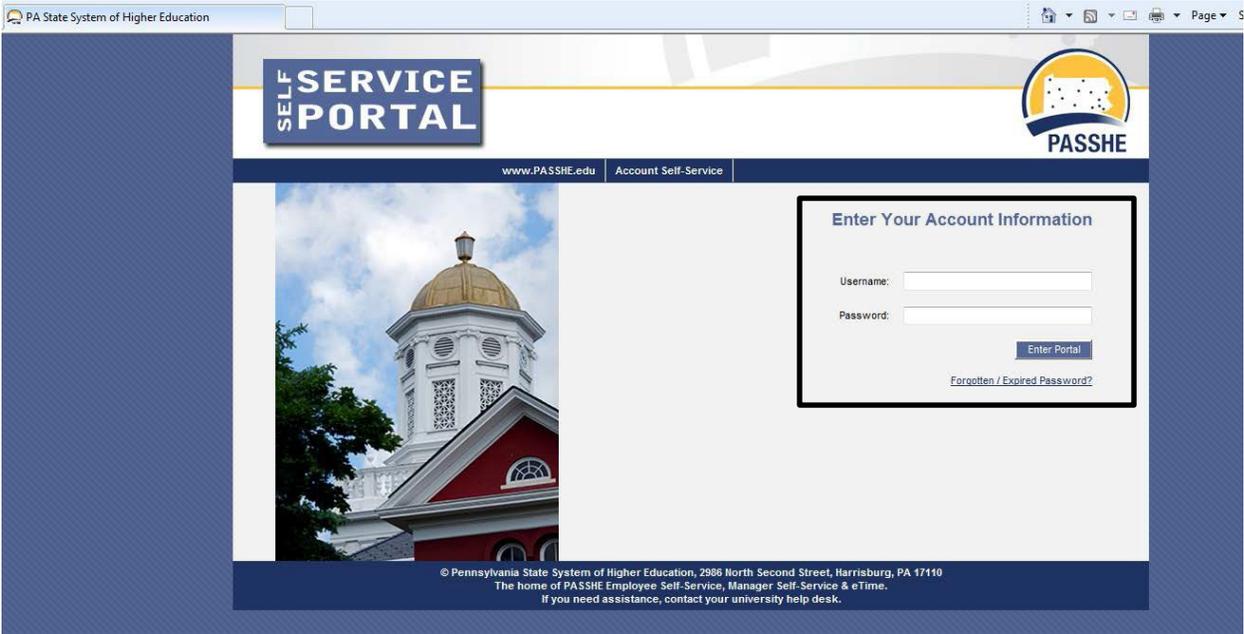


PA STATE SYSTEM OF HIGHER EDUCATION
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Create Travel Expense Report against a Request

All Travel Expense Reports will be entered by either the Traveler or Travel Assistant via the portal.

Log into the portal...



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

SELF SERVICE PORTAL Pennsylvania State System of Higher Education
Welcome Nicole Richards

Home | **Employee Self-Service** | Manager Self-Service | SAS Internal Tools

Overview | Personal Information | Benefits | Leave & Time | Payroll | **Travel Management** | My First Days | Help Documents

Overview

Welcome Nicole to Employee Self-Service!

Areas of Employee Self-Service

Personal Information
Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.

Benefits
Display your benefits participation information and access the online benefits enrollment system.

Leave & Time
Within this section of Employee Self-Service you may view your leave balances and a complete record of all absences you have submitted to date. If you have an Employee Leave Request system, you may access it here as well.

Payroll
Access online copies of your printed pay statements, manage your W-4 withholding, view/change your W-2 election, and view your online W-2 form, if you have one.

Travel Management
This area of ESS provides employees with functions to create and manage travel requests and expense reports.

My First Days
For New Employees Only -- The My First Days application of ESS will allow new employees to the Pennsylvania State System of Higher Education to perform their HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completing your direct deposit information, and completing your direct deposit information. New employees should run this application within 30 days of your date of hire.

