

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Table of Contents

Create Travel Request	Page	2
Create Travel Expense Report for an Existing Travel Request	Page	21
Create Travel Expense Report Against a Request Prior to the Trip	Page	35
Create Travel Expense Report	Page	40
Approve Trip	Page	57
Search for Trip Region	Page	62
Changing Cost Assignment	Page	65
Travel Request Estimated Expense Adjustment	Page	67
Adding Expense to a Previously Settled Expense Report	Page	70
Adjusting a Travel Expense Report to an Approved Funding Level	Page	75
Time Chart	Page	80
Frequently Used Trip Regions	Page	81

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

All Travel Requests will be entered by either the Traveler or Travel Assistant via the portal

Log into the Pennsylvania State System (PASSHE) Portal

The screenshot shows the login page for the Pennsylvania State System of Higher Education (PASSHE) Self-Service Portal. The page features a blue header with the 'SELF SERVICE PORTAL' logo on the left and the 'Pennsylvania's STATE SYSTEM of Higher Education' logo on the right. Below the header is a navigation bar with the URL 'www.PASSHE.edu' and the text 'Account Self-Service'. The main content area is divided into two sections: a photograph of a stone archway on the left and a login form on the right. The login form is titled 'Enter Your Account Information' and includes fields for 'Username:' and 'Password:'. Below these fields is a blue 'Enter Portal' button and a link for 'Forgotten / Expired Password?'. At the bottom of the page, there is a copyright notice: '© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110. The home of PASSHE Employee Self-Service, Manager Self-Service & eTime. If you need assistance, contact your university help desk.'

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

Click on Employee Self Service.

SELF SERVICE PORTAL

Welcome [REDACTED]
Last Logon: Thu, 10/20/2022 09:35:11

Home Account Alerts **Employee Self-Service** Manager Self-Service eTime Materials Management Fiori Self-Service

Information

Welcome [REDACTED] to the Self-Service Portal!

My Portal Applications

This page will provide you with information about each of the applications available for you to access in the Self-Service Portal. For each application, you will see a corresponding "tab" across the top navigation bar. To access an application, simply click on the tab in the navigation bar. Any related announcements, information, or help can be found within each specific area of the portal.

Account Alerts

The **Account Alerts** page provides options for receiving notifications when designated portal applications are accessed. Employees may receive alerts via Text Message, Personal Email, and Employee Work Email (State System). Please be aware that if you elect to receive Text Messages standard wireless carrier charges may apply.

Employee Self-Service

Employee Self-Service is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The ability to directly view your human resource and payroll data in the PASSHE Human Resource/Payroll System provides an excellent opportunity for you to ensure that the information is correct and kept up to date. One of the major advantages of the ESS system is having real-time data at your fingertips 24/7.

Manager Self-Service

Manager Self-Service, or MSS, is a real-time, web-based tool that empowers managers to perform tasks related, but not limited to, monitoring budgets and managing their departmental staff. Currently PASSHE has delivered a subset of MSS tools in the area of staff management. These tools include staff attendance and absence management, leave request and cancellation approval, and task monitoring and management.

eTime

The **eTime** system will allow students to enter their weekly hours worked, and allow supervisors to approve their employees time worked.

Materials Management

The **Materials Management** area of the portal provides web-based tools for Purchasing & Inventory transactions.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

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

SELF SERVICE PORTAL

Welcome [REDACTED]
Last Logon: Thu, 10/20/2022 09:35:11

Home | Account Alerts | **Employee Self-Service** | Manager Self-Service | eTime | Materials Management | Fiori Self-Service

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

Welcome [REDACTED] to the Self-Service Portal!

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 been given access to the 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 elected to receive online.

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 all the initial tasks of building your 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 W-4 form, etc. All 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 a good location to start if you have a question about an ESS application's use.

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PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

From this screen we will start from “My Trips and Expenses”. However, if you are a Travel Assistant, follow the instructions in the “Note” below.

