

## Creating a TA report – job aid

From CCC.edu, access the “Faculty & Staff” menu at the top and select “Travel and Expense Reimbursement.” Then click “Get Started Online” from the reimbursement page.

The screenshot shows the City Colleges of Chicago website. At the top, the navigation bar includes "Student Tools", "Faculty & Staff", "Directories", "I Want To...", and "Colleges". The "Faculty & Staff" menu is open, displaying a list of links. "Travel and Expense Reimbursement" is highlighted in yellow. Below the menu, the page title is "Apply for Travel and Expense Reimbursement". The main content area welcomes users to the application and provides instructions on how to use it. A "Get Started Online" button is visible at the bottom left. On the right side, there is a sidebar with links for "Apply Now", "CareerFinder", "ProgramFinder", "View Class Schedules", and "Submit a Compliment or Complaint".

**Faculty & Staff Menu:**

- Academic Calendar
- Academic Catalog
- Assessment
- Asfra Schedule
- AAV Request
- Blackboard
- CCC Alert
- CCCWorks
- Curriculum Development
- Email
- Employment at City Colleges
- Event Calendar
- Employee Portal
- Faculty Forms
- GradesFirst
- HR Self Service
- Human Resources
- Inspector General
- Intranet
- Library System
- my.ccc.edu
- OneDrive Policies
- Print Job Request
- Special Assignment Request
- Supportive Intervention Team
- Taleo Recruiting
- Tenure Documents
- Travel and Expense Reimbursement**
- Union Contracts
- Workforce Connects

**Travel and Expense Reimbursement Page:**

Welcome to the City Colleges of Chicago's Travel and Expense Application, which replaces the manual paper-based system. NOTE: This application is ONLY available on-campus or through VPN.

The City of Chicago Travel Policy has been changed as of December 1, 2016 but went in effect as of January 2, 2017. You will still be required to complete the annual attestation that verifies your acceptance of the City of Chicago Travel and Expense policy.

City Colleges of Chicago has a new Travel Agency Corporate Travel Planners (CTP). To register and access their online Travel Booking system called Concur Solutions please click the following hyperlink below.

[https://www.concursolutions.com/registration/register\\_form.asp?regcode=243900CCC](https://www.concursolutions.com/registration/register_form.asp?regcode=243900CCC)

When you register you will receive an email with instructions on setting up a password.

If you have already registered on the CTP Concur Travel System please click this link  
<https://www.concursolutions.com>

Please be mindful this online travel booking system can be used to obtain quotes. Please do not save quotes especially Southwest Airlines because it will automatic charge CCC and/or you. If you save without an approved Travel Authorization (TA) you will be held liable for that expense.

Please note that the Travel and Expense application is currently only available within City College's network or using VPN.

**Get Started Online**

**Contact Information:**

Finance  
Fax: (312) 553-2785  
Contact Us  
226 West Jackson Blvd.  
11th Floor  
Chicago, IL 60606  
Get Directions

**Other Resources:**

CTP Completing Your Concur Profile-Job Aid

**Learn More:**

Travel and Expense Overview (PPT)  
Interactive Tutorial  
Interactive Tutorial, Tutorial and

## Login using user info

The screenshot shows the login page for the City Colleges of Chicago. The page has a blue background with the City Colleges of Chicago logo and "FSCM PRODUCTION" text at the top. Below the logo, there are fields for "User ID" and "Password". The "User ID" field contains the text "cbouldin". The "Password" field is masked with dots. Below the password field, there is a "Select a Language" dropdown menu with "English" selected. At the bottom, there is a green "Sign In" button and a checkbox labeled "Enable Screen Reader Mode".

**City Colleges of Chicago FSCM PRODUCTION**

**User ID**

cbouldin

**Password**

.....|

**Select a Language**

English

**Sign In**

☐ Enable Screen Reader Mode

## Under Employee Self-Service, Travel and Expenses, select “Travel Authorizations”

City Colleges of Chicago Employee Self-Service interface. The breadcrumb trail shows: Favorites > Main Menu > Employee Self-Service. The page title is "Employee Self-Service". The main content area shows a grid of links:

<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 <b>Travel Authorizations</b> (highlighted) 10 More...	