Help Documents
Here you will find all supporting Employee Self-Service (ESS) help documentation about every feature and tool of the ESS system. This document repository is intended to help you if you have a question about an ESS application's use.

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Click on one of the “Available Applications” to get started.

We’ll start from the “My Trips and Expenses” overview screen.

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Welcome Nicole Richards

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Overview | Personal Information | Benefits | Leave & Time | Payroll | **Travel Management** | My First Days | Help Documents

Travel Management Overview

Employee Self-Service >> Travel Management

This page will provide you with information about each available Employee Self-Service (ESS) application for you to access in this sub-section of ESS. To access an application, simply click on overview page will be shown to the left of the ESS application that you can use to return to this page.

Available Applications

My Trips and Expenses

This page serves as the central management point for all your trips and expense reports. Here you can view, change, copy, or create new travel requests and/or expense reports.

[Create Travel Request](#)

You can use this quick link to create a travel request to be approved by your supervisor.

[Create Expense Report](#)

You can use this quick link to create an expense report for a trip without a previously submitted travel request.

[Unlock Employee Record](#)

Use this tool if you receive a message stating your employee record has been locked.

[My Employees](#)

Travel assistants can use this page to create travel requests and expense reports for other employees in their department.

**The “My Employees” link will only be available if the employee is a Travel Assistant.*

Allow page to refresh.

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Create Travel Expense Report against a Request

This screen provides you with an overview of trips previously entered and allows you to create a new Travel Request or Expense Report, change existing Travel Requests or Expense Reports, and create a Travel Expense Report against a Request.

Under Recommended Actions, the system will prompt you to Create a Travel Expense Report against a Travel Request if the trip end date has passed.

Click on Create Travel Expense Report to get started.

Start Date	End Date	Destination	Reason	Recommended Actions
06/10/2013	06/11/2013	Shippensburg, PA	Meeting	Change Travel Expense Report
06/24/2013	06/25/2013	Millersburg, PA	Meeting	Change Travel Request
06/03/2013	06/04/2013	Hbg	6/19 testing portal approval	Change Travel Expense Report
06/17/2013	06/18/2013	Atlanta, GA	Attend Conference	Create Travel Expense Report

Select a schema from the list and then click on Start.

Create Expense Report based on Travel Request (4500000011)

Employee Shaeffer

[Start](#)

Schema Selection

Domestic - Overnight

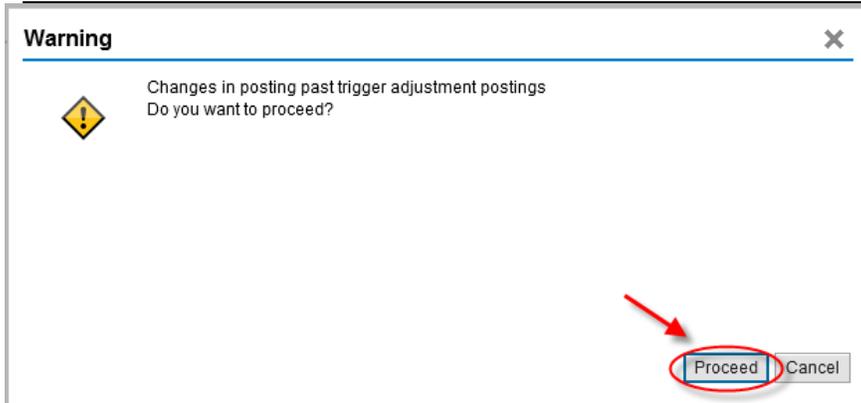
International - Overnight

Domestic – Overnight: this option will be used for any travel within the United States, including overnight trips and non-overnight trips.

International – Overnight: this option will be used for any travel outside of the United States.

Once the schema is selected you will receive a warning, click Proceed.

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Create Travel Expense Report against a Request



The system will automatically populate all fields on the main screen from the Travel Request. You may override any field as necessary.

The screenshot shows the "Enter Receipts" step of a travel expense report form. At the top, a progress bar shows four steps: "General Data" (selected), "Enter Receipts", "Review and Send", and "Completed". Below the progress bar, the form is for an "Employee" (redacted) with a "Schema" of "Domestic - Overnight".