The screenshot shows the Employee Self-Service Portal interface. At the top left is the 'SELF SERVICE PORTAL' logo. To its right, a 'Welcome' message is partially visible, followed by the last login time: 'Last Logon: Thu, 10/20/2022 09:35:11'. Below this is a navigation menu with tabs for 'Home', 'Account Alerts', 'Employee Self-Service' (which is active), 'Manager Self-Service', 'eTime', 'Materials Management', and 'Flori Self-Service'. Underneath, a secondary menu includes 'Overview', 'Personal Information', 'Benefits', 'Leave & Time', 'Payroll', 'Travel Management' (which is selected), 'My First Days', and 'Help Documents'. The main content area is titled 'Employee Self-Service >> Travel Management'. A paragraph explains that this page provides information about available ESS applications. Below this is a section titled 'Available Applications' with a list of links and descriptions:

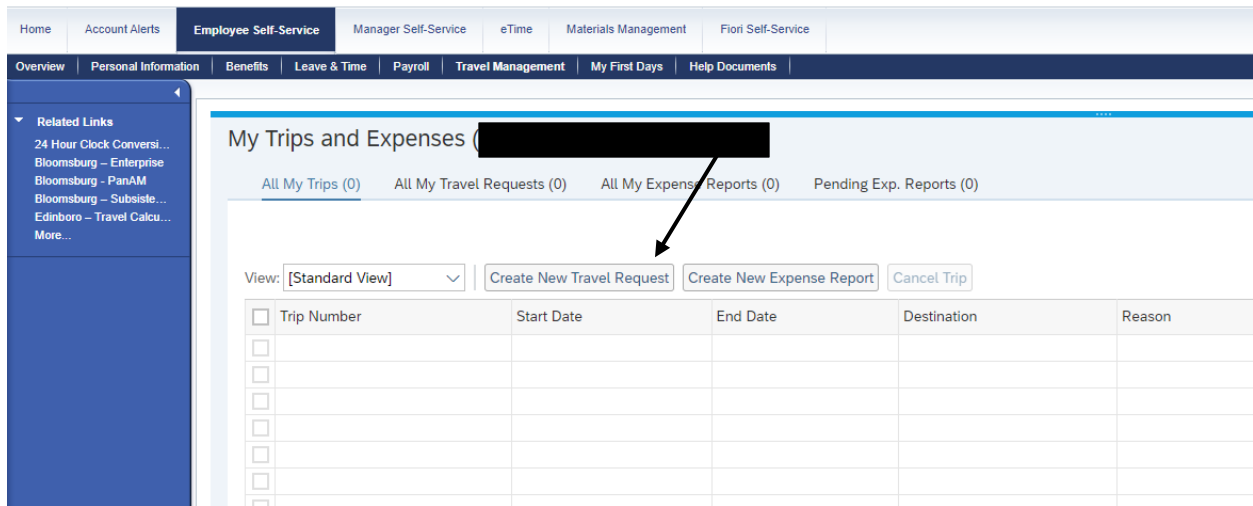
- My Trips and Expenses**: This page serves as the central management point for all your trips and expense reports. Here you can view, change, copy, or create new travel requests and/or expense reports.
- Create Travel Request**: You can use this quick link to create a travel request to be approved by 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.

Note: **Travel Assistants**, the “My Employees” link will only be available to you. You will need to click on “My Employees”, on the next screen choose the specific employee to create travel request/expense report, then click on “Create New Request” or “Create New Expense Report”. From this point, directions are the same until noted as different.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

This screen provides you with an overview of trips previously entered and allows you to start a new “Travel Request” or “Expense Report”.

Here, we will create a new “Travel Request”.



Once you click on “Create New Travel Request” a new screen will open.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

Create Travel Request main screen

1 General Data | 2 Review and Send | 3 Completed ← Road Map

Employee [REDACTED]

< Previous Step | Review > | Save Draft

Calendar of Trips | Attachments (0)

General Data

* Start Date: [] 00:00
* End Date: [] 00:00
Posting Date: []

Destination

* Trip Country: Standard Conus Rate, USA | Trip Region: Standard Conus Rate, USA
* Destination: []
Additional Destinations: No destinations entered | Enter Additional Destinations

Additional Information

* Activity (Expenses): []
* Reason: []
Estimated Costs: 0.00 USD | Enter Estimated Costs
Comment: []
Advances: 0.00 United States Dollar | Enter Advances
Cost Assignment: 100.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Center 7011400000 (...)| Change Cost Assignment

Required fields are marked with an asterisk (*). Trip Region is a required field.

