

## Approving Expense Reports

Expense Reports are used to record the actual travel expenses incurred. Generally, there will be two types of expense reports you will be approving:

- For travel that you previously approved on a Travel Authorization, your primary role is to verify that the actual costs incurred are in line with the original request and that the traveler has attached the necessary receipts for hotels, taxi/Uber rides, baggage fees, registrations paid by the traveler, etc.
- For expenses incurred under blanket travel authorizations. Generally, these will be for mileage reimbursements that are submitted monthly or by term.

You will receive emails with the subject line “[EXTERNAL] Approval requested for expense report.” Clicking on the link in the email will take you directly to the approval screen for that transaction. Alternatively, you can log into ctcLink to access the Approve Transactions page where you can perform all travel related approvals. You will not be able to complete the approval process, using the Expenses tile or the Approvals button from the NavBar. Please use the following “classic” navigation:

**NavBar > Navigator > Travel and Expenses > Approve Transactions > Approve Transactions**

1. On the **Approve Transactions** page, select the **Expense Reports** tab to view all Expense Reports that are awaiting your approval. **Please do not select the Approve button from this page.** You need to open the expense report to verify the receipts and perform the budget check.

The screenshot shows the 'Approve Transactions' interface. At the top, there are several tabs: Overview, **Expense Reports** (highlighted with a red box), Time Reports, Time Adjustments, Travel Authorizations, Cash Advances, and Errors. Below the tabs, there are options to search pending transactions and change sort order. There are also buttons for 'Approve', 'Reviewed', 'Refresh List', and 'Budget Check'. A table titled 'Transactions to Approve' is displayed with the following data:

Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input type="checkbox"/>	259.76	USD	Not Budget Checked	Hasart, Lisa Nelson	101012879	<b>PUR - ctcLink Training</b>	<b>0000015154</b>	12/18/2019	Submitted for Approval

At the bottom of the table, there are buttons for 'Approve', 'Reviewed', 'Refresh List', and 'Budget Check'.

2. Select the **Description** link or **Transaction ID** link to view the Expense Report in the **Approve Expense Report - Expense Summary** page.

- Select the **Attachments** link to view the receipts that have been uploaded. As the Expense Approver, you are responsible for confirming that all necessary receipts are included and that they support the expenses being submitted. You should expect to see receipts for hotels, taxi/Uber rides, baggage fees and registrations paid by the traveler. If the appropriate receipts are not attached, you should use the **Send Back** button to return the Expense Report to the traveler and include a comment explaining what is missing.

**Approve Expense Report - Expense Summary**

Lisa Hasart Actions ...Choose an Action

Business Purpose	Off-site Meeting	Report	0000015154	Submitted for Approval
Description	PUR - ctclink Training	Created	12/18/2019	Tanya Kerr
Reference		Last Updated	12/18/2019	Sabra Sand
Accounting Date	12/18/2019	Accounting Template	STANDARD	
Budget Status	Not Budget Checked	<a href="#">Budget Options</a>	Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.	

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

Employee Expenses (6 Lines)	259.76 USD	Non-Reimbursable Expenses	45.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>214.76 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

- At the bottom of this page, you will see the **Receipt Information** and **Expense Line** sections. You can review a summary of the expense lines being submitted. To review detailed information about each expense line, select the **Expense Details** link.
- Under the **Receipt Information** section, select the checkbox for **Receipts Received** to confirm that all required receipts have been submitted and appropriately support the reported expenses.

**Receipt Information**

Receipts Received

**Expense Line** ? [Expense Details](#)

**Expense Line Items**

Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
12/11/2019	Hotel in State of WA	Fairfield Inn Olympia				130.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/11/2019	Hotel Room Tax (IN STATE)	Fairfield Inn Olympia				18.76	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/11/2019	Meal in State of WA Lunch	Lunch day 1				20.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/11/2019	Meal in State of WA Dinner	Dinner night 1				30.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/12/2019	Meal in State of WA Breakfast	Breakfast day 2				16.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/12/2019	Automobile Rental	Enterprise Car Rental arranged by Purchasing				45.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note: The **Approve** check box will automatically be checked. If you do not want to approve a single line item, you can uncheck the box. A drop down menu will appear next to the check box, where you need to select a reason for the denial. You can also deny individual lines on the **Expense Details** page under the **Approve** column. If you uncheck the box, the same drop down menu will appear. You may also notice the **Approve** check box is grayed out for some lines. This occurs when an expense item has already been paid for by the College (examples will include conference registration fees, airline tickets, rental cars and College bus/motorpool).

- On the **Expense Detail** page, you can expand each expense line to review the key fields and descriptions. Expand the **Accounting Details** section to verify the chartfields (budget) are correct.

The screenshot shows the Expense Detail page with the following details:

- Date:** 12/11/2019
- Expense Type:** Hotel in State of WA
- Description:** Fairfield Inn Olympia (233 characters remaining)
- Amount:** 130.00
- Currency:** USD
- Receipt Required:**
- Receipt Verified:**
- Payment Type:** Employee
- Billing Type:** Billable
- Location:** Olympia
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 130.00 USD
- Default Rate:**
- Non-Reimbursable:**
- No Receipt:**

The **Accounting Details** section is expanded, showing the following **Chartfields** table:

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Account	Fund	Approp	Class	Dept
130.00	WA140	130.00	USD	1.00000000	7140	5080010	001	101	082	42100

- From the **Expense Detail** page, select the **Summary and Approve** page to return to the **Approve Expense Report - Expense Summary** page.
- The travel approval workflow requires the first approver to complete the budget checking process. If the Budget Status indicates **Not Budget Checked**, you will need to complete the budget check. Select the **Budget Options** link.

