Getting approvals will take time as they circulate through the process. Allow for several days as supervisors and other approvers get used to the new system.

TA PROCEDURE

Before creating the TA, the creator should already have:

- Confirmed the travel has a Travel ID profile in PeopleSoft
- Gathered estimates on travel costs (airfare, hotel, registration fees, etc.)
- Saved the documentation to attach to the TA
- Obtained the entire budget ChartString from the signature authority over the budget being used.

Note: Budget codes in PeopleSoft are different than they were in legacy. Attention to the ChartString details is critical to get a TA to process.

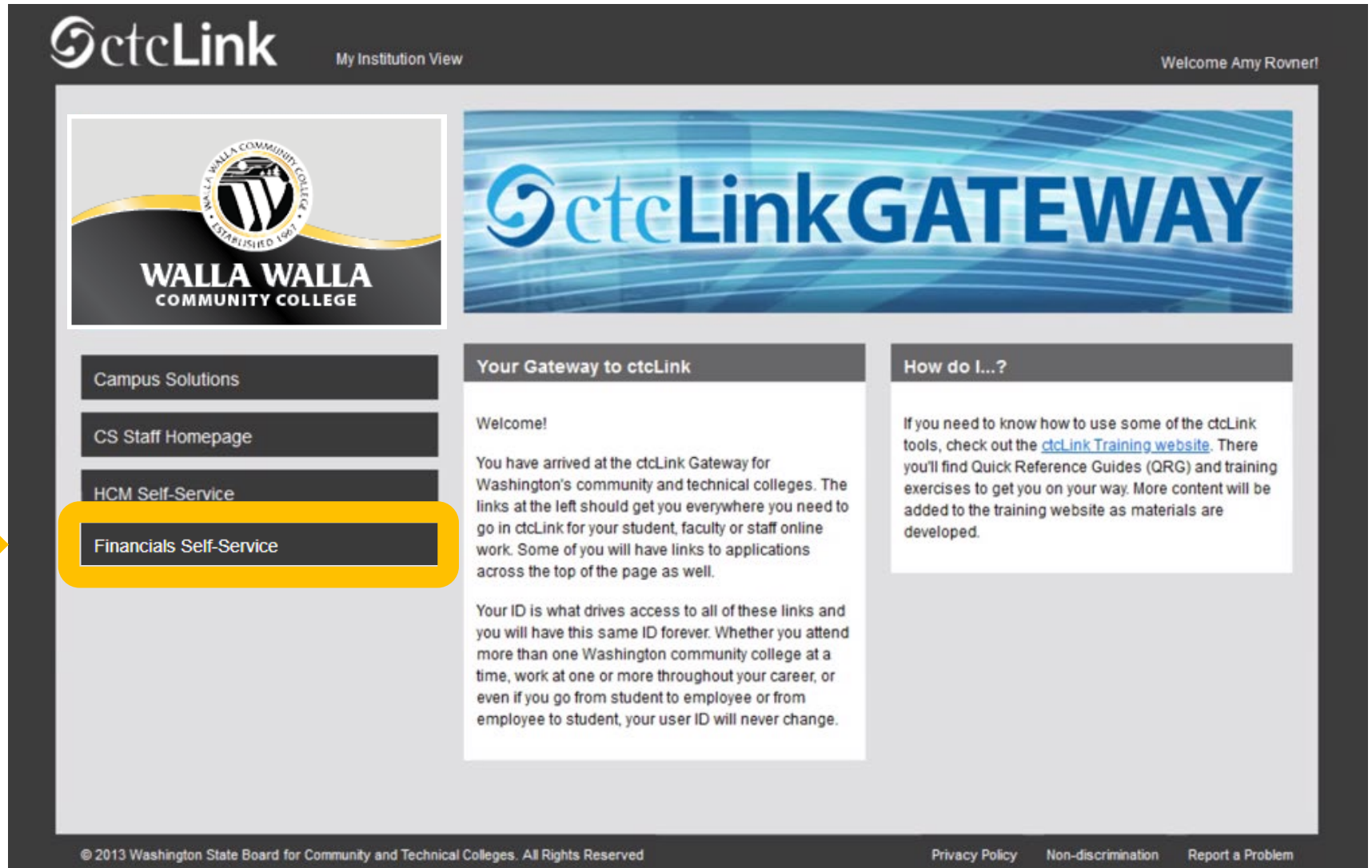
SIGN INTO CTCLINK GATEWAY TO WARRIORLINK