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Create Travel Request

General Data:

Calendar of Trips
Attachments (0)

General Data

* Start Date: 00:00

* End Date: 00:00

Posting Date:

- Enter the anticipated start date/time and end date/time for the entire reimbursement period. If this trip involves multiple destinations, those will be entered in another section
- Dates can be entered manually or selected by opening the calendar of trips and clicking on the beginning and end dates

Calendar of Trips
Attachments (0)

<
October 2022
November 2022
December 2022
January 2023
February 2023
>

October 2022							November 2022							December 2022							January 2023							February 2023											
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su					
39	26	27	28	29	30	1	2	44	31	1	2	3	4	5	6	48	28	29	30	1	2	3	4	52	26	27	28	29	30	31	1	5	30	31	1	2	3	4	5
40	3	4	5	6	7	8	9	45	7	8	9	10	11	12	13	49	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	6	6	7	8	9	10	11	12
41	10	11	12	13	14	15	16	46	14	15	16	17	18	19	20	50	12	13	14	15	16	17	18	2	9	10	11	12	13	14	15	7	13	14	15	16	17	18	19
42	17	18	19	20	21	22	23	47	21	22	23	24	25	26	27	51	19	20	21	22	23	24	25	3	16	17	18	19	20	21	22	8	20	21	22	23	24	25	26
43	24	25	26	27	28	29	30	48	28	29	30	1	2	3	4	52	26	27	28	29	30	31	1	4	23	24	25	26	27	28	29	9	27	28	1	2	3	4	5
44	31	1	2	3	4	5	6	49	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	5	30	31	1	2	3	4	5	10	6	7	8	9	10	11	12

- Time is entered using military format.
- Posting Date – This is the posting date for Funds Management and will default to the trip end date.
- Destination:

Destination

* Trip Country:

* Destination:

Additional Destinations:

- Enter the main destination or first destination, if the trip involves multiple destinations.
- Trip Country – Select from the drop-down list. USA will be the default.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

- Trip Region – Enter this manually, if you know the region code or use the search feature.

Click here to begin the search

* Trip Country: Standard Conus Rate, USA Trip Region:



The below screen will be displayed.

Select: Trip Region

Hide Advanced Search Result <= 500 items

Trip Country/Group: Country/Group/Region:

Name of Trip Country:

Items (More than 500)

	Trip Country	Trip Region Code	Name of Trip Region
<input type="radio"/>	US	AK/[O	[other], AK
<input type="radio"/>	US	AL/AB	Abbeville, AL
<input type="radio"/>	US	AL/AA	Aberfoil, AL
<input type="radio"/>	US	AL/AC	Abernant, AL
<input type="radio"/>	US	AK/AD	Adak, AK
<input type="radio"/>	US	AL/AD	Addison, AL
<input type="radio"/>	US	AL/AE	Akron, AL
<input type="radio"/>	US	AL/AF	Alabaster, AL
<input type="radio"/>	US	AL/AG	Alberta, AL
<input type="radio"/>	US	AL/AH	Albertville, AL
<input type="radio"/>	US	AL/AI	Alexander City, AL
<input type="radio"/>	US	AL/AJ	Aliceville, AL

Cancel

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

In this example, we will search for the Region code for Pittsburgh, PA

- Trip Country/Group will default to the US.
- Country/Group/Region = in the US, the Region code will always begin with the state abbreviation, so PA* is entered. The asterisk (*) represents a wildcard.
- Name of Trip Country = in the US, this will be the city or county name.
 - This field is case sensitive!! pitts* will not produce any results...the first letter must be capitalized.
 - If the city you are traveling to is not listed, you must select the county in which the city is located.

