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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> 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 <u>will take time</u> 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.

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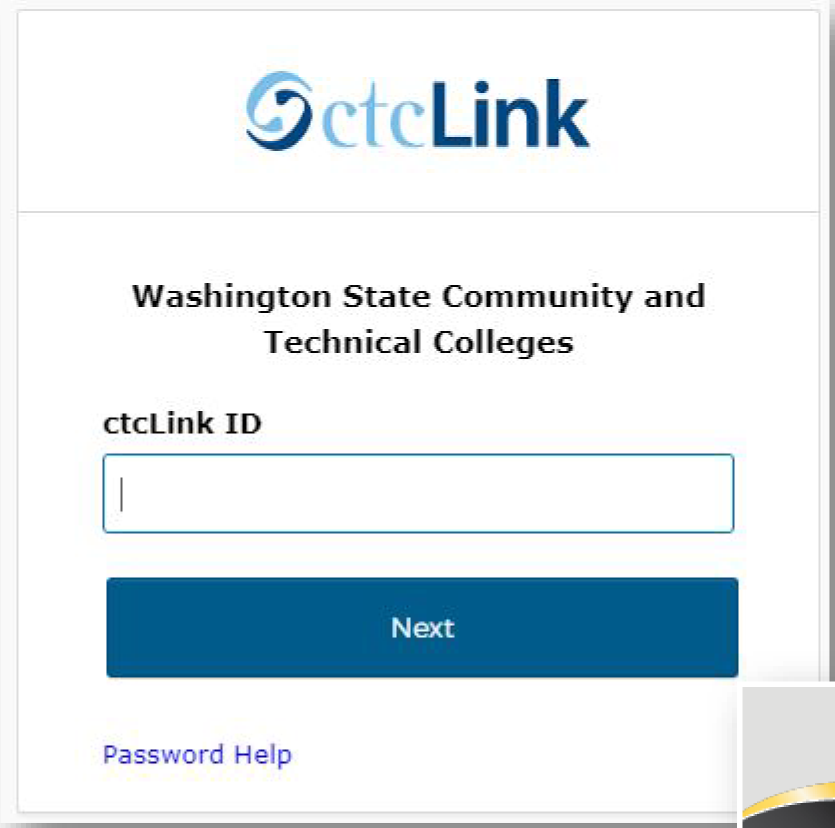
Sign into ctcLink Gateway to WarriorLink

https://gateway.ctclink.us



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

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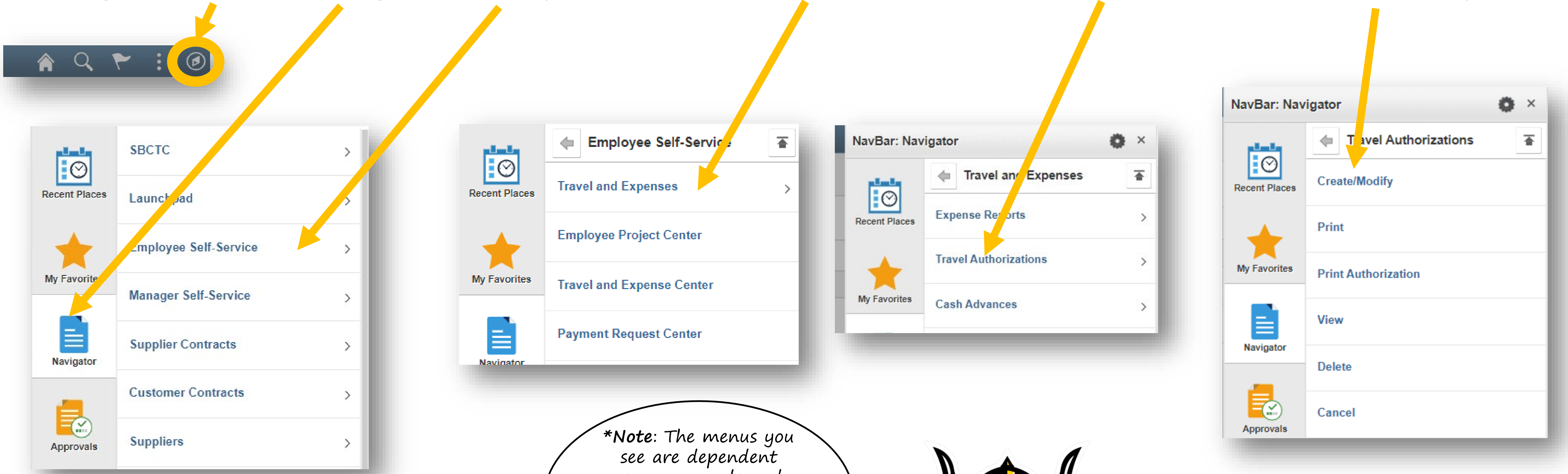
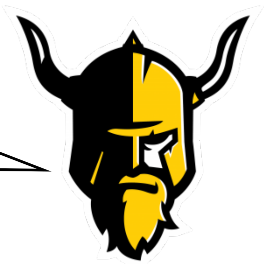
Navigate to Financials Self-service