<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 is the text "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 'WALLA WALLA COMMUNITY COLLEGE' on the left, and a large blue banner with the ctcLink logo and 'GATEWAY' on the right. 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 section titled 'How do I...?' 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 TRADITIONAL NAVIGATION FOR BEST RESULTS

Navigation: NavBar > Navigator > Employee Self-Service > Travel & Expenses > Travel Authorizations > Create/Modify

The image shows a sequence of four screenshots illustrating the navigation path:

- NavBar:** The top navigation bar with icons for Home, Search, and a circled 'P' icon.
- Navigator:** A menu with 'Employee Self-Service' highlighted.
- Navigator:** A sub-menu with 'Travel and Expenses' highlighted.
- Navigator:** A sub-menu with 'Travel Authorizations' highlighted.
- Navigator:** A sub-menu with 'Create/Modify' highlighted.

**Note: The menus you see are dependent upon your role and security settings – so your menu choices may look different than mine.*



ADD NEW TRAVEL AUTHORIZATION

1. To create a new authorization, select the **Add a New Value** tab.
2. Enter the ctcLink ID if known (Employee ID) or use the magnifier to look them up.
3. Click **Add**.

The screenshot shows a web form titled "Travel Authorization". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is highlighted with a yellow box and a yellow arrow pointing down to it. Below the tabs is a search field labeled "Empl ID" containing the text "101012345" and a magnifying glass icon. A yellow arrow points from the search field to a yellow box around the "Add" button. At the bottom of the form, there is a navigation bar with the text "Find an Existing Value | Add a New Value".

ENTER REQUIRED INFO

Create Travel Authorization

Lisa Chamberlin ?

Quick Start Save for Later | Summary and Submit

*Business Purpose

*Description

Default

Location

*Date From *Date To

Attachments

Reference

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<input type="text"/> <input type="button" value="d"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text" value="0.00"/>	USD <input type="button" value="+"/> <input type="button" value="-"/>
			Totals (0 Lines)	0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Business Purpose – choices are globally set by SBCTC

Description – enter last name of traveler and destination (e.g. Chamberlin – Boise)

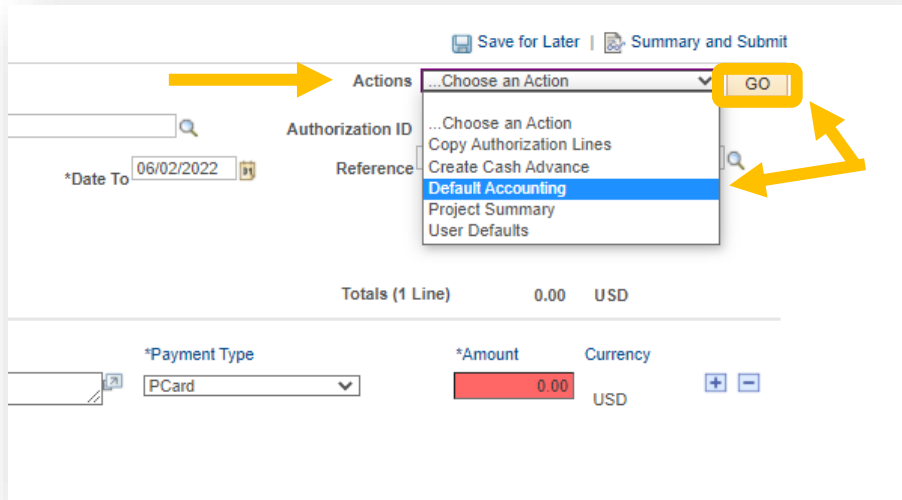
Default Location – Determines per diem rates in the Projected Expenses section below – based on state rates and maintained by SBCTC. Use Lookup tool and filter by state code (e.g., WA, OR, ID) to narrow choice. Select code closest to traveler destination.