Select: Trip Region 🔗 ✕

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: 🔗 Country/Group/Region: 🔗

Name of Trip Country: 🔗

Items (2)

	Trip Country	Trip Region Code	Name of Trip Region
<input type="radio"/>	US	PA/P3	Pittsburgh, PA
<input type="radio"/>	US	PA/P4	Pittston, PA

Cancel

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

- When the search results are returned, click on the correct region

Select: Trip Region

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: US Country/Group/Region: PA*

Name of Trip Country: Pitts*

Items (2)

	Trip Country	Trip Region Code	Name of Trip Region
<input checked="" type="radio"/>	US	PA/P3	Pittsburgh, PA
<input type="radio"/>	US	PA/P4	Pittston, PA

Cancel

- The form will populate the trip region code and return you to the main screen.

< Previous Step Review > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 11/07/2022 10:00

* End Date: 11/12/2022 17:00

Posting Date: 11/12/2022

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/P3 Pittsburgh, PA

* Destination: Business Management Admin Pro Forum Co...

Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity (Expenses): Administrative Travel

* Reason: Conference

Estimated Costs: 821.88 USD Enter Estimated Costs

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Create Travel Request

- Destination – free text field. Please enter city State, or Country, if applicable)
- Additional Destinations – Click on “Enter Additional Destinations” to enter your Information.
 - Note: All required fields must be populated on the main screen before you can enter any destinations.

Additional Destinations

Add Additional Destination
Delete

Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	07/15/2013	08:00		Standard Conus Rate, USA	
Trip Destination	07/15/2013	08:00	Pittsburgh, PA	Pittsburgh, PA	Meeting
Additional Destination	07/15/2013	08:01		Pittsburgh, PA	

Activity:

Trip Country: Trip Region: Pittsburgh, PA

Accept
Accept and Add Additional Destination
Delete

End of Trip	07/17/2013	19:00		Standard Conus Rate, USA	

◀ Previous Step
Accept
Save Draft

- Additional Destination data initially defaults from the Main Destination. You must change the Date, Time, Destination and Reason fields. You may also need to change the Activity and Trip Region as well. Click on Accept to record your new entries. If everything looks correct, click on Accept again to return to the main screen.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

Additional Information:

Additional Information

* Activity (Expenses):

* Reason:

Estimated Costs: USD

Comment:

Advances:

Cost Assignment:

- Activity – Purpose of travel. Make a selection from the drop-down list. The General Ledger (GL) account is determined based on the Activity selected here.

Additional Information

Activity (Expenses): *

Reason: *

Estimated Costs: *

Comment:

Advances:

Cost Assignment:

Administrative Travel

Athletic Recruiting & Scouting

Athletic Team Travel

General Travel

Human Resources Recruitment

Student Recruitment Travel

Student Travel

Teaching Travel

Training/Development Travel

- Reason – Free Text (Name of Conference, Training, Meeting etc.)

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

Estimated Costs – Enter details by clicking on “Enter Estimated Costs”

- Populate the appropriate expense type category and click on “Calculate”
- When everything looks correct, click on “Accept” to return to the main screen

Navigation: < Previous Step | **Accept** | Exit to General Data | Save Draft

Estimated Costs

Calculate

Travel Mediums	Estimated Costs	Curr...
Airfare	0.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	0.00	USD
Gasoline	0.00	USD
Hotel	124.00	USD
Meals/Subsistence	104.00	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	0.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
Sum	228.00	USD

Navigation: < Previous Step | **Accept** | Exit to General Data | Save Draft

The System will automatically estimate the cost for lodging and meals based on your trip duration and trip location (trip region). You can override these amounts if necessary.

NOTE: You cannot have an amount less than \$.01 in these categories.

Click on the “Save Draft” button.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

- Advances – This section is **NOT USED**. The Travel card is used in lieu of any advances to employees.