Use Traditional Navigation for Best Results

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



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

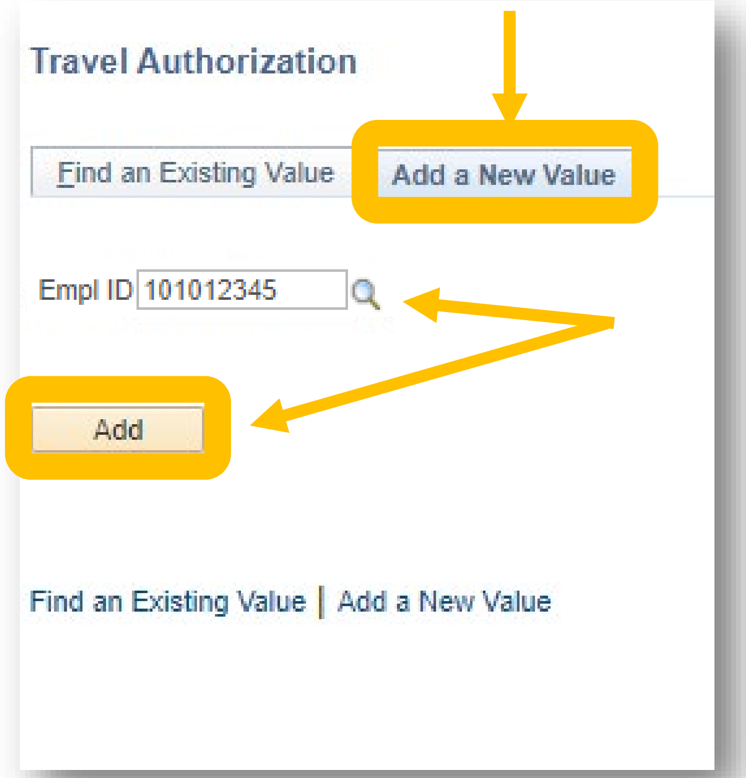


ADD NEW TRAVEL AUTHORIZATION

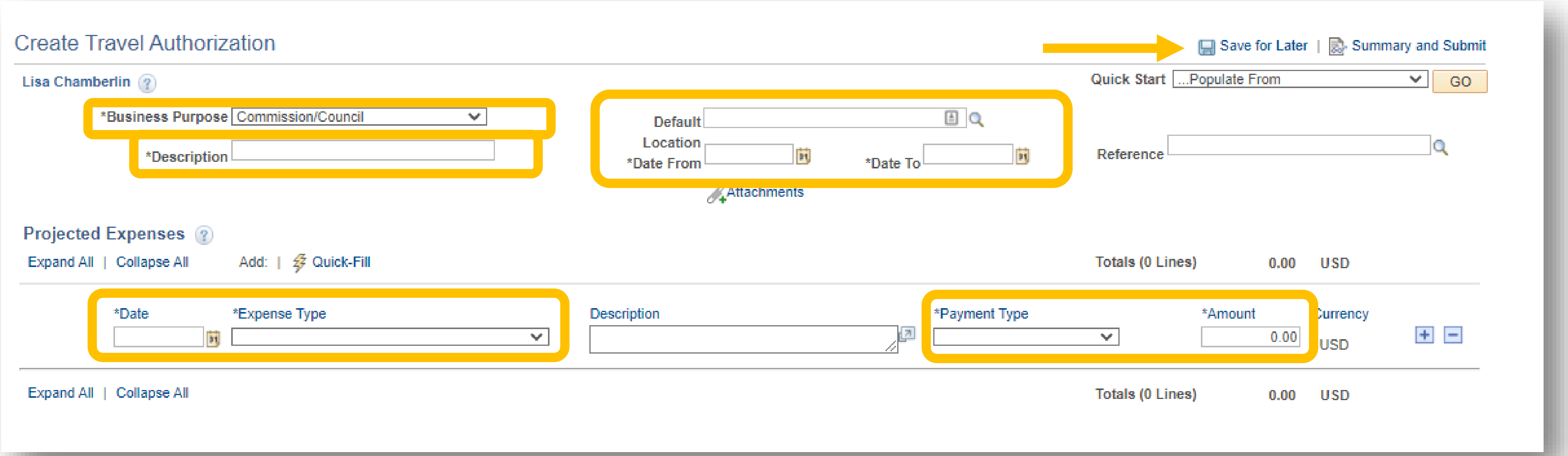
1. To create a new authorization, select the **Add a New Value** tab.

