

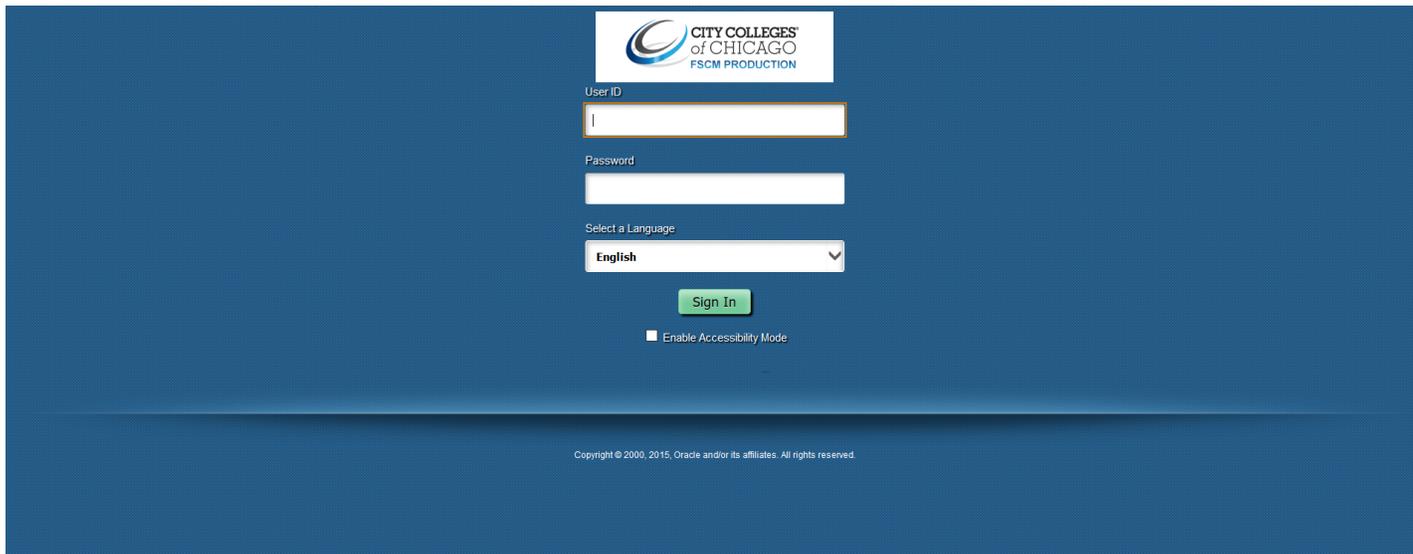
Expense Report / Reimbursement Instructions & Form

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

Click “Get Started Online” at the bottom. (*Must use 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:



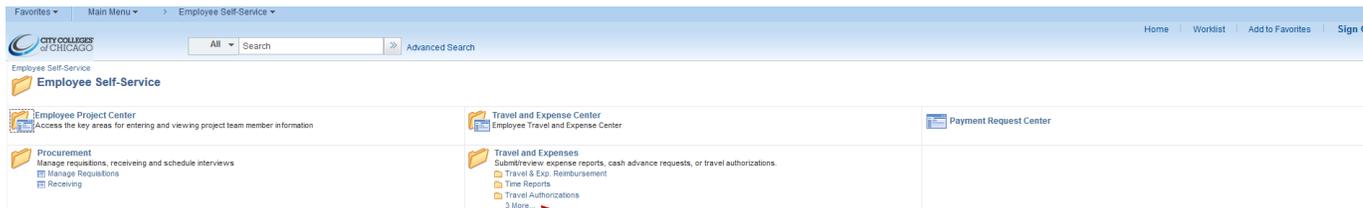
The image shows the login page for the City Colleges of Chicago FSCM PRODUCTION system. The page has a dark blue background. At the top center is the logo for City Colleges of Chicago, FSCM PRODUCTION. Below the logo are the following fields and elements:

- User ID: A text input field with a cursor.
- Password: A text input field.
- Select a Language: A dropdown menu with "English" selected.
- Sign In: A green button.
- Enable Accessibility Mode: A checkbox.

At the bottom of the page, there is a copyright notice: "Copyright © 2000, 2015, Oracle and/or its affiliates. All rights reserved."

FOLLOW THESE STEPS:

Click on Travel and Expenses



The image shows the Employee Self-Service menu in PeopleSoft Finance. The menu is displayed in a grid format. The top navigation bar includes "Favorites", "Main Menu", and "Employee Self-Service". The search bar is set to "All". The menu items are:

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

A red arrow points to the "Travel and Expenses" sub-menu item.

Next select Travel and Expense reimbursement

This screenshot shows the 'Travel and Expenses' menu in the Employee Self-Service system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses. The menu items are:

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

A red arrow points to the 'Create, modify, print, view or delete an Expense Report' link under the 'Travel & Exp. Reimbursement' section.

