

## Expense Report Instructions

### (Reimbursements)

Go to this page: <http://www.ccc.edu/services/Pages/Apply-for-Travel-and-Expense-Reimbursement.aspx>

Click “Get Started Online” at the bottom. (\*You must be using a CCC computer or have “[CCC Anywhere](#)” set up on your home PC)

Once a travel authorization has been complete and approved, the next step is to submit the reimbursement.

#### Log into PeopleSoft Finance:



User ID

Password

Select a Language

Sign In

Enable Accessibility Mode

## Click on Travel and Expenses

City Colleges of Chicago Employee Self-Service interface. The breadcrumb trail shows: Favorites > Main Menu > Employee Self-Service. A search bar is present with the text "All Search" and an "Advanced Search" link. The main content area displays a grid of service tiles. A red arrow points from the "Procurement" tile to the "Travel and Expenses" tile.

<b>Employee Project Center</b> Access the key areas for entering and viewing project team member information	<b>Travel and Expense Center</b> Employee Travel and Expense Center	<b>Payment Request Center</b>
<b>Procurement</b> Manage requisitions, receiving and schedule interviews Manage Requisitions Receiving	<b>Travel and Expenses</b> Submit/review expense reports, cash advance requests, or travel authorizations. Travel & Exp. Reimbursement Time Reports Travel Authorizations 3 More...	

## Next select Travel and Expense reimbursement

City Colleges of Chicago Employee Self-Service interface. The breadcrumb trail shows: Favorites > Main Menu > Employee Self-Service > Travel and Expenses. A search bar is present with the text "All Search" and an "Advanced Search" link. The main content area displays a grid of service tiles. A red arrow points to the "Travel & Exp. Reimbursement" tile.

<b>Travel and Expenses</b> Submit/review expense reports, cash advance requests, or travel authorizations.	<b>Time Reports</b> Create, modify, print, view and delete Time Reports Modify View	<b>Travel Authorizations</b> Submit and review travel authorizations. Create/Modify Print Authorization View 2 More...
<b>Travel &amp; Exp. Reimbursement</b> Create, modify, print, view or delete an Expense Report Create/Modify Print Report View Delete	<b>Review Payments</b> Review a history of expense payments for a particular employee.	<b>Review Expense History</b> Review a history of expense transactions for a particular employee.
<b>Cash Advances</b> Create, modify, print, view or delete Cash Advances Create/Modify Print Advance View Delete		

Next Create Modify and then Add a New Value

City Colleges of Chicago Employee Self-Service interface showing the Travel & Exp. Reimbursement section. A red arrow points to the 'Create/Modify' option.

Navigation: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Travel & Exp. Reimbursement


Search: All Search Advanced Search

Home Worklist Add to Favorites Sign Out

Employee Self-Service

### Travel & Exp. Reimbursement

Create, modify, print, view or delete an Expense Report

 <b>Create/Modify</b> Create or Modify and Expense Report	 <b>Print Report</b> Request a process to create a printed copy of an expense report.	 <b>View</b> View an Expense Report
 <b>Delete</b> Delete an Expense Report		

### Expense Report

Find an Existing Value | Add a New Value

Empl ID [REDACTED] 🔍

Add 

Find an Existing Value | Add a New Value

This will bring you to the Create Expense Report page.

### Create Expense Report

 Save for Later |  Home |  Summary and Submit

[REDACTED] ?

\*Business Purpose

\*Report Description

Reference

Destination

 Attachments

Quick Start  GO

Department 4070100 Business Office

[DL/Ins Certification Form](#)  
[Travel Automobile Authorization Form](#)

### Expenses ?

Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

Select a Travel Authorization from the Quick Start drop down and select go.

Oracle  
Create Expense Report  
Save for Later | Summary and Submit  
Quick Start | A Travel Authorization | GO  
\*Business Purpose  
\*Report Description  
Reference  
Destination  
Attachments  
Expenses  
Totals (0 Lines) 0.00 USD  
\*Date \*Expense Type Description \*Payment Type \*Amount \*Currency  
Expand All | Collapse All  
Totals (0 Lines) 0.00 USD

Please note you may have to change the From Date in order to select the correct Travel Authorization if your authorization is more than 60 days old. Choose Select to import your travel authorization information. This will automatically fill the expense report. You can tweak the prices if necessary.

Oracle  
Create Expense Report  
Save for Later | Summary and Submit  
Quick Start | A Travel Authorization | GO  
\*Business Purpose  
\*Report Description  
Reference  
Destination  
Attachments  
Expenses  
Totals (0 Lines) 0.00 USD  
\*Date \*Expense Type Description \*Payment Type \*Amount \*Currency  
Expand All | Collapse All  
Totals (0 Lines) 0.00 USD  
Copy from Approved Travel Authorization  
From Date 09/02/2014 To 04/02/2015 Search  
Travel Auth Description Authorization ID Date From Date To Amount Currency  
Select IACEA 2015 Conference 0000001458 03/04/2015 03/06/2015 622.68 USD  
Select Northern Region ADED Conf 0000000736 11/21/2014 11/21/2014 95.00 USD  
Return

Please add the appropriate attachments. Once this is completed, select "Summary and Submit" from the top right hand corner of the page.

### Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Actions: [...Choose an Action](#) [GO](#)

\*Business Purpose: Conference

Destination: BLOOMINGDALE, IL

\*Report Description: Northern Region ADED Conf

Authorization ID: 0000000736

Reference:

[Attachments](#)

#### Expenses

Totals (0 Lines) 95.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/21/2014	Registration	Registration Fee	Prepaid - Travel	95.00	USD
*Billing Type: Internal		<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt		Reimbursement Amt: 95.00	USD

[Accounting Details](#)

[Expand All](#) | [Collapse All](#)

Totals (0 Lines) 95.00 USD

Review your information and click the checkbox and then select Submit

### Create Expense Report

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

Actions: [...Choose an Action](#) [GO](#)

\*Business Purpose: Conference

\*Description: Northern Region ADED Conf

Reference:

#### Totals

[View Printable Version](#)

[View Analytics](#)

[Notes](#)

[Attachments](#)

Employee Expenses (0 Line)	95.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	95.00 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.

[Submit Expense Report](#)