< Previous Step **Accept** Exit to General Data Save Draft

Advances

New Entry Check Copy Delete

	S...	Amount	Currency
<input checked="" type="radio"/>	001	0.00	United States Dollar
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			

< Previous Step **Accept** Exit to General Data Save Draft

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

- Cost Assignment – The cost assignment will default from your HR Master Data. If you wish to override the default, click on “Change Cost Assignment”
 - You may change the fields identified below.
 - Accounting Object selections include Cost Center, (Internal) Order, and WBS (Grant Info)

← Previous Step **Accept** | Exit to General Data | Save Draft

Cost Assignment for Trip

New Entry | Check | Delete

<input type="checkbox"/>	Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	State System of Higher Ed	Slippery Rock	Cost Center	7011400000

Cost Center: 7011400000

Accept | Accept and New Entry | Check | Delete

← Previous Step **Accept** | Exit to General Data | Save Draft

- Options are available to search for a cost center including searching for previously used cost centers.
- Once you’ve entered the appropriate cost assignment info, click on Accept to return to the general data screen.
- Note: **Cost centers can only be split by percentage**. If the distribution does not total 100%, the portion not distributed will be charged according to your HR master data.


PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

Click on Attachments and follow the steps to upload your receipts/documents. You will need to add each item one at a time and then click upload. (You must click on the "Save Draft" button prior to attaching any documents.)

< Previous Step | Enter Receipts > | Save Draft


Calendar of Trips | Attachments (1)

Delete Attachment

Title	Added By	Added On
 May 2019 Airport Parking R...	Proper , Tina M.	10/27/2022


Add Attachment


Type: File Link Note Business Document

File Path: No file chosen 

Upload



General Data


* Start Date: 10/26/2022  08:00

* End Date: 10/29/2022  10:00

Posting Date: 10/29/2022

Destination

* Trip Country: Standard Conus Rate, USA  Trip Region: AK/AB  Anchorage, AK

* Destination: Anchorage, Alaska 

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

At this point the traveler can click on either the “Save a Draft” or “Save & Send for Approval”. Just click on the appropriate radio button and then either of the two Save buttons on this screen, (this button will change based on the radio button that is selected).

The Travel Assistant will need to “Save Draft” and notify the travel that their expense report is ready for them to review and “Save & Send for Approval”. To do this, the traveler would go into the module, highlight the request, click on the change button, review information entered, click on #3 on dashboard “Review & Send”, then click on “Save & Send for Approval” button.

If you wish to display or print the expense report, click on the “Display Expense Form” button.

[← Previous Step](#) [Save and Send for Approval](#)

Final Action

Save Draft I only want to save my travel request and send it later

Save and Send for Approval I want to save my travel request and send it now for further processing

I confirm that I have entered all data to the best of my knowledge

Summary

Total Travel Expenses	228.00 USD
Estimated Costs	228.00 USD

Cost Assignment

228.00 USD Company Code SSHE (State System of Higher Ed), Business Area 70 (Slippery Rock), Cost Center 7011400000

[Display Request Form](#)

[← Previous Step](#) [Save and Send for Approval](#)

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Request

The below screen will appear acknowledging that the Travel Request was saved and provide a trip number.

You have the option to display or print the request form. Please note the workflow approval log does not appear on the form until the Travel Request is SAVED. **Once the first approver approves the request, you will see who has approved and who still needs to.**

The screenshot shows a progress bar with three steps: 1. General Data, 2. Review and Send, and 3. Completed. Below the progress bar, the 'Employee' field is redacted with a black box, and the 'Start Date' is 10/27/2022 and 'End Date' is 10/28/2022. At the bottom of the form, there are two identical sets of navigation buttons: a 'Previous Step' button and a 'Save and Send for Approval' button. A 'Display Request Form' button is also visible in the middle of the form.

The screenshot shows a notification window with a green header bar containing a checkmark and the number '2'. The window has a title bar with 'All', a checkmark, and the number '2'. The main content area contains two messages, both with green checkmarks: 'Travel request 7000002640 was saved and sent ...' and 'some estimated costs are initialized'. An arrow points from a box labeled 'Trip Number' to the first message.