Enter dates in all date fields

Enter Expense Type – this field will expand different ways, depending on the choice.

Click Save for Later – this will assign an **Authorization ID** number, mark the TA as pending, change the status from **Create** to **Modify**, and **prevent you from losing your work**.

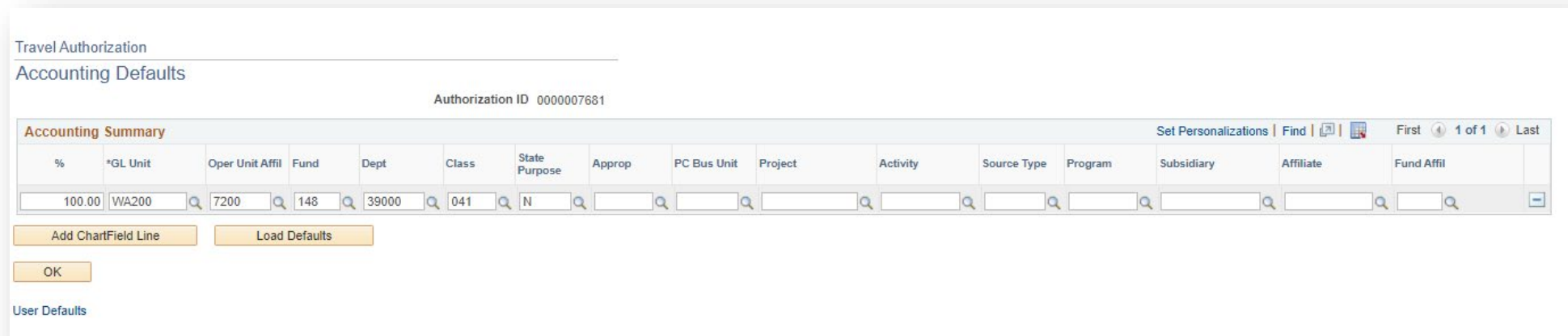
SET DEFAULT ACCOUNTING



Default Accounting lets you enter the required ChartField information once but apply it to all new expense lines added to this authorization. There are 7 required fields:

- **Percent** – will default to 100% but allows you to allocate travel expenses to multiple budget accounts. The sum of the CharField line percentages must equal 100%.
- **GL Unit** – must always be set to WA200
- **Oper Unit** – must always be set to 7200
- **Fund** – is always required and some funds also require an Appropriation. **For example Fund 101, which is now Fund 001 and Appropriation 101.** Refer to the budget crosswalk as needed.
- **Class** – replaces the Program in the old budget number – refer to crosswalks
- **Dept** – replaces the Org in the old budget number – refer to crosswalks
- **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.



ENTER BUDGET CODE INTO CHARTFIELDS

%	GL	Oper	Fund	Dept	Class	State Purpose
Varies	WA200	7200	148	39000	041	N

Example

Travel Authorization
Accounting Defaults
Authorization ID 000007681

Accounting Summary

%	*GL Unit	Oper Unit Affil	Fund	Dept	Class	State Purpose	Approp	PC Bus Unit	Project	Activity	Source Type	Program
100.00	WA200	7200	148	39000	041	N						