2. Enter the ctcLink ID if known (Employee ID) or use the magnifier to look them up.

3. Click **Add.**



ENTER REQUIRED INFO



Business Purpose – choices are globally set by SBCTC

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

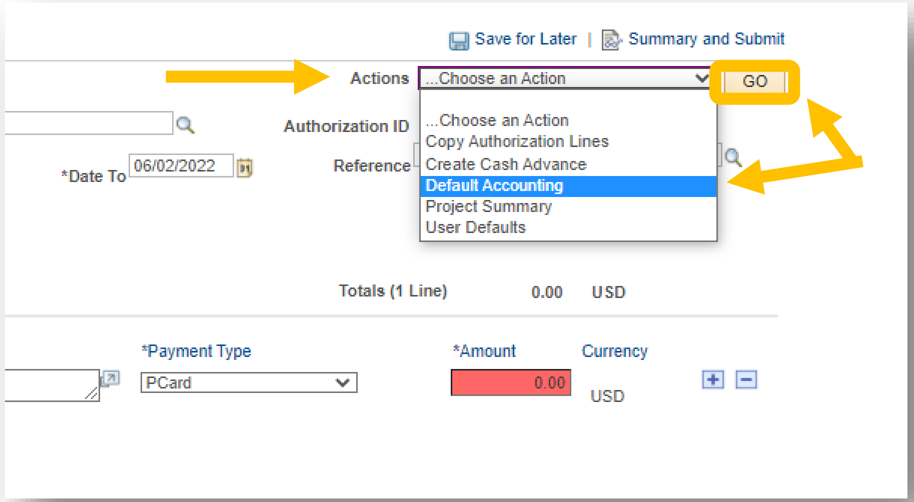
Default Location – Determines per diem rates in the Projected Expenses section below – based on state rates and maintained by SBCTC. Use Lookup tool and filter by state code (e.g., WA, OR, ID) to narrow choice. Select code closest to traveler destination.

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**.

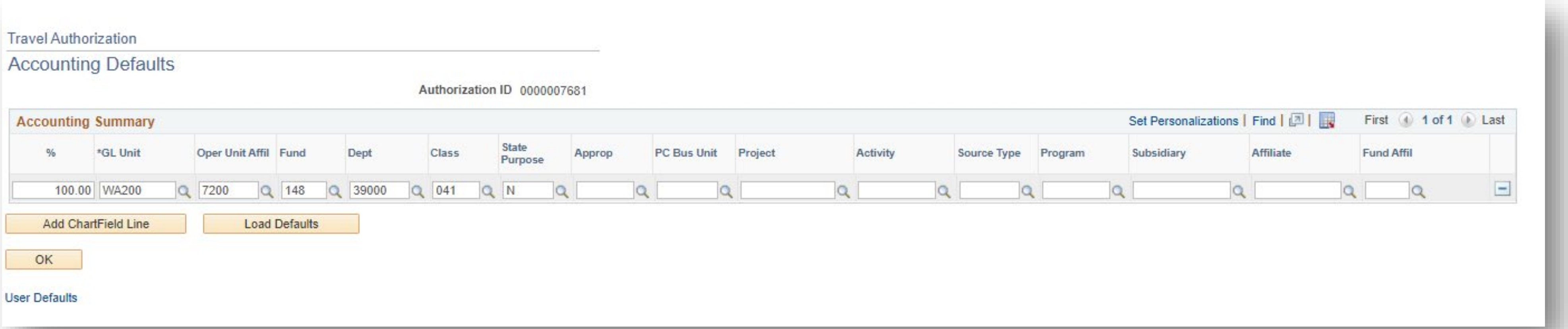
Set Default Accounting



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.



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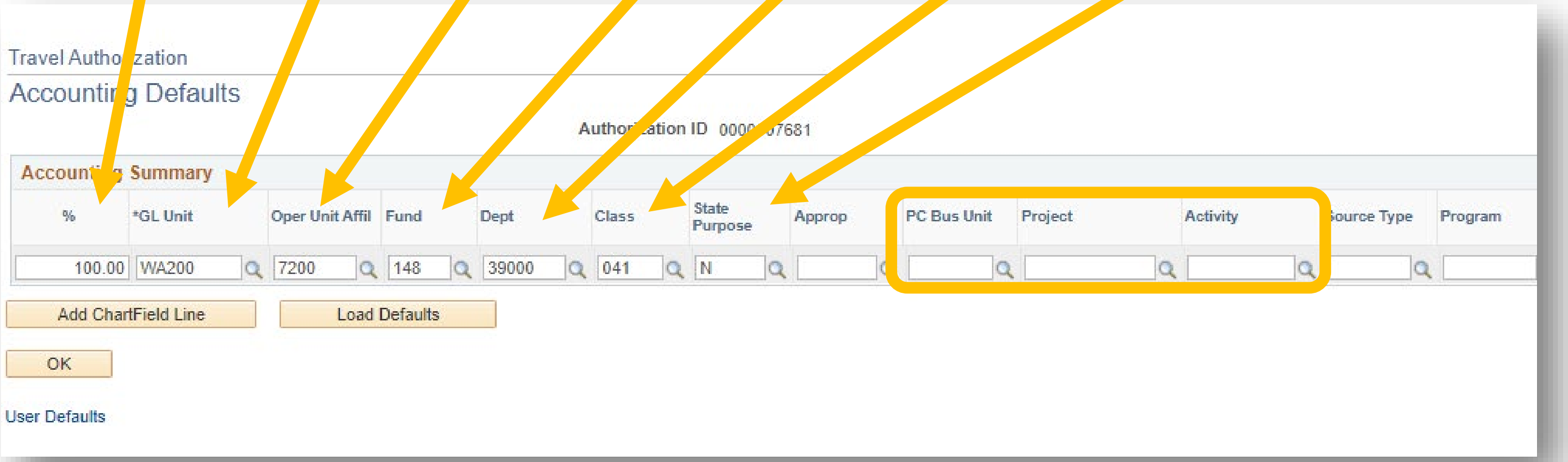
Enter Budget Code into ChartFields