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Create Travel Request

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

My Trips and Expenses (Meyer, [REDACTED])

[All My Trips \(1\)](#) |
 [All My Travel Requests \(1\)](#) |
 [All My Expense Reports \(0\)](#) |
 [Pending Exp. Reports\(0\)](#)

[Change Query](#) |
 [Define New Query](#) |
 [Personalize](#)

View: [Standard View] |
 [Create New Travel Request](#) |
 [Create New Expense Report](#) |
 Filter Settings

Start Date	End Date	Destination	Reason	Recommended Actions	Alert	History
07/15/2013	07/17/2013	Pittsburgh, PA	Meeting	Change Travel Request		Display

Last Refresh 06/19/2013 15:35:31 EST [Refresh](#)

Details of Trip: Pittsburgh, PA (1000000002)

Travel Request
 Approval Status: Request Recorded | Attachments: [Add](#)

[Display/Print](#) |
 [Change](#) |
 [Copy](#) |
 [Delete](#)

My Trips and Expenses (Meyer, [REDACTED])

[All My Trips \(1\)](#) |
 [All My Travel Requests \(1\)](#) |
 [All My Expense Reports \(0\)](#) |
 [Pending Exp. Reports\(0\)](#)

[Change Query](#) |
 [Define New Query](#) |
 [Personalize](#)

View: [Standard View] |
 [Display/Print](#) |
 [Change](#) |
 [Copy](#) |
 [Delete](#) |
 [Create New Travel Request](#) |
 Filter Settings

Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	Alert
07/15/2013	07/17/2013	Pittsburgh, PA	Meeting	Released for Approval	Request Recorded	Add	Create	

From here, you can Display/Print the Travel Request 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, Copy, or Delete the Travel Request, Add Attachments, Display the History, and Create the Expense Report from these screens.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

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

Log into the portal...

The screenshot shows the login page for the Pennsylvania State System of Higher Education Self-Service Portal. The page has a blue header with the 'SELF SERVICE PORTAL' logo on the left and the 'Pennsylvania's STATE SYSTEM of Higher Education' logo on the right. Below the header is a navigation bar with the URL 'www.PASSHE.edu' and the text 'Account Self-Service'. The main content area is divided into two sections: a photograph of a stone archway on the left and a login form on the right. The login form is titled 'Enter Your Account Information' and contains two input fields for 'Username:' and 'Password:'. Below these fields is a blue 'Enter Portal' button and a link for 'Forgotten / Expired Password?'. At the bottom of the page, there is a copyright notice: '© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110. The home of PASSHE Employee Self-Service, Manager Self-Service & eTime. If you need assistance, contact your university help desk.'

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

Click on Employee Self-Service

SELF SERVICE PORTAL

Welcome [REDACTED]
Last Logon: Mon, 10/24/2022 16:09:04

Home Account Alerts **Employee Self-Service** Manager Self-Service eTime Materials Management Fiori Self-Service

Information

Welcome [REDACTED] to the Self-Service Portal!

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The **Materials Management** area of the portal provides web-based tools for Purchasing & Inventory transactions.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

From the ESS tab, click on either of the two provided Travel Management tabs.

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 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

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 your HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completing 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 here if you have a question about an ESS application's use.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

Click on the “My Trips and Expenses” tab.

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

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.

Note: The “My Employees” link will only be available if the preparer is a Travel Assistant.

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Create Travel Expense Report for an Existing Travel 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.

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

Click on "All My Travel Requests..."



All My Trips (1) All My Travel Requests (1) All My Expense Reports (0) Pending Exp. Reports (0)

Change Query Define New Query Personalize

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

<input checked="" type="checkbox"/>	Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions	Alert	History
<input checked="" type="checkbox"/>	7000002640	10/27/2022	10/28/2022	Conference	Professional Development Conference	Change Travel Request		Display
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Last Refresh 10/21/2022 13:33:26 EST Refresh

Details of Trip: Conference (7000002640)

Travel Request
 Approval Status: Request Recorded Attachments: Add
 [Display/Print] [Change] [Copy] [Delete]

Under Expense Report, click on "Create" for your trip number.

