PA STATE SYSTEM OF HIGHER EDUCATION
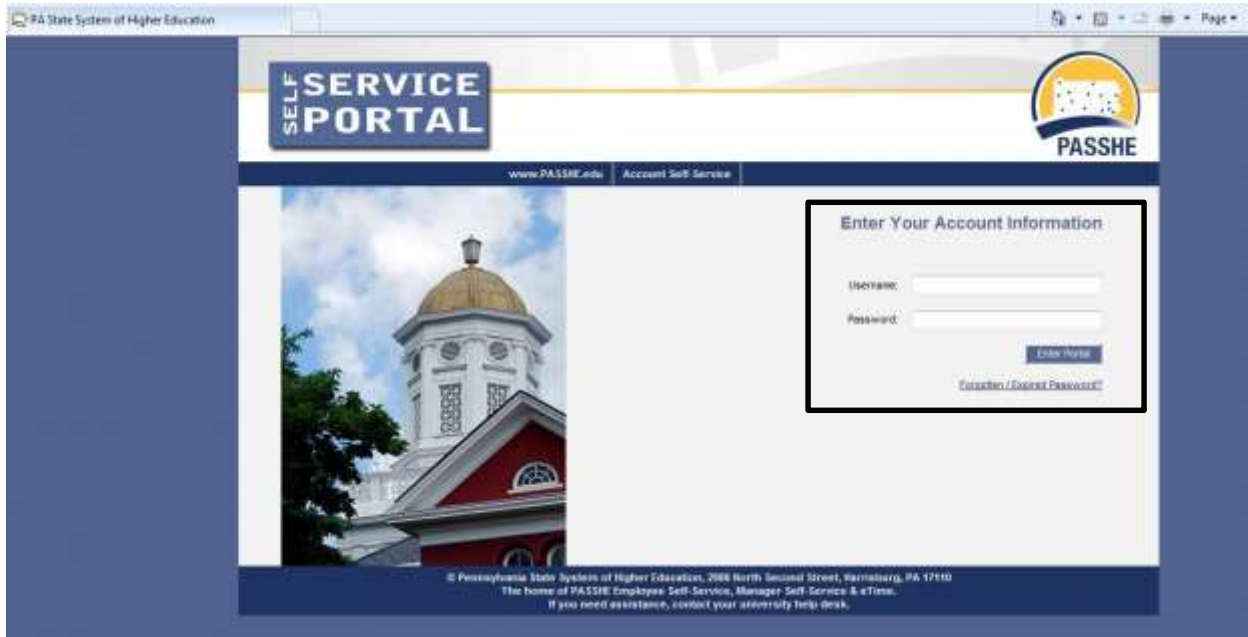## Shared Administrative System
TM – Travel Management
Approve Trip

All trips (Travel Requests and Expense Reports) will be approved via the portal.

Log into the portal…

PA STATE SYSTEM OF HIGHER EDUCATION
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Approve Trip

From the MSS tab, click on either of the 2 provided Travel Management links.

Home	Employee Self-Service	Manager Self-Service	eTime	Business Intelligence

Overview | My Staff | Employee Time Approval | Travel Management | Help Documents

Overview

Welcome Danielle to Manager Self-Service!

Areas of Manager Self-Service

My Staff

The **My Staff** area of Manager Self-Service provides managers with an overview of their employee's basic information such as attendance, important dates, and organizational information.

Employee Time Approval

Managers can use the **Employee Time Approval** area of Manager Self-Service (MSS) to view approved leave requests that have been submitted by members of their staff. This area also provides reporting tools to managers regarding employee leave.

Travel Management

In the **Travel Management** area of the Manager Self Service tab, managers can approve Travel Requests and/or Travel Expense Reports, view any trip information or attachments, and email the traveler if more information is needed.

Next, click on Approve Trip Items

All trips that are awaiting your approval will be listed in the Business Workplace Inbox.

Note that cost center managers will need to approve their own trips.

Home	Employee Self-Service	Manager Self-Service	Materials Management	SAP GUI	Business Intelligence

Overview | My Staff | Employee Time Approval | **Travel Management** | Help Documents

Approve Trip Items

Detailed Navigation

- Travel Management Overview

Related Links

- 24 Hour Clock Conversion Chart
- Google Maps
- US Census Bureau County Look Up
- Frequently Used Trip Regions
- Travel Reimbursement Rates

Business Workplace Inbox for: Newman, Debra

This page provides a list of all travel items in your business inbox that require your attention. Start by clicking the b
basics details of the item. From that window you may then either approve or reject the travel request or expense re

Items Awaiting Your Approval

Refresh Inbox

	Creation Date	Item Description
	01/15/2015	Approve Travel Expense for Peters , Danielle Marie - Supervisor and Org Unit Chief.

Click on the line you wish to act upon, and additional details for that trip will be shown.

If you would like to see the Request/Expense Report in even greater detail, click on the Display Form button.

You can display any Attachments that the traveler added to the trip by clicking on   View Attachments   .