The screenshot shows the Approve Expense Report - Expense Summary page with the following details:

- Business Purpose:** Off-site Meeting
- Description:** PUR - ctcLink Training
- Reference:**
- Accounting Date:** 12/18/2019
- Budget Status:** Not Budget Checked
- Budget Options:** [Budget Options](#)
- Report:** 0000015154 Submitted for Approval
- Created:** 12/18/2019 Tanya Kerr
- Last Updated:** 12/18/2019 Sabra Sand
- Accounting Template:** STANDARD

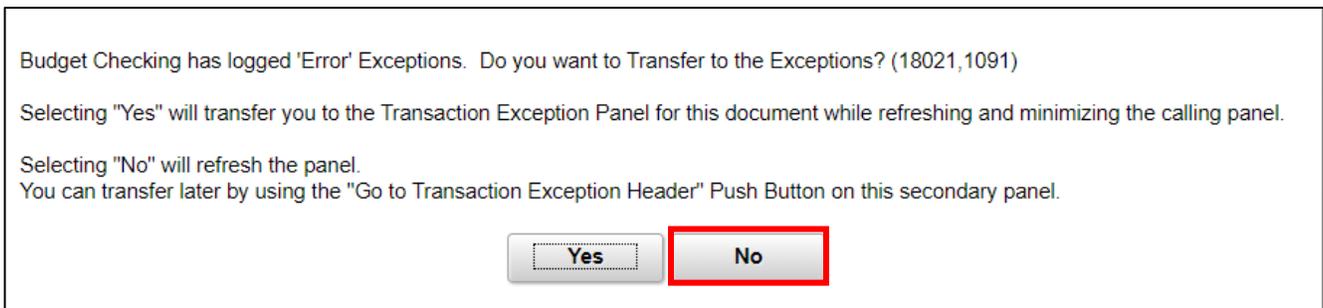
A message at the bottom states: "Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink."

- The **Commitment Control** window will display.

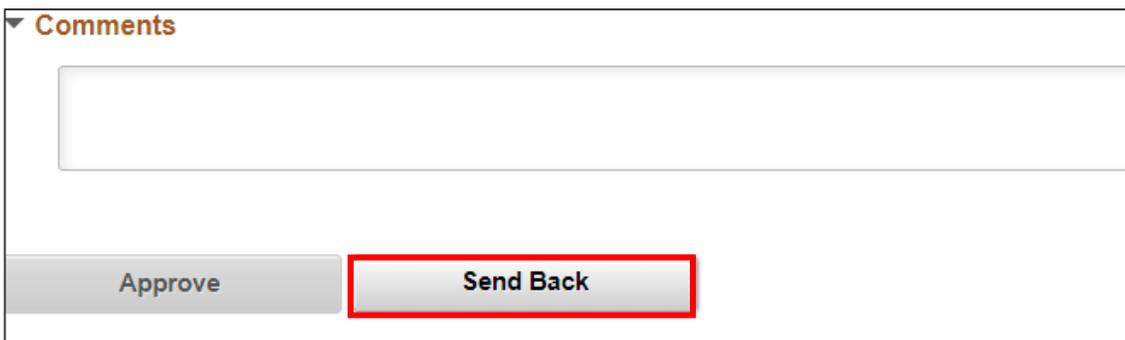
The screenshot shows the Commitment Control window with the following details:

- Commitment Control Details:**
  - Source Transaction Type:** Expense Sheet
  - Budget Checking Header Status:** Not Budget Checked
  - Commitment Control Amount Type:** Encumbrance
- Override Transaction:**
- Budget Check:** [Budget Check](#)
- Go to Transaction Exceptions:** [Go to Transaction Exceptions](#)
- Go To Activity Log:** [Go To Activity Log](#)
- Buttons:** [OK](#) [Cancel](#)

10. Select the **Budget Check** button to initiate the process. A blue spinning circle will appear indicating that the budget check is running. Sometimes this process can take a few minutes, so please be patient. Once the budget check has successfully run, the **Budget Checking Header Status** will change to **Valid** and additional fields are displayed. Select the **OK** button to return to the **Summary and Approve** page.
11. During the budget checking process, you may receive a Budget Checking Error message. This indicates that the budget account being used needs some additional work by Business Services before the Expense Report can be approved. Close the pop-up windows by selecting **NO** and then **OK**. The **Budget Status** will be changed to **Error in Budget Check**. You will not be able to approve the report when this error is present. Select the **Send Back** button to return the Expense Report to the traveler and include a note that there is a Budget Checking Error to resolve.



12. If you have a budget check error or suggested revisions that you need the traveler to make before you approve the Expense Report, you should select the **Send Back** button. This option will allow the traveler to make the necessary changes and resubmit the Expense Report for approval. You must enter the reason you are sending the report back in the **Comments** field. If you haven't entered a comment, you will receive a pop up to remind you.



13. If you select the **Approve** button, the **Save Confirmation** window will display. Select the **OK** button to confirm.
14. If you started the approval through the email link, you can close the page. If you navigated to the **Approve Transactions** page, and you have multiple expense reports to approve, the next transaction needing your approval will automatically populate on the **Approve Expense Report - Expense Summary** page.