## Select “Create/Modify”

City Colleges of Chicago Employee Self-Service interface. The breadcrumb trail shows: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations. The page title is "Travel Authorizations". The main content area shows a grid of links:

<b>Create/Modify</b> (highlighted) Create or modify Travel Authorizations	<b>Print</b> Print Travel Authorizations	<b>Print Authorization</b> Create a travel authorization report.
<b>View</b> View Travel Authorizations.	<b>Delete</b> Delete Travel Authorizations	<b>Cancel</b> Cancel Travel Authorizations

Please note this panel is always defaulted to the “Add a New Value” tab, your Employee ID is auto populated. To create TA please click the “Add” button

City Colleges of Chicago Employee Self-Service interface. The breadcrumb trail shows: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify. The page title is "Travel Authorization". The main content area shows a form with the following elements:

- Find an Existing Value | **Add a New Value** (highlighted)
- Empl ID: 00000 (highlighted) [X] [Q]
- Add** (highlighted)
- Find an Existing Value | Add a New Value

Begin creating a TA request; please note it is recommended to click “Save for Later” periodically as information being added

**Create Travel Authorization**

City of Chicago

Navigation: Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Travel Authorizations, Create/Modify

Search: All, Search, Advanced Search

Home, Worklist, New Window

Buttons: Save for Later, Summary and Submit

Emp ID: 0000, Department: 0010102, Business Services: A/P

Business Purpose: Conference

Description: GFOA Conference Registration

Destination: Chicago

Date From: 09/19/2019, Date To: 09/19/2019

Comments: I was just informed by manager

Attachments: CLARS Certification Form, Travel Automobile Authorization Form

Projected Expenses: 35.00 USD

Accounting Details:

Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bus Ref	PC Bus Unit	Project
35.00	000000	551120		000000	0010102	000000				

Totals (1 Line): 35.00 USD

The request is now saved and has a pending status; pending status means the TA request is always with the employee/requestor.

**Modify Travel Authorization**

City of Chicago

Navigation: Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Travel Authorizations, Create/Modify

Search: All, Search, Advanced Search

Home, Worklist, New Window

Buttons: Save for Later, Summary and Submit

Emp ID: 0000, Department: 0010102, Business Services: A/P

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Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bus Ref	PC Bus Unit	Project
35.00	000000	551120		000000	0010102	000000				

Totals (1 Line): 35.00 USD

Please click the attachments blue hyperlink and “Add attachments”. It is recommended that all attachments be in a PDF format, legible and in order by date

**Modify Travel Authorization**

City of Chicago

Navigation: Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Travel Authorizations, Create/Modify