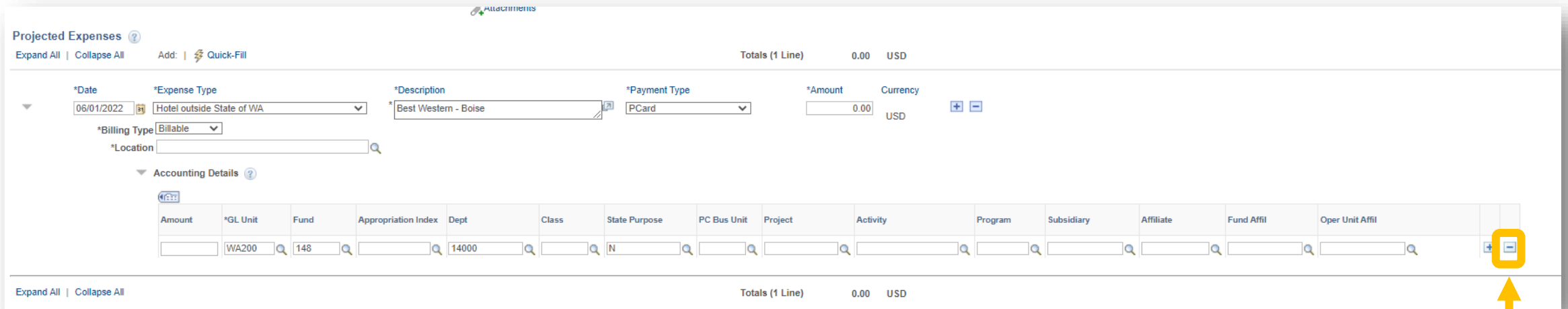
Add ChartField Line Load Defaults

OK

User Defaults

7 Required Fields for TA to Process – %, GL, OPER, ACCOUNT, FUND, CLASS, DEPT, and STATE PURPOSE. Enter APPROP if required by ChartString. **Grant funded travel** will also need the PC BUS UNIT, Project ID, and Activity

REMOVE EXISTING EXPENSE ROW



The screenshot shows the "Projected Expenses" interface. At the top, there are controls for "Expand All", "Collapse All", and "Add: Quick-Fill". Below this is a summary row: "Totals (1 Line) 0.00 USD". The main form contains several fields: "*Date" (06/01/2022), "*Expense Type" (Hotel outside State of WA), "*Description" (Best Western - Boise), "*Payment Type" (PCard), "*Amount" (0.00), and "Currency" (USD). There are also fields for "*Billing Type" (Billable) and "*Location". Below these is an "Accounting Details" section with a table. The table has columns for Amount, *GL Unit, Fund, Appropriation Index, Dept, Class, State Purpose, PC Bus Unit, Project, Activity, Program, Subsidiary, Affiliate, Fund Affil, and Oper Unit Affil. The first row of data shows: Amount (empty), *GL Unit (WA200), Fund (148), Appropriation Index (empty), Dept (14000), Class (empty), State Purpose (N), PC Bus Unit (empty), Project (empty), Activity (empty), Program (empty), Subsidiary (empty), Affiliate (empty), Fund Affil (empty), and Oper Unit Affil (empty). At the bottom right of the table, there are two buttons: a plus sign (+) and a minus sign (-). A yellow arrow points to the minus sign button. At the bottom of the interface, there are "Expand All" and "Collapse All" buttons, and another summary row: "Totals (1 Line) 0.00 USD".



Select the – button to remove the existing row. Confirm the deletion.

Add new expenses by clicking the +



All new rows will now pre-populate with the **Default Accounting** entered earlier, *saving you from duplicate entry.*

Each day of travel requires its own row of **Expense Type**. Each **Expense Type** determines the **Account** that is assigned (The **G*** sub-object in legacy)

EXAMPLE HOTEL EXPENSE TYPE

Projected Expenses ?
 Expand All | Collapse All Add: |  Quick-Fill  Totals (1 Line) 147.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
06/01/2022	Hotel outside State of WA	Boise - Best Western	PCard	147.00	USD

*Billing Type: Billable
 *Location: Boise Id  

Accounting Details ?

Amount	*GL Unit	Fund	Appropriation Index	Dept	Class	State Purpose	PC Bus Unit	Project	Activity	Program	Subsidiary	Affiliate	Fund Affil	Oper Unit Affil
147.00	WA200	148		39000	086	N								7200

Set the **date**, **expense type**, **description**, and **payment type** (PCard or Employee through cash advance or reimbursement only).

Enter **Billing Type** (generally Billable unless using a grant) and **Location** next.

The Amount box will auto calculate based on state per diem rates for the Location if the Expense Type is associated with per diem rates. If not, manually enter the amount (e.g. a conference fee).

Account Details – should be populated for you from the **Default Accounting** and **Expense Types** selected.

Note: Practice with the “Quick Fill” tool for travel extending across multiple days (meaning repeated hotel nights, meals, etc.)