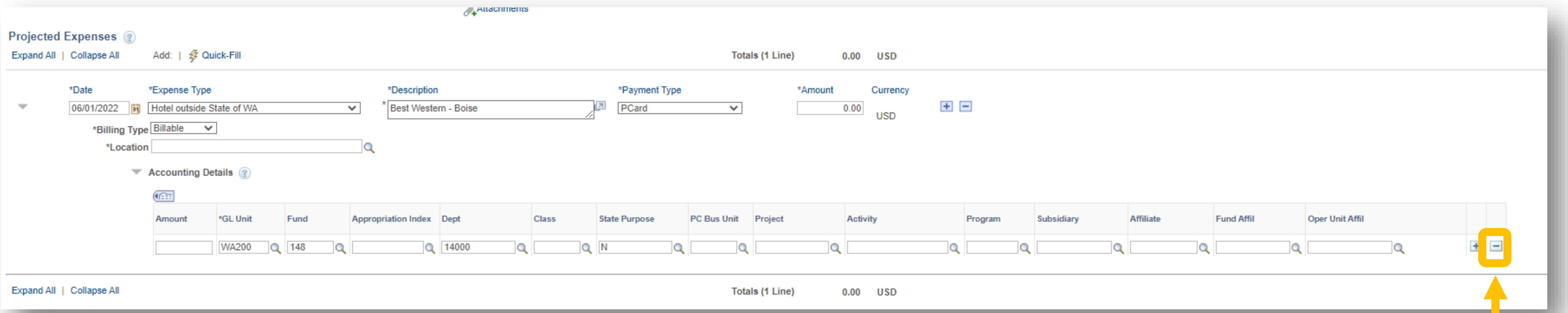
%	GL	Oper	Fund	Dept	Class	State Purpose
Varies	WA200	7200	148	39000	041	N

Example



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



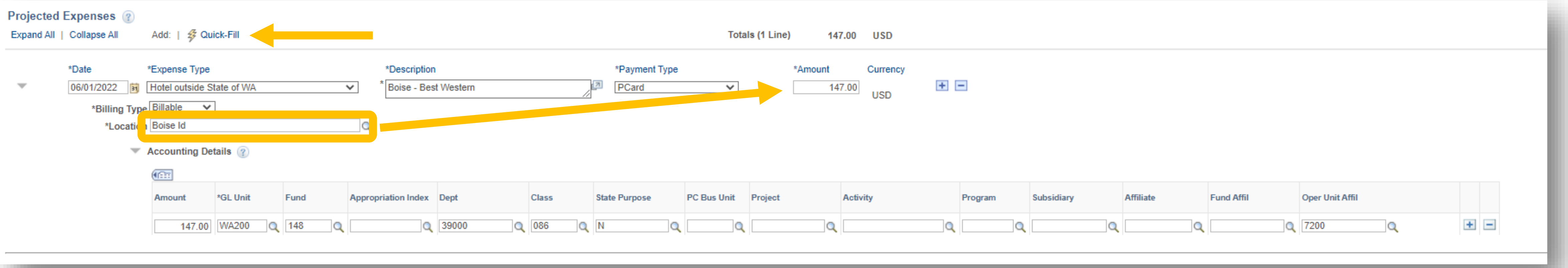
Select the – button to remove the existing row. Confirm the deletion.

Add new expenses by clicking the +

All new rows will now <u>pre-populate</u> 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



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.)