Search: All, Search, Advanced Search

Home, Worklist, New Window

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Totals (1 Line): 35.00 USD

**Travel Auth Attachments**

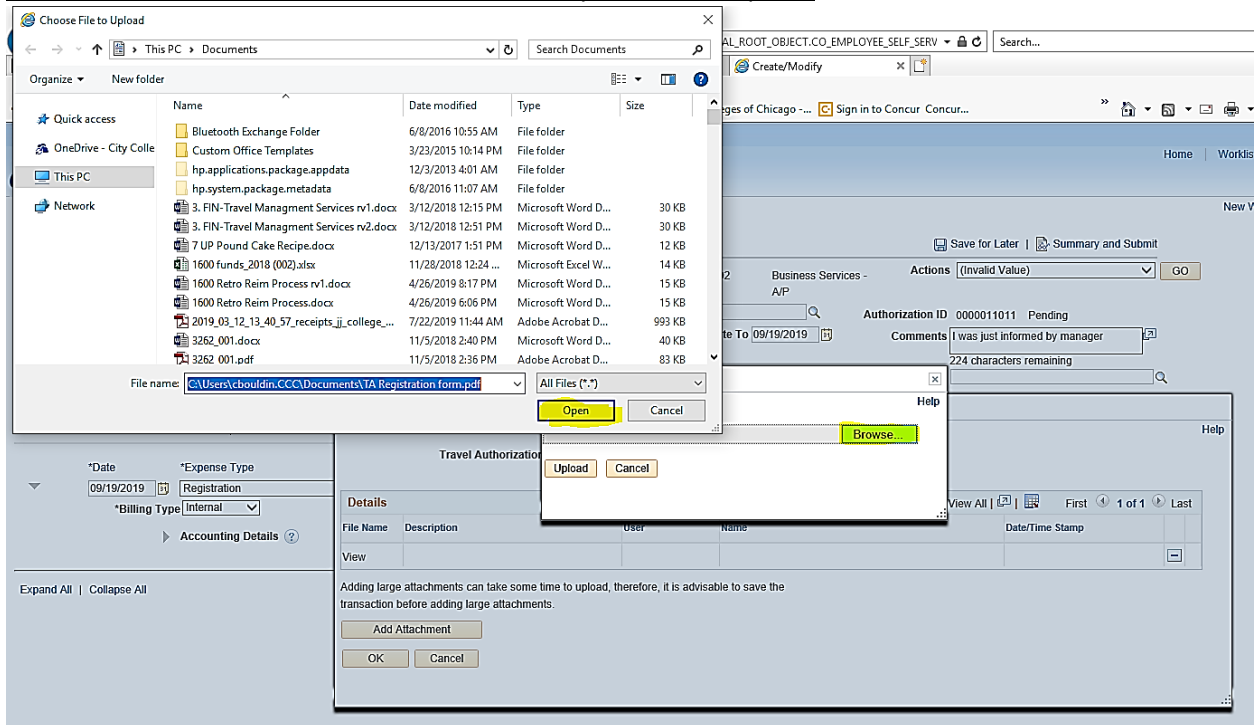
Travel Authorization ID: 0000011011

File Name	Description	User	Name	Date/Time Stamp
None				

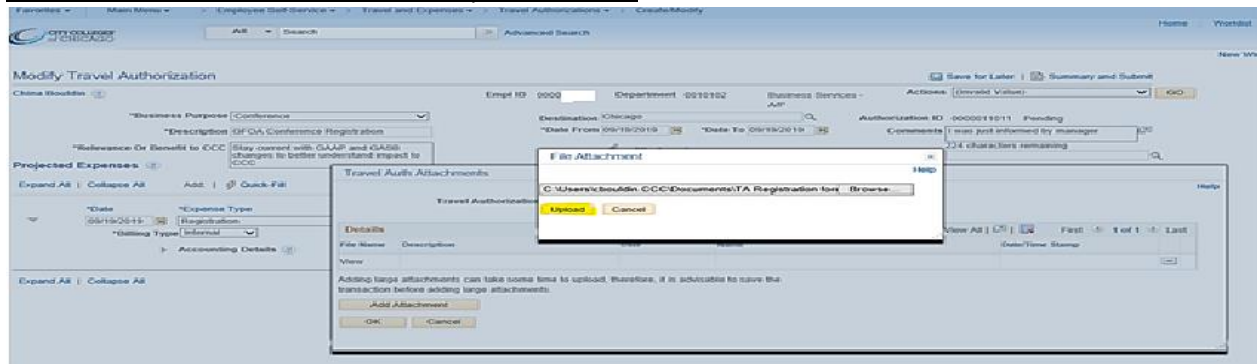
Add Attachment

OK, Cancel

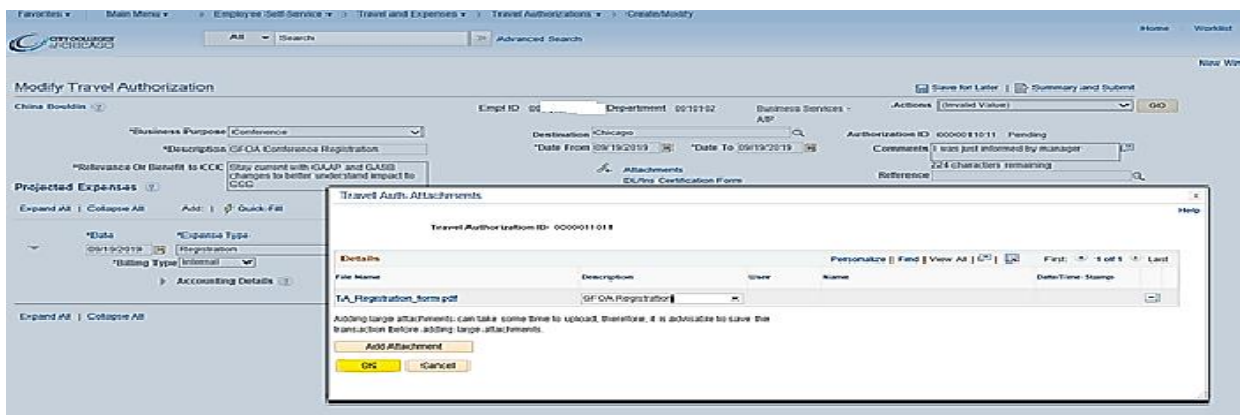
Click the “Browse” button and select document you’d like to upload



Once document is selected click the “Upload” button



Next click the “OK” button to attach document to the TA



The window will close and the number attachments will be noted in the TA. Next click the “Summary and Submit” in order to initiate the TA submission.

**Modify Travel Authorization**

China Bouldin | Emp ID 00 | Department 0010102 | Business Services - AVP | Act5044 (Build Value) | **Summary and Submit**

\*Business Purpose: Conference | \*Description: GFOA Conference Registration | Destination: Chicago | \*Date From: 09/19/2019 | \*Date To: 09/19/2019 | Authorization ID: 0000011011 Pending | Comments: I was just informed by manager | 234 characters remaining | Reference: | Attachments (1)

**Projected Expenses**

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
09/19/2019	Registration	Webinar Training Registration	Prepaid - Travel	35.00	USD

Totals (\$ Line) 35.00 USD

Review the TA request to confirm everything is accurate as possible before clicking the certified check box below.