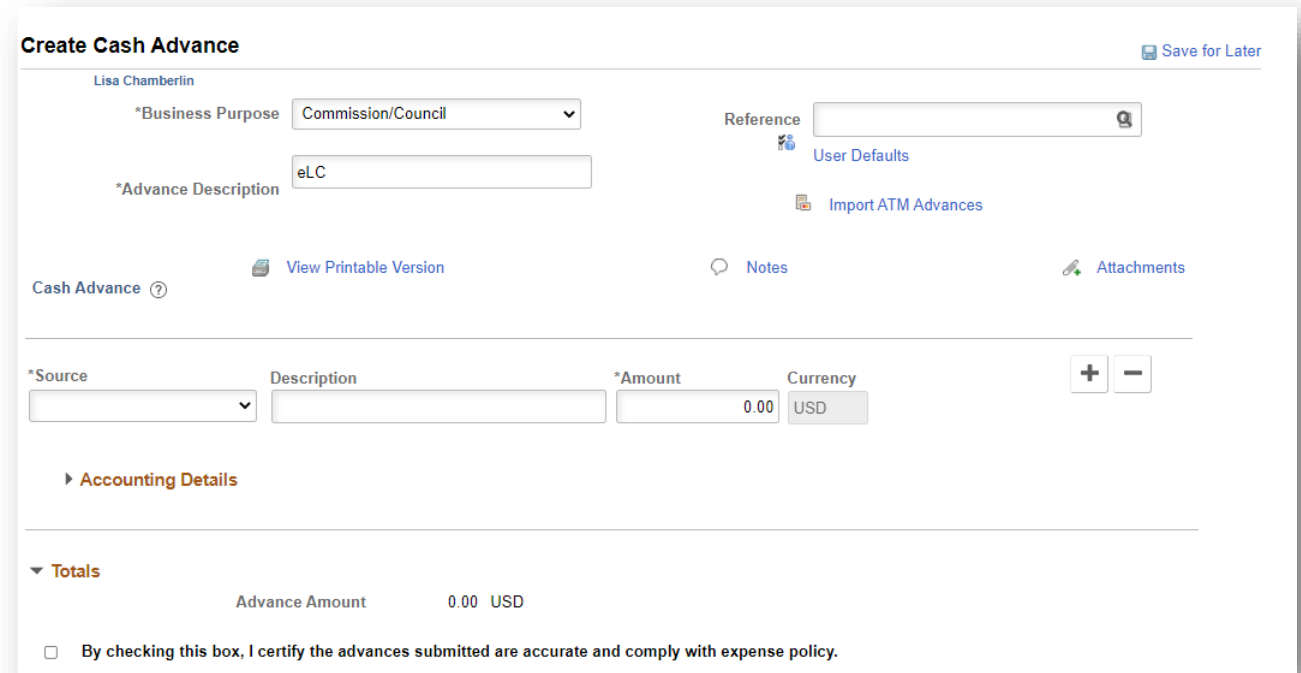
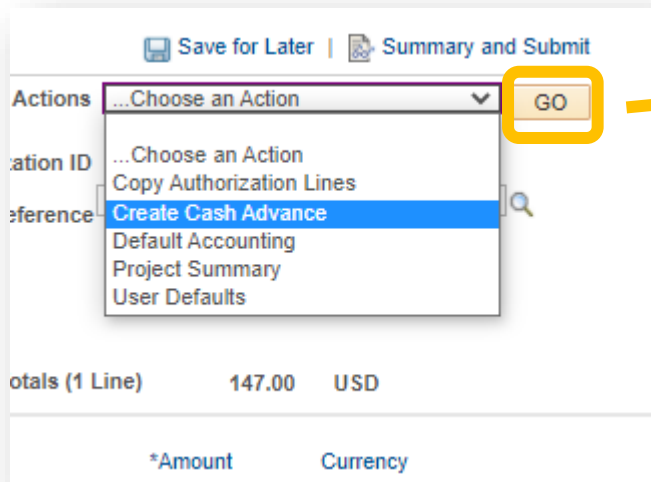
ADD SUPPORTING DOCS AS ATTACHMENTS

The screenshot displays a software interface with the following elements:

- Buttons: "Save for Later" (highlighted in yellow), "Summary and Submit", "GO", and a "+ Attachments" link (highlighted in yellow).
- Form Fields: "Default" (Boise Id), "Location", "*Date From" (06/01/2022), "*Date To" (06/03/2022), "Authorization ID" (0000007681 Pending), and "Reference".
- Table: A table with columns for *Description, *Payment Type, *Amount, and Currency. It contains one row: "Boise - Best Western", "PCard", "147.00", "USD".