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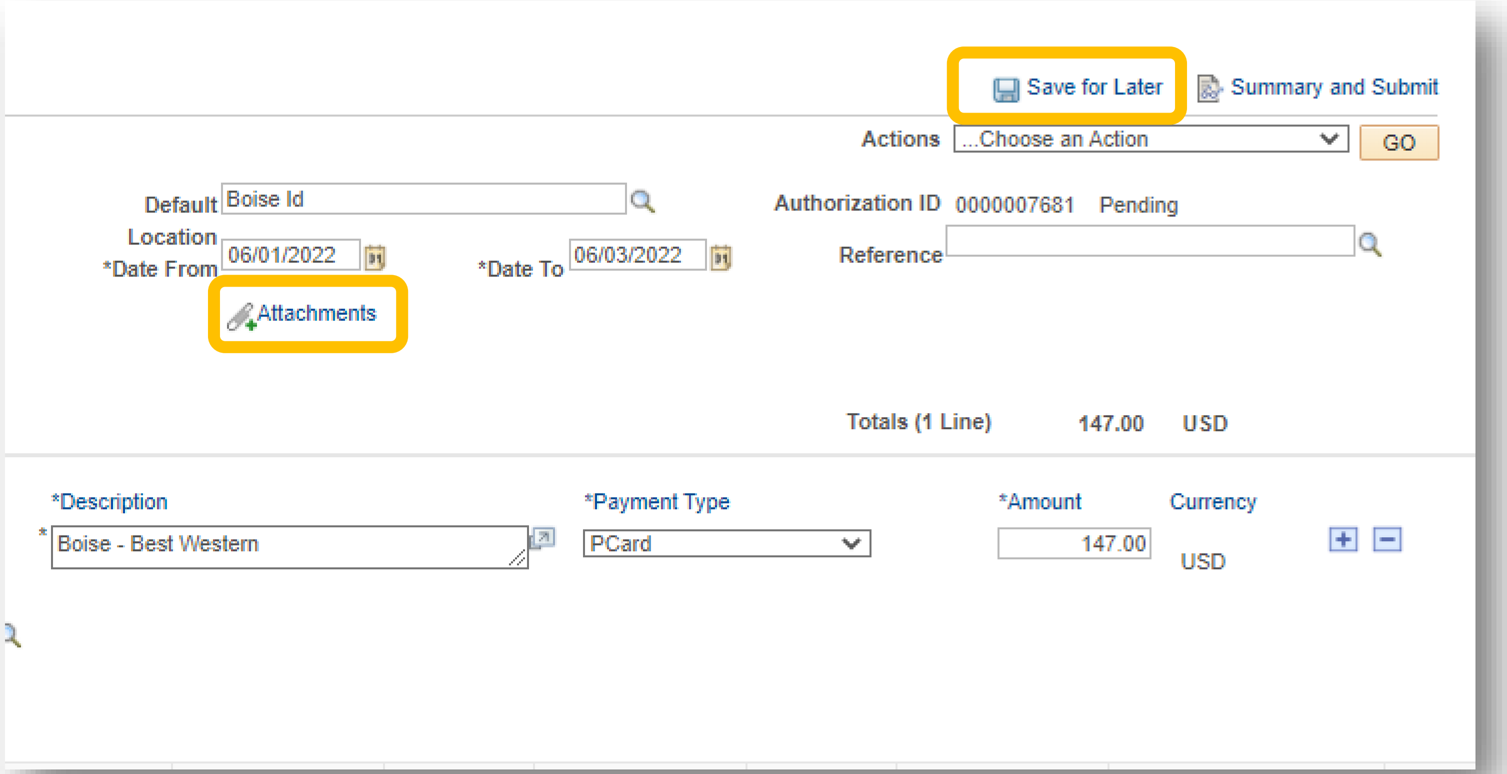
Add supporting docs as attachments



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

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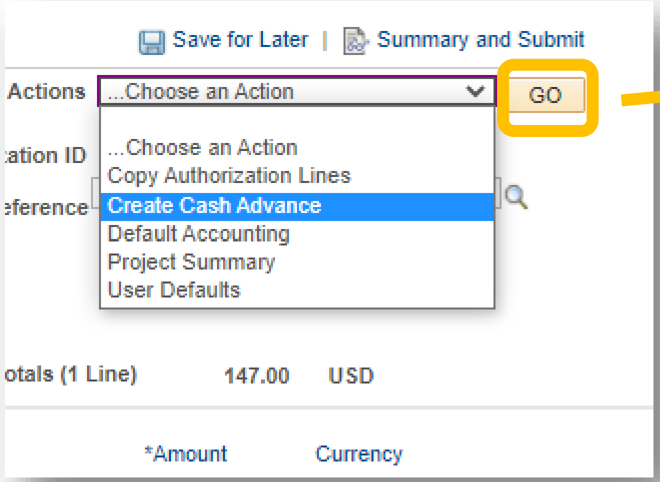
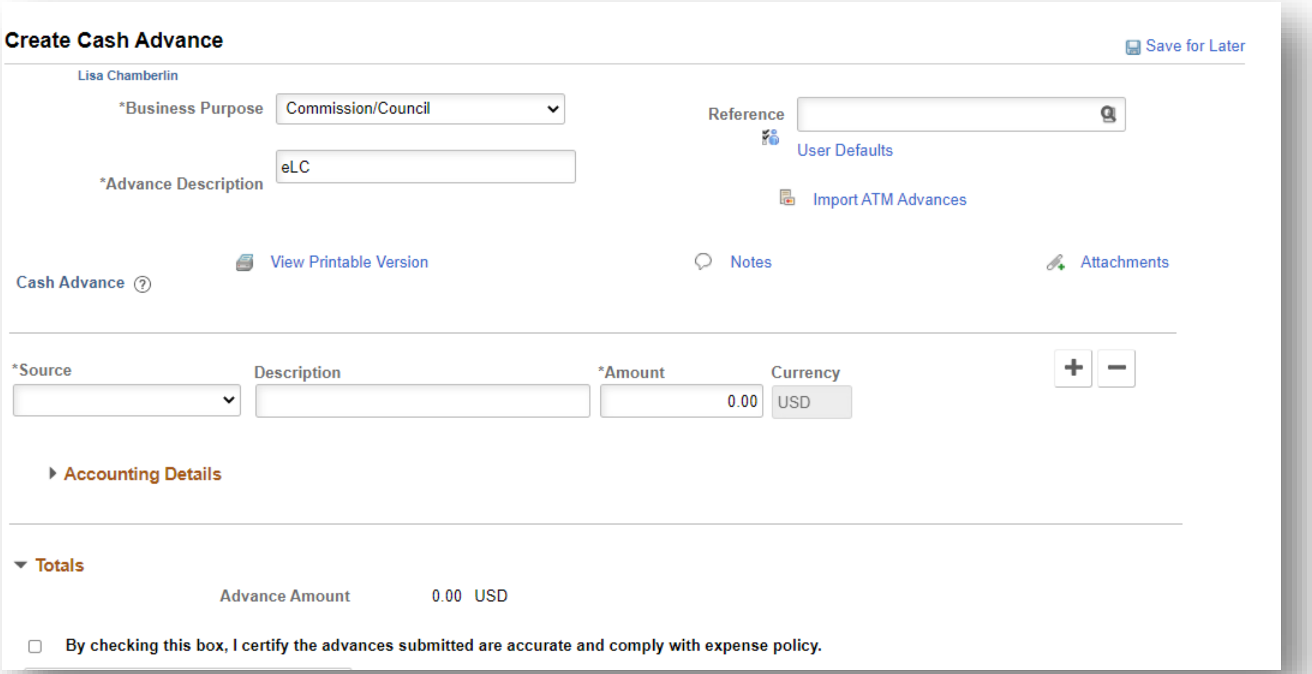
Cash Advance (Optional)