**Modify Travel Authorization**

China Bouldin | Actions: Choose an Action | GO

\*Business Purpose: Conference | \*Description: GFOA Conference Registration | Destination: Chicago | \*Date From: 09/19/2019 | \*Date To: 09/19/2019 | Authorization ID: 0000011011 Pending | Reference: | Attachments (1)

**Totals** | View Printable Version | Notes

Projected Expenses (1 Line)	35.00 USD	Denied Expenses	0.00 USD
<b>Total Authorized Amount</b>		<b>35.00 USD</b>	

☐ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

**Submit Travel Authorization**

After clicking the check box the “Submit Travel Authorization” button will become available

**Modify Travel Authorization**

China Bouldin | Actions: Choose an Action | GO

\*Business Purpose: Conference | \*Description: GFOA Conference Registration | Destination: Chicago | \*Date From: 09/19/2019 | \*Date To: 09/19/2019 | Authorization ID: 0000011011 Pending | Reference: | Attachments (1)

**Totals** | View Printable Version | Notes

Projected Expenses (1 Line)	35.00 USD	Denied Expenses	0.00 USD
<b>Total Authorized Amount</b>		<b>35.00 USD</b>	

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

**Submit Travel Authorization**

Click the “Submit Travel Authorization” button to submit the request and another window will pop up for a final confirmation; click the “OK” button to submit TA

The screenshot shows the 'Modify Travel Authorization' page for China Bouldin. The business purpose is 'Conference' and the description is 'GFOA Conference Registration'. The projected expenses are 35.00 USD. A modal window titled 'Travel Auth Submit Confirm' is open, displaying the same information and a 'Total Authorized Amount' of 35.00 USD. The modal has 'OK' and 'Cancel' buttons.

After the final confirmation a new window will appear informing the TA request has been submitted for approval. Please click the “Refresh Approval Status” button

The screenshot shows the 'Travel Authorization' page for China Bouldin. A message states: 'Your travel authorization 0000011011 has been submitted for approval.' The authorization ID is 0000011011, and the status is 'Submission in Process'. The 'Refresh Approval Status' button is highlighted in yellow.

The window will refresh to reconfirm the TA submission that includes the approval workflow


The screenshot shows the 'Travel Authorization' page for China Bouldin. The authorization ID is 0000011011, and the status is 'Submitted for Approval'. The 'Refresh Approval Status' button is highlighted in yellow. Below the main form, there is an 'Approval History' section showing the workflow steps: Submitted (China Bouldin), Reviewer (Daryl Okrzesik), Supervisor / Manager (Daryl Okrzesik), Exec Director / Bus Manager (Kai Love Davis), and AP Auditor (Pooled).

Action	Role	Name	Date/Time
Submitted	Employee	China Bouldin	09/16/2019 2:16:01PM



To review progress of a request at any time please follow the navigation below then click search or type in the TA number

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Travel Authorizations](#) > [View](#)


  [Advanced Search](#) [Last Search Results](#)

## Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by:  begins with

[Search](#) [Advanced Search](#)


## Search Results

Only the first 300 results can be displayed.

<a href="#">View All</a>	First 1-100 of 300 Last				
Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000011011	GFOA Conference Registration	Bouldin, China D	000003707	Approved	09/16/2019

TA is now approved that list the approvers, dates and times; Please note employee should receive an email informing their request has been approved

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Travel Authorizations](#) > [View](#)


  [Advanced Search](#) [Last Search Results](#)

## Travel Authorization

[Travel Authorization Details](#)

**China Bouldin** Actions  [GO](#)

**Business Purpose** Conference **Default Location** Chicago **Authorization ID** 0000011011 **Approved**

**Description** GFOA Conference Registration **Date From** 09/19/2019 **Date To** 09/19/2019 **Created** 09/18/2019 **China Bouldin**

**Reference** **Last Updated** 09/16/2019 **Jacquelyn Jones**

**Totals** [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

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**Projected Expenses (1 Line)** 35.00 USD **Denied Expenses** 0.00 USD



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**Total Authorized Amount** 35.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#) **Submitted On** 09/16/2019 **Submitted By** China Bouldin

## Approval History

<div>     </div>			
Action	Role	Name	Date/Time
Submitted	Employee	China Bouldin	09/18/2019 2:18:01PM
Reviewed	Reviewer	Daryl Okrzesik	09/18/2019 2:31:35PM
Auto Approved	Supervisor / Manager	Daryl Okrzesik	09/18/2019 2:31:35PM
Approved	President / Vice Chancellor	Kai Love Davis	09/18/2019 2:32:22PM
Approved	AP Auditor	Jacquelyn Jones	09/18/2019 2:34:38PM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)