Note: Click Save for Later frequently to avoid losing information.

CASH ADVANCE (OPTIONAL)



If a cash advance is warranted, click “Create Cash Advance” under the Choose an Action menu and click Go.

Note: The Cash Advance page is a pop up.

COMPLETE THE CASH ADVANCE INFORMATION

Modify Cash Advance [Save for Later](#)

Lisa Chamberlin

*Business Purpose

*Advance Description

Report Reference

[User Defaults](#) [Import ATM Advances](#)

[View Printable Version](#) [Notes](#) [Attachments](#)

Cash Advance ?

*Source	Description	*Amount	Currency
<input type="text" value="System Check"/>	<input type="text" value="0000007681 - Boise 6/1/22"/>	<input type="text" value="250.00"/>	<input type="text" value="USD"/>

▶ **Accounting Details**

▼ **Totals**

Advance Amount 250.00 USD

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

[Submit Cash Advance](#)

Business Purpose and **Advance Description** will populate for you.

Select **System Check** for Source

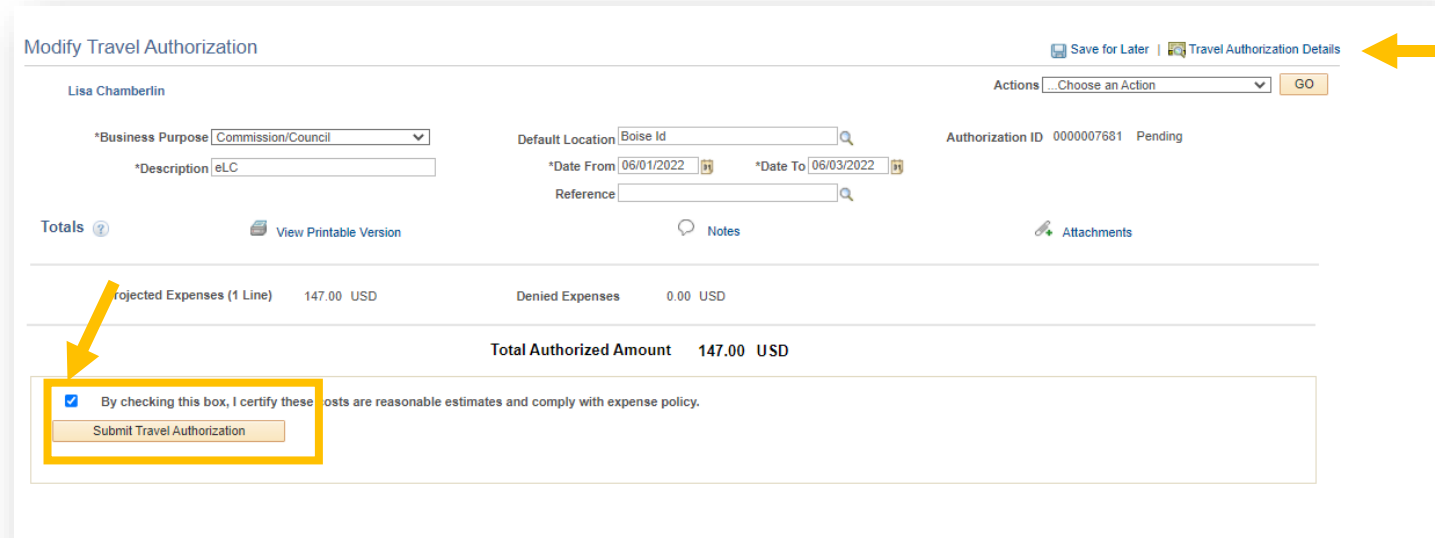
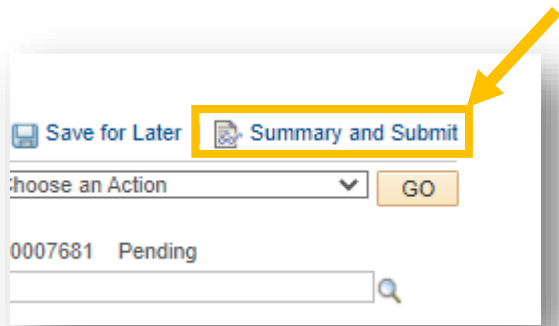
Copy/pasted the TA **Authorization ID** from the TA main page and provide a short identifier in the **Description**