Next Create Modify and then Add a New Value

This screenshot shows the 'Travel & Exp. Reimbursement' page. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Travel & Exp. Reimbursement. The page content includes:

- Create/Modify**: Create, modify, print, view or delete an Expense Report. Sub-menu: Create or Modify and Expense Report.
- Print Report**: Request a process to create a printed copy of an expense report.
- Delete**: Delete an Expense Report.
- View**: View an Expense Report.

A red arrow points to the 'Create or Modify and Expense Report' link under the 'Create/Modify' section.

This screenshot shows the 'Expense Report' page. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Travel & Exp. Reimbursement > Create/Modify. The page content includes:

- Expense Report**: Find an Existing Value | Add a New Value.
- Empl ID**: [Redacted] Q.
- Add** button.
- Find an Existing Value | Add a New Value**: A red arrow points to the 'Add a New Value' link.

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

Destination

*Report Description

Authorization ID

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 <input type="text" value="Internal"/>		<input type="checkbox"/> Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>	<input type="text" value="95.00"/>
		<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt	95.00	USD
		<input type="checkbox"/> No Receipt			

[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

*Description

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](#)

Use this link to Fill out the Part-Time Adjunct Faculty - CCLOC Professional Development Form

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ccc.edu/wp-content/uploads/departments_Documents_IEANEA_PT_FACULTY_FORM.pdf



Part-Time Adjunct Faculty - CCLOC IEA-NEA Professional Development Form		
<p>> Instructions:</p> <ul style="list-style-type: none"> Complete this form and obtain all required signatures. Attach this document in a PDF file format to your online Travel Authorization (TA) request that must include a copy of conference, seminar, training, and course schedule with the to and from dates, agenda and cost. Please include any supporting documentation that is related and beneficial to your request. All professional development reimbursement expense request must be submitted within 15 days from the last day of travel and/or purchase. All tuition reimbursement expense request must be submitted no later than 30 days after the last day of class that includes a grade report(s) and proof of payment(s). Please do not register for a conference or class/course or make purchase until your request have been completely approved because you will be ineligible for expense reimbursement. 		
<p>> Qualifications:</p> <ul style="list-style-type: none"> Eligible after 2-two years in the bargaining union with 2-two regularly scheduled classes per academic year. Must have the advance approval from the Department Chair before seeking the approval of the College's Dean of Curriculum & Development and College President. Reimbursement Expense Request's for tuition and professional development combined cannot exceed the \$1,500 per fiscal year limit. 		
<p><small>EACH FISCAL YEAR ENDS ON JUNE 30th. PLEASE BE MINDFUL ALL EMPLOYEE REIMBURSEMENT REQUESTS MUST BE SUBMITTED NO LATER THAN 30 DAYS AFTER THE LAST DAY OF CLASS AND 15 DAYS AFTER LAST DAY OF PURCHASE OR IT WILL BE DENIED AND INELIGIBLE FOR NEXT FISCAL YEAR BUDGET.</small></p>		
Applicant:	Title:	College: Blank ▼
Date(s) of absence (if applicable)	Begin:	Return:
Person in charge during your absence (if applicable):		
Title of Conference/Class(es):		
Date(s) of conference/class(es):	Begin:	End:
<p><small>Specify how the conference/class relates to your current job and probable future job is beneficial to City Colleges of Chicago:</small></p>		
<p><small>Please attach your documentation estimated cost to your online Travel & Authorization: Conference agenda, conference cost, tuition/registration cost, memberships, and other relevant documentation to substantiate your expense request.</small></p>		
Course/Conference Title	Course/Conference Dates	Tuition/Conference Cost
Total Tuition/Conference Expenses		\$ 0.00
<p><small>Business Services Office: Must complete this section before attaching this document as support and submitting it through the online Travel and Expense approval workflow.</small></p>		
<p><small>If yes, please indicate the total amount already reimbursed this current fiscal year in the fields indicated below:</small></p>		
BSSD, Initial's:	and Date	* Part-Time Adjunct Faculty Employees - \$1,500 minus total amount already reimbursed \$
<p><small>Indicate Funding Source Charfield for Professional Development and/or Tuition Reimbursement:</small></p>		
Signatures Required:		Date
Applicant:		
Print Name:	Signature:	
<p><small>Special Note: Release of Reimbursement funds is contingent upon the receipt of all required attachments and online reviewers and management approvals. If your request is missing required information and/or support documentation, it will be returned to the Applicant via email through the Travel & Expense Module online email notification process.</small></p>		
Required Approvals:		Date
Department Chair:		
Print Name:	Signature:	
College Dean of Curriculum & Development:		
Print Name:	Signature:	
President:		
Print Name:	Signature:	