Navigation buttons include "< Previous Step", "Enter Receipts >", and "Save Draft".

There are sections for "Calendar of Trips" and "Attachments (0)".

General Data

- * Start Date: 01/11/2015 08:00
- * End Date: 01/12/2015 16:30
- Posting Date: 01/11/2015

Destination

- * Trip Country: Standard Conus Rate, USA
- Trip Region: PA/P3 Pittsburgh, PA
- * Destination: University of Pittsburgh
- Additional Destinations: No destinations entered (with "Enter Additional Destinations" button)

Additional information

- * Activity: Training/Development Travel
- * Reason: SAP Training Conference
- Comment: (empty text area)
- Advances: 0.00 United States Dollar (with "Enter Advances" button)
- Cost Assignment: 2 Assignments: 75.00 % Cost Center 1011030202 (Fin & Bus Services), Funds Center 1011030 (with "Change Cost Assignment" button)

Per Diems for Meals and Accommodations

- Per Diem Reimbursement for Meals:

Mileage

- Total Distance: 0 Mile (with "Enter Mileage Details" button)

At the bottom, there are navigation buttons: "< Previous Step", "Enter Receipts >", and "Save Draft".

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Per Diems for Meals and Accommodations

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

Mileage

Total Distance: Mile

- Per Diem Reimbursement for Meals – If you are claiming per diem, check the box.
 - The additional fields shown below will now be displayed.

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

No. of Deductions:

- If any meals were provided to you during your trip, click on Enter Deductions for Meals and the following will be displayed.

Create Expense Report

Create Expense Report based on Travel Request (1000000209)

1 a 1 2 3 4

General Data
Deductions for Meals
General Data
Enter Receipts
Review and Send
Completed

Employee XXXXXXXXXX Schema Domestic - Overnight Start Date 01/11/2015 End Date 01/12/2015

Deductions for Meals

Day of Week	Date	Breakfast	Lunch	Dinner
Sunday	01/11/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	01/12/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Check the appropriate box for any provided meal. Then click on Accept to return to the main screen.

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Create Travel Expense Report against a Request

- Mileage – Click on “Enter Mileage Details” to enter data
 - Enter mileage by date;
 - Total distance driven will be automatically calculated;
 - You may change the cost assignment for any/each mileage entry by clicking on Change Cost Assignment;
 - When all details have been entered, click Accept to return to the main screen;

< Previous Step
Accept
Save Draft

Calendar of Trips

Total Distance Driven: Mile

Mileage Details

New Entry
Copy
Delete

Date	Miles Driven	Passengers	Start Location	End Location
01/16/2015	85	No passengers	Bloomsburg university	Lehigh Univeristy
01/16/2015	20	No passengers	Lehigh university	Bethlehem College
01/16/2015 <input type="text" value="1"/>	90	No passengers	Bethlehem	Bloomsburg Univ

Comment:

Accept
Accept and New Entry
Change Cost Assignment
Copy
Delete

< Previous Step
Accept
Save Draft

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Create Travel Expense Report against a Request

The next step is to Enter Receipts. Click on either of the buttons below to go to the Receipts screen.

The left screenshot shows a multi-step process with three steps: 1. General Data, 2. Enter Receipts (highlighted with a red circle), and 3. Review and Sign. Below the steps, there are buttons for '< Previous Step', 'Enter Receipts >' (highlighted with a red circle), and 'Save Draft'. The 'General Data' section includes fields for * Start Date (01/16/2015), * End Date (01/16/2015), and Posting Date (01/15/2015). The 'Destination' section is also visible.

The right screenshot shows the 'Additional Information' section with fields for * Activity (Administrative), * Reason (Planning Meet), Comment, and Cost Assignment (100.00 % Cos). The 'Mileage' section includes a field for Total Distance (195 Mile). Below these sections, there are buttons for '< Previous Step', 'Enter Receipts >' (highlighted with a red circle), and 'Save Draft'.

Prior to entering receipts, you need to make adjustments to your estimated costs.