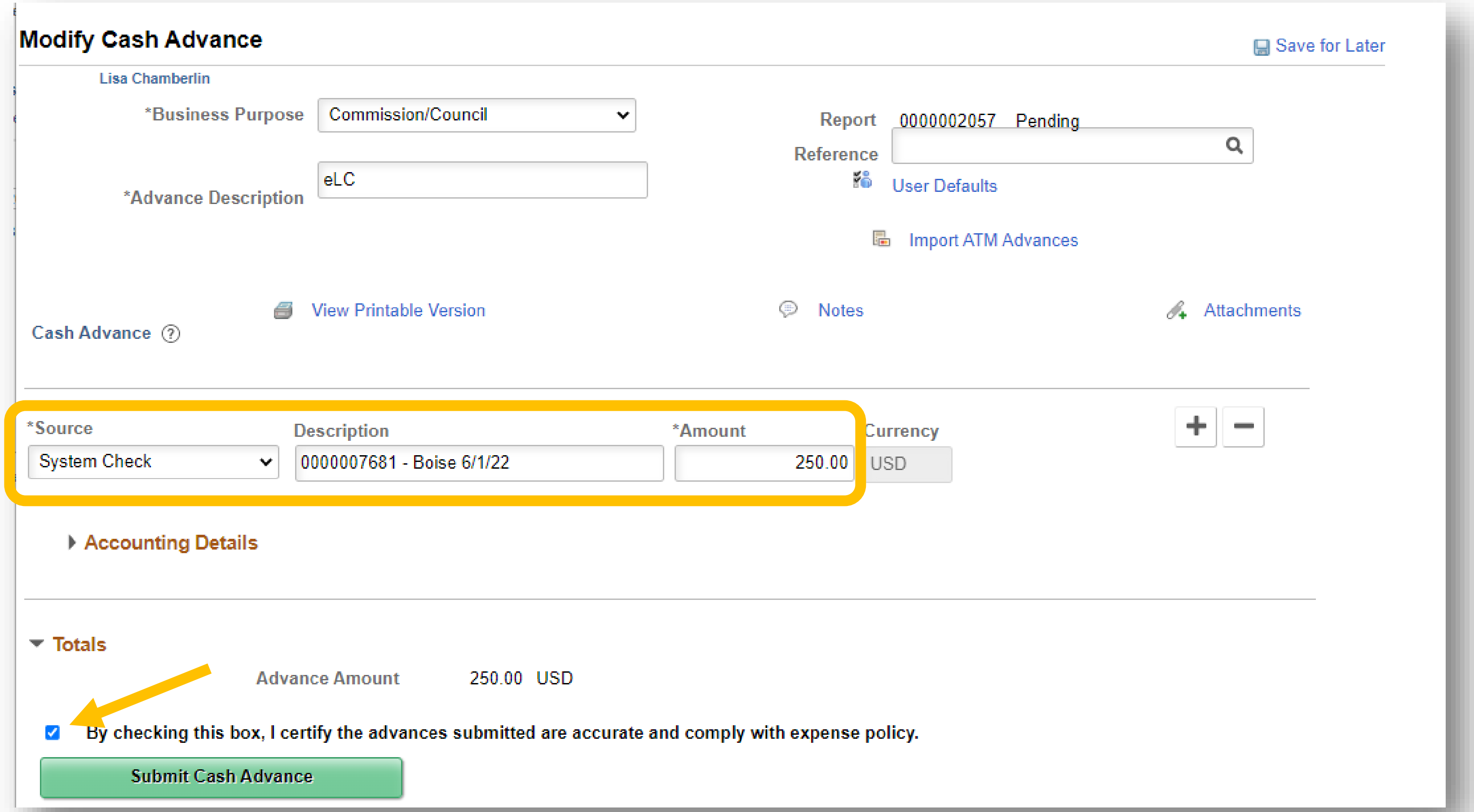




If a cash advance is warranted, click "Create Cash Advance" under the Choose an Action menu and click Go.