If you need to email the traveler for any reason, click on `Email Traveller` and the following pop-up box will appear allowing you to create and send a message.

Send Message to Traveler

To: Message will be sent to: DPETERS@BLOOMU.EDU

Cc:

*** To enter multiple recipients, add comma "," between mail ids

☐ Send a copy of this message to me

B	*I*	H1	H2	H3				

[Send Message] [Cancel]

Next, you can either Approve or Reject the trip by clicking on the appropriate button.

Items Awaiting Your Approval

Refresh Inbox

	Creation Date	Item Description
	01/15/2015	Approve Travel Expense for Peters , Danielle Marie - Supervisor and Org Unit Chief.

Item Details

Employee Name:	Peters, Danielle
Employee No:	
Trip Number:	1000000210
Trip Start:	01/16/2015 08:00:00
Trip End:	01/16/2015 15:00:00
Reason:	Planning Meeting
Location:	Lehigh Univeristy
Destination:	Allentown, PA
Estimated Cost:	$0.00
Total Cost:	$182.13
Advance:	$0.00
Approver of WF Steps:	Supervisor and Org Unit Chief.
To Process Request:	https://portal.passhe.edu/travel_inbox.jsp

Display Form   Email Traveler   Approve   Reject

Note: If you need to approve the trip for multiple steps in workflow, you only need to take action once. In this example, M. Delaney is approving the trip as the Supervisor, Org Unit Chief, and Account Manager.

Items Awaiting Your Approval

Refresh Inbox	
Creation Date	Item Description
01/15/2015	Approve Travel Expense for Peters , Danielle Marie - Supervisor and Org Unit Chief.

Item Details

Employee Name:	Peters, Danielle
Employee No:	▮▮▮▮▮
Trip Number:	1000000210
Trip Start:	01/16/2015 08:00:00
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Destination:	Allentown, PA
Estimated Cost:	$0.00
Total Cost:	$182.13
Advance:	$0.00
Approver of WF Steps:	Supervisor and Org Unit Chief.
To Process Request:	https://portal.passhe.edu/travel_inbox.jsp

Display Form	Email Traveler	Approve	Reject

Once you Approve or Reject the workflow item, it will disappear from your inbox.

Business Workplace Inbox for: Newman, Debra

✅ Trip number 1000000210 has been successfully approved!

This page provides a list of all travel items in your business inbox that require your attention. Sta basics details of the item. From that window you may then either approve or reject the travel requ

Items Awaiting Your Approval

Refresh Inbox	
Creation Date	Item Description
ℹ️ There are currently no items awaiting your approval.	

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Approve Trip

The Approval Log on the form is dynamically updated as the trip moves through workflow. This allows the traveler, travel assistant, and accounts payable office to know exactly where the trip is within the approval process at any given time.

Approval Log

Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Supervisor	Delaney , Matthew	Delaney , Matthew	Apr 9, 2014	2:32:02 PM	A

Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Org Unit Chief	Delaney , Matthew	Delaney , Matthew	Apr 9, 2014	2:32:02 PM	A
Account Manager 01	Delaney , Matthew	Delaney , Matthew	Apr 9, 2014	2:32:02 PM	A
Grant Manager	Johnson , Craig		Apr 9, 2014	2:09:52 PM	W
Out-of-State Manager	Silberman , Gerald		Apr 9, 2014	2:09:52 PM	W
A/P Approval	Vink , Mary		Apr 9, 2014	2:09:52 PM	W

You may access a listing of all reports approved by you by selection the "View Travel Requests and Expense Reports Approved by Me" in the travel management screen.

Available Applications

Approve Trip Items

In this section, managers can access their Inbox in order to approve travel Requests and/or Expense Reports and to view the traveler's supporting documentation.

View Travel Requests and Expense Reports Approved By Me

This page will show you a detailed listing of all travel requests and expense reports that you as the approver have either approved, rejected, or approved for cancellation.

You can search by date, status or employee (date is required)

Travel Requests / Expense Reports Approved By Me

*Date from:		*To:	
Search for:			
For Employee:			

Search Travel Request   Search Expense Report

And receive a list of all applicable trips. This will also allow you to view in detail individual trips.

Trip Request

	Personnel No.	Employee Name	Trip Number	WF Level Desc	Date	Time	WF Status
	██████	DaniellePeters	1000000202	Supervisor	11/14/2014	09:17:01	Approved
		DaniellePeters	1000000202	Org Unit Chief	11/14/2014	09:17:02	Approved
		DaniellePeters	1000000207	Supervisor	01/08/2015	14:09:11	Approved
		DaniellePeters	1000000207	Org Unit Chief	01/08/2015	14:09:12	Approved
		DaniellePeters	1000000198	Supervisor	11/06/2014	15:11:52	Approved
		DaniellePeters	1000000198	Org Unit Chief	11/06/2014	15:11:53	Approved
		DaniellePeters	1000000203	Supervisor	01/09/2015	14:52:27	Approved
		DaniellePeters	1000000203	Org Unit Chief	01/09/2015	14:52:27	Approved