1. If your trip has not yet taken place and you are requesting reimbursement for prepaid expenses (airline, conference registration), you must adjust the estimated cost line by the amount you are requesting:

le: if your estimated costs are \$1,000 and your airfare is \$300, change the amount of your estimated costs to \$700; then click on “accept and new entry” to enter the \$300 airfare.
2. If your trip date has passed, the system will give you an error message requiring you to delete your estimated cost. As the line will already be highlighted, click “delete” and then click “new entry” to enter your actual expenses.

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TM – Travel Management

Create Travel Expense Report against a Request

Create Expense Report



Employee Peters , Danielle Marie (00070086) Schema Non-Overnight Travel Start Date 01/16/2015 End Date 01/16/2015

|

Receipts in This Expense Report

No.	Status	Expense Type	Receipt Amount	Receipt Currency
001	◇	▼	0.00	United States Dollar
		Business Meal (auth required)		
		Car rental		
		Conference Regist		
		Estimated Cost		
		Gasoline		
		Other		
		Parking		
		Subsistence, AFSCME Lunch		
		Subsistence, Non-Overnight		
		Subsistence, Student Teacher		

|

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Create Travel Expense Report against a Request

Select an Expense Type from the drop down list.

- Fields that are displayed subsequently are based on the Expense Type chosen here.

Airfare
Baggage Fee
Business Meal (auth required)
Car rental
Conference Regist
Estimated Cost
Gasoline
Hotel
Other
Parking
Subsistence, AFSCME Lunch
Subsistence, Non-Overnight
Subsistence, Overnight
Subsistence, Student Teacher
Taxi, shuttle, public trans.
Toll
Train
X: Pd direct to vendor-Airfare
X: Pd direct to vendor-Baggage
X: Pd direct to vendor-Car Rnt
X: Pd direct to vendor-Conf Re
X: Pd direct to vendor-Hotel
X: Pd direct to vendor-Other
X: Pd direct to vendor-Train
Z: AP Adjustment
Z: Unfunded Travel Costs

- Expense Types labeled “X: _____” are to be used for any receipt to be paid directly to a 3rd party vendor rather than the employee/traveler, (Example: Enterprise Rental Car);
- The Expense Type labeled “Z: AP Adjustment” is to be used by the university Accounts Payable office only.

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Create Travel Expense Report against a Request

- Below is an example for "Parking"

Receipts in This Expense Report

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	◇	Parking	50.00	United States Dollar	01/16/2015	0.00	<input checked="" type="checkbox"/>	Entered Manually

From Date: 01/16/2015 To Date: 01/16/2015 Number: 1

Description: Parking at University

Comment:

- Receipt amount is total amount spent, if you had parking in multiple locations you can Click Accept and New Entry;
- Once data has been entered as required, click on either Accept or Accept and New Entry (if you have additional receipts to enter).
- You may change the cost assignment for any/each individual receipts by clicking on Change Cost Assignment;
 - The Cost Assignment for Receipts can be broken down by either Absolute dollars or Percentage

Cost Assignment for Receipts □ ×

Check was successful

Assign Using Dest.: No destination assigned

Input Mode: Absolute Percentage

Cost Assignment for Receipt

Cost Assign (Amount)	Currency	Company Code	Business Area	Accounting Object	Accounting Object Value
20.00	USD	State System of Higher Ed	Bloomsburg	Cost Center	1011030201 - Budget Office

Receipts in This Expense Report

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount
001	●	Parking	50.00	United States Dollar	01/16/2015	50.00

From Date: 01/16/2015 To Date: 01/16/2015 Number: 1

Description: Parking at University

Comment:

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Create Travel Expense Report against a Request

- Once all receipts have been entered, sign or initial and date each of your receipts in the lower, right hand corner, then scan and attach them to the TER.
 - Select “attachments”

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee Peters , Danielle Marie (00070086) Schema Domestic - Overnight

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments (1)

- Select “browse” when the box pops up
- Select your file
- Click “upload”

Calendar of Trips Attachments (1)

Delete Attachment

Title	Added By	Added On
adv av	Peters , Danielle Marie	08/20/2015

Add Attachment

Type: File Link Note Business Document

File Path: **Browse...**

Upload

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Create Travel Expense Report against a Request

- When you are satisfied that all of your entry is complete, click on Review or Review and Send on the roadmap.