Note: The Cash Advance page is a pop up.

Complete the Cash Advance Information



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.**

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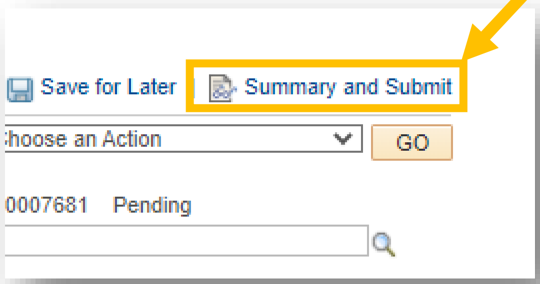
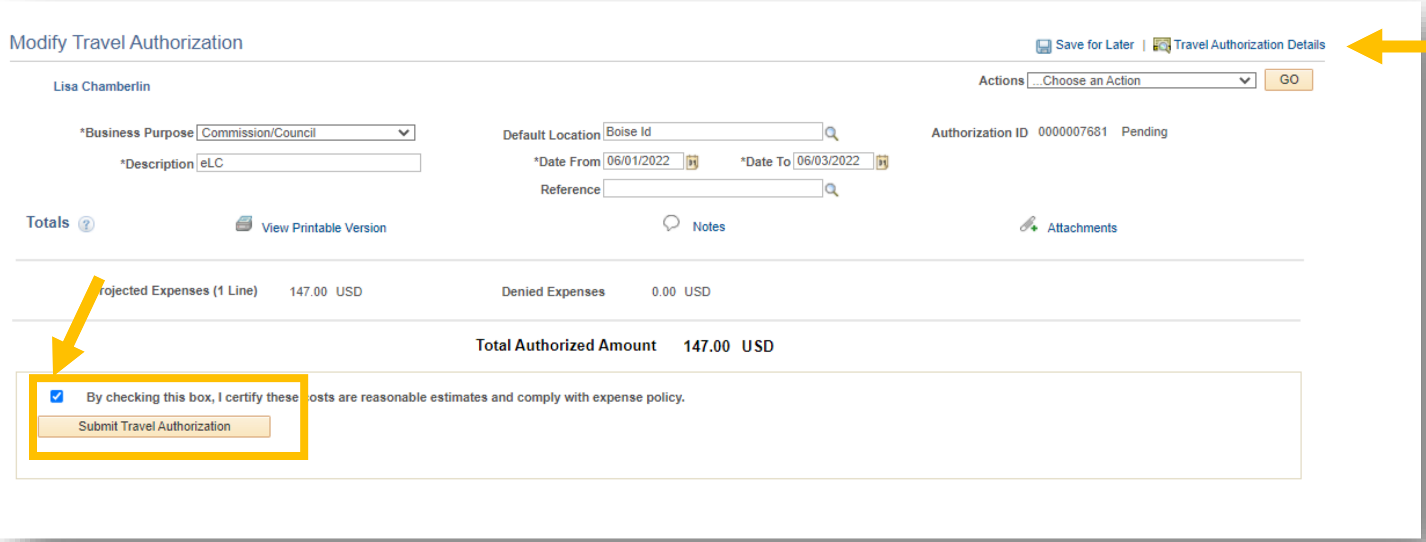
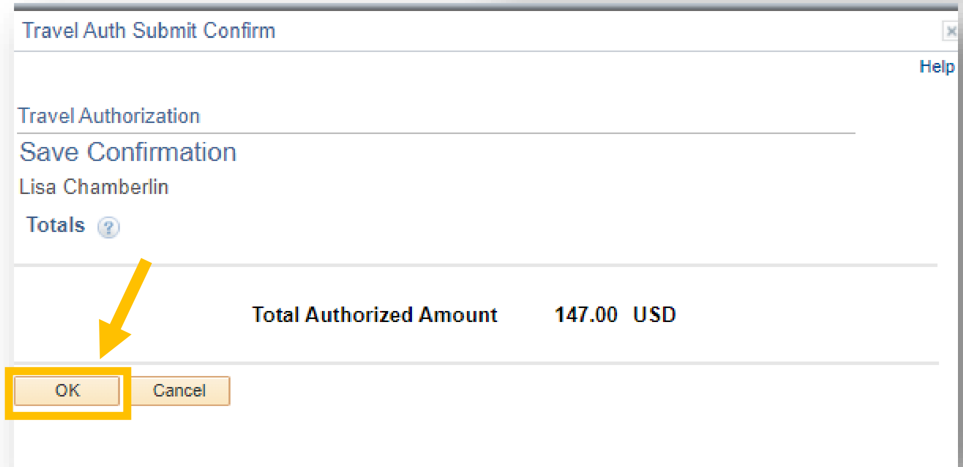
Submit Travel Authorization for Approval