Enter the amount requested.

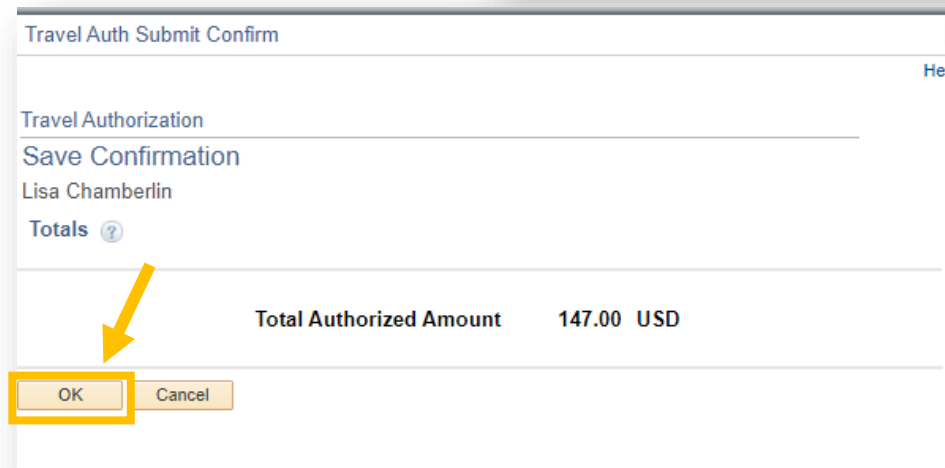
Click **Save for Later** to avoid losing info. (If you get a warning, your advance request is too high).

Check the accuracy box and click **Submit**.

SUBMIT TRAVEL AUTHORIZATION FOR APPROVAL



Once submitted, click OK to confirm in the pop up box.



Once confirmed, the original travel authorization will display that it has been submitted for approval.

VIEW AND CHECK STATUS

NavBar: Navigator

- Recent Places
- My Favorites
- Navigator

Travel Authorizations

- Create/Modify
- Print
- Print Authorization
- View**
- Delete

Travel Authorization Travel Authorization Details

Lisa Chamberlin Actions: ...Choose an Action GO

Business Purpose: Commission/Council Default Location: Boise Id Authorization ID: 000007681 Submitted for Approval

Description: eLC Date From: 06/01/2022 Date To: 06/03/2022 Created: 03/21/2022 Lisa Chamberlin

Reference Notes Last Updated: 03/24/2022 Lisa Chamberlin

Totals View Printable Version

Projected Expenses (1 Line) 147.00 USD Denied Expenses 0.00 USD

Total Authorized Amount 147.00 USD

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

Submit Travel Authorization **Withdraw Travel Authorization** Submitted On 03/24/2022 Submitted By Lisa Chamberlin

Approval History

Submitted Lisa Chamberlin Reviewer Morgan Sandvick Budget Manager Jessica Clark Supervisor Jessica Clark Executive Approval Chad Hickox Travel Administrator Morgan Sandvick

Action	Role	Name	Date/Time
Submitted	Employee	Lisa Chamberlin	03/24/2022 3:53:45PM

Check approval status by searching for the existing authorization using the View button. There you can see travel details, approval history, or withdraw the authorization altogether. **Green checkmarks** show where approval has already been granted.

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 – Ryan Mason
- Purchase Reqs – Nick Chamberlin
- Chartstrings and Combo Codes – Morgan Sandvick/Lori Peterson

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

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