Create Expense Report

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee [REDACTED] Schema Non-Overnight Travel Start Date 01/16/2015 End Date 01/16/2015

< Previous Step **Review >** Save Draft

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date
001	●	Parking	50.00	United States Dollar	01/16/2015
002	●	Parking	20.00	United States Dollar	01/16/2015

< Previous Step **Review >** Save Draft

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Create Travel Expense Report against a Request

If all looks good on the below screen, you can **Save a Draft** of the Expense Report or **Save and Send it for Approval**. Click on the appropriate radio button and then the Save button at the bottom of the screen (this button will change based on the radio button you select).

If you wish to display or print the request, click on the button Display Request Form.

← Previous StepSave and Send for Approval

Final Action

Save Draft

Save and Send for Approval

I only want to save my expense report and send it later

I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Mileage	112.13 USD
Total Individual Receipts	70.00 USD
Total Travel Expenses	182.13 USD
Amount Reimbursed	182.13 USD
Amount Paid Out	182.13 USD

Cost Assignment

132.13 USD Company Code SSHE (State System of Higher Ed), Business Area 10 (Bloomsburg), Cost Cent

50.00 USD Company Code SSHE (State System of Higher Ed), Business Area 10 (Bloomsburg), Cost Cent

Display Expense Form

← Previous Step

Save and Send for Approval

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The below screen will then appear acknowledging that the Expense Report was saved and provide the tracking number.

You have the option to display or print the expense form again at this point. Please note the workflow approval log does not appear on the form until the Expense Report is Saved.

Create Expense Report

1 2 3 4
General Data Enter Receipts Review and Send Completed

Employee [REDACTED] Schema Non-Overnight Travel Start Date 01/16/2015 End Date 01/16/2015

< Previous Step Save and Send for Approval

✔ Expense report 1000000210 was saved

✔ 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

< Previous Step Save and Send for Approval

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Create Travel Expense Report against a Request

This trip will now be listed on the “My Trips and Expenses” overview screen.

My Trips and Expenses [Redacted]

View: [Standard View] | Create New Travel Request | Create New Expense Report | Cancel Trip

Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions	Alert	History
1000000210	01/16/2015	01/16/2015	Lehigh University	Planning Meeting	Change Travel Expense Report		Display
1000000209	01/11/2015	01/12/2015	University of Pittsburgh	SAP Training Conference	Create Travel Expense Report	⚠	Display
1000000207	12/11/2014	12/13/2014	Lehigh University	Training	Create Travel Expense Report	⚠	Display

Details of Trip: Lehigh University (1000000210)

Expense Report

Approval Status: Trip Completed Reimbursement: 182.13 USD
 Processing Status: Released for Approval Facsimiles: (0)
 Status: Add Attachments: Add
 Trip Schema: Non-Overnight Travel

Display/Print Change Copy Delete

My Trips and Expenses [Redacted]

View: [Standard View] | Display/Print | Change | Copy | Delete | Cancel Trip | Create New Expense Report

Trip Number	Travel Request	Start Date	End Date	Destination	Reason	Advance	Paid by Company	Reimbursement	Trip Total	Processing Status	At
1000000210	None	01/16/2015	01/16/2015	Lehigh University	Planning Meeting	0.00	0.00	182.13	182.13	Released for Approval	Tr
1000000205	Display	01/06/2015	01/09/2015	Pittsburgh Training	Training	0.00	250.00	641.38	891.38	Released for Approval	Tr

From here, you can Display/Print the Expense Report form at any time. The workflow approval log on the form will show you where your trip is in the approval process. You can also Change or Copy the Expense Report, Add Attachments, and Display the History from these screens.

Reminder: Receipts should be initialed and dated by the traveler, then scanned and uploaded to the TER.