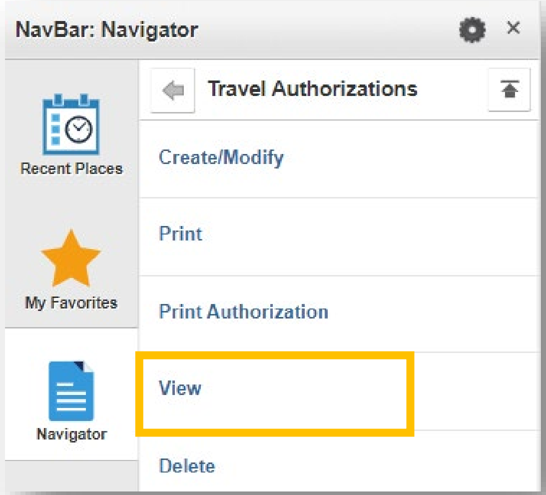


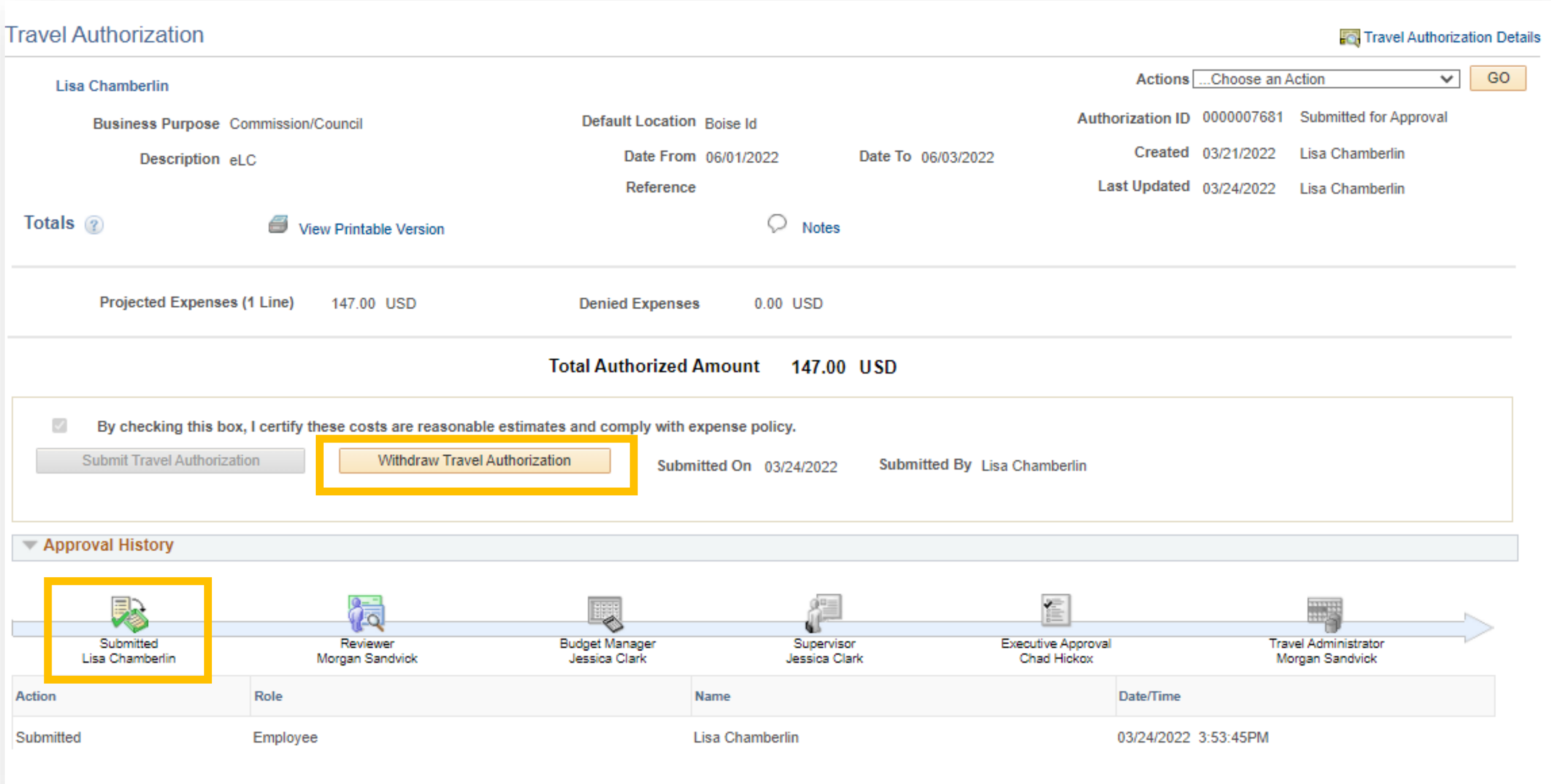
Once submitted, click OK to confirm in the pop up box.



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

View and Check Status





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.

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Where/How to get help with WarriorLink

1. WarriorLink website for employees (self help directions)

   (Link: https://warriorlink.wwcc.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://wwccit.freshdesk.com/)