Expense Report Instructions

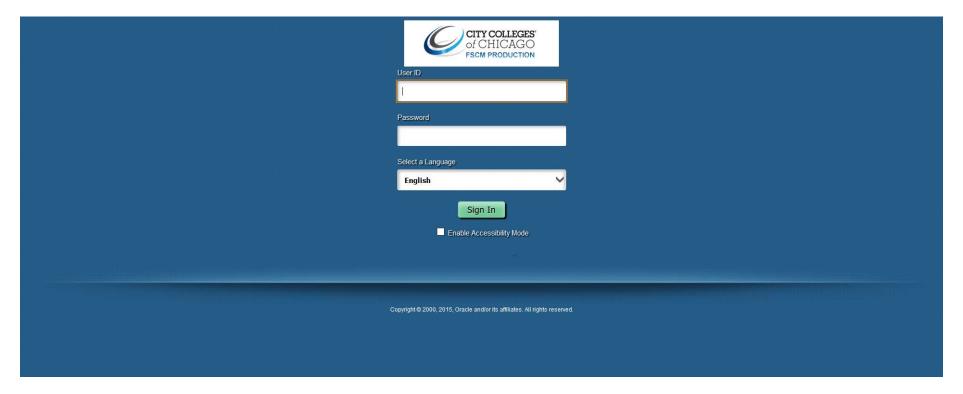
(Reimbursements)

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.

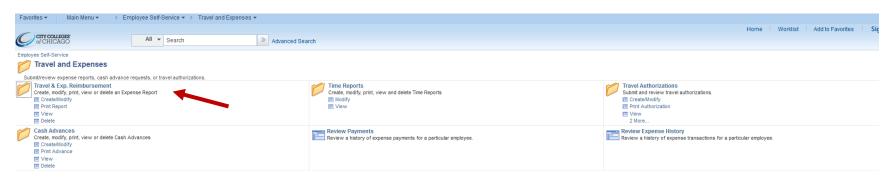
Log into PeopleSoft Finance:



Click on Travel and Expenses

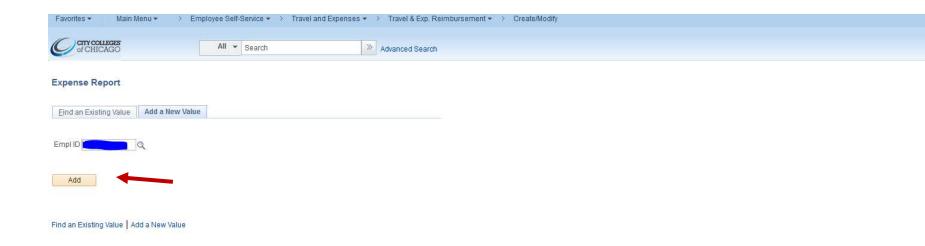


Next select Travel and Expense reimbursement

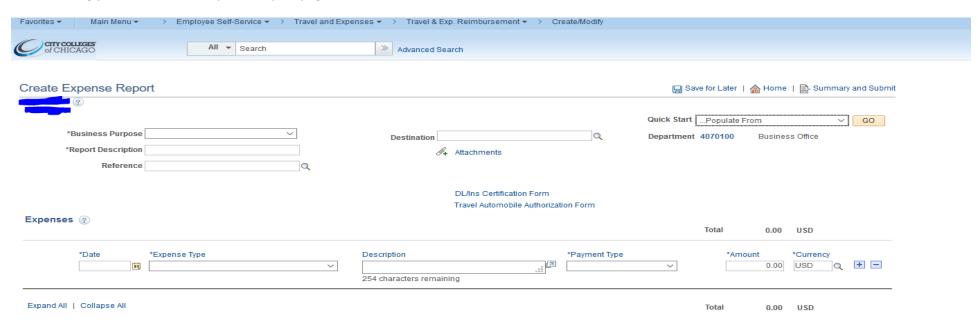


Next Create Modify and then Add a New Value

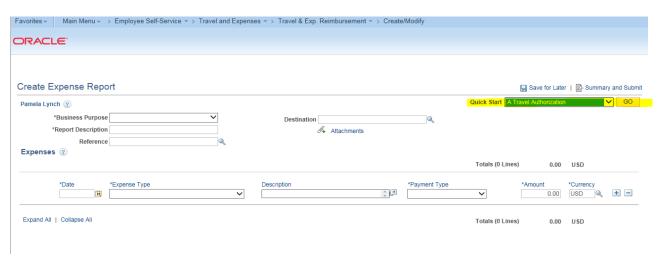




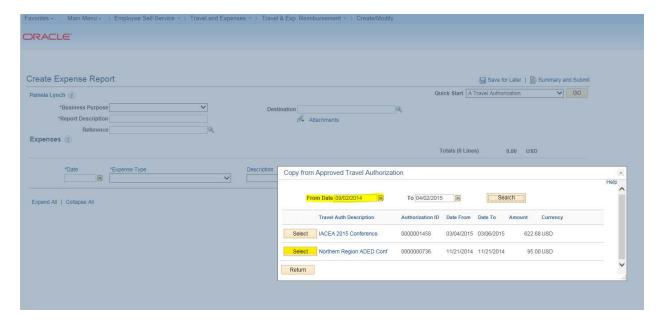
This will bring you to the Create Expense Report page.



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



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.



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



Review your information and click the checkbox and then select Submit