All My Trips (6) All My Travel Requests (4) All My Expense Reports (2) Pending Exp. Reports (2)

Change Query Define New Query Personalize

View: [Standard View] [Display/Print] [Change] [Copy] [Delete] [Cancel Trip] [Create New Travel Request]

<input type="checkbox"/>	Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	Alert	History
<input type="checkbox"/>	7000002644	11/22/2022	11/25/2022	Alberta, AL	recruiting	In Processing	Request Open	Add	Create		Display
<input type="checkbox"/>	7000002643	11/07/2022	11/12/2022	Business Management Admin Pro Forum Conference	Conference	transferred to FI	Request Approved	Add	Create		Display
<input type="checkbox"/>	7000002642	10/10/2022	10/16/2022	Pittsburgh, PA	Conference	transferred to FI	Request Approved	Add	Create		Display
<input type="checkbox"/>	7000002640	10/27/2022	10/28/2022	Conference	Professional Development Conference	Canc.posted in FI	Request Approved	Add	Create		Display
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

Last Refresh 11/07/2022 10:17:54 EST Refresh

Note: If the "create" is still a light blue, it means the Travel Request is not yet fully approved. You cannot work in this item until it is fully approved.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

You will make a choice from the Schema selection screen and click start.

The screenshot shows the SAP interface for creating an expense report. At the top, the SAP logo is on the left, and the title "Create Expense Report based on Travel Request (7000002640)" is on the right. Below the title bar, there is a field labeled "Employee" followed by a blacked-out area and a closing parenthesis. A blue "Start" button is located below the employee field. The main content area is titled "Schema Selection" and contains two radio button options: "Domestic - Overnight" and "International - Overnight".

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

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

SAP Create Expense Report based on Travel Request (7000002643)

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

Employee Proper , Tina M. (00070372) Schema Domestic - Overnight

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 11/07/2022 10:00
* End Date: 11/12/2022 17:00
Posting Date: 11/12/2022

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: AL/AE Akron, AL
* Destination: Business Management Admin Pro Forum Co...
Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity: Training/Development Travel
* Reason: Professional Development Conference
Comment:
Advances: 0.00 United States Dollar Enter Advances
Cost Assignment: 100.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Center 7011400000 (... Change Cost Assignment

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

Mileage

Total Distance: 0 Mile Enter Mileage Details

< Previous Step Enter Receipts > Save Draft

If you are preparing an Expense Report against a Request prior to a trip go to page 35.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

Per Diems for Meals and Accommodations

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

- If you wish to claim per diem, check the box "Per Diem Reimbursement for Meals".

Per Diem Reimbursement for Meals: No. of Deductions: [Enter Deductions for Meals](#)

- If any meals were provided and are not to be reimbursed, click on "Enter Deductions for Meals" and the following will be displayed.



Employee XXXXXXXXXX Schema Domestic - Overnight Start Date 10/26/2022 End Date 10/29/2022

[< Previous Step](#) [Accept](#) [Exit to General Data](#) [Save Draft](#)

Deductions for Meals

Day of Week	Date	Breakfast	Lunch	Dinner
Wednesday	10/26/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	10/27/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	10/28/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	10/29/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[< Previous Step](#) [Accept](#) [Exit to General Data](#) [Save Draft](#)

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

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

Mileage

Mileage

Total Distance: Mile [Enter Mileage Details](#)

- Click on “Enter Mileage Details”
- You will be directed to the below screen.
- Enter mileage by date. If you have multiple days in your trip with mileage, you will click on “New Entry” to add mileage for each trip date.
- Faculty who supervise student teachers or other employees who have **multiple destinations in the same day need to add a “New Entry” for each destination in that day.**
- You can also change the cost assignment for any/each mileage entry by clicking “Change Cost Assignment”.
- When all details have been entered, click Accept to return to the main screen.

1 General Data 2 Mileage Details 3 General Data 4 Enter Receipts 5 Review and Send 6 Completed

Employee [REDACTED] Schema Domestic - Overnight Start Date 10/26/2022 End Date 10/29/2022

< Previous Step [Accept](#) [Exit to General Data](#) [Save Draft](#)

Calendar of Trips

Total Distance Driven: Mile

Mileage Details

[New Entry](#) [Copy](#) [Delete](#)

Date	Miles Driven	Passengers	Start Location	End Location
10/26/2022		0 No passengers		Anchorage, Alaska

Comment:

[Accept](#) [Accept and New Entry](#) [Change Cost Assignment](#) [Copy](#) [Delete](#)

< Previous Step [Accept](#) [Exit to General Data](#) [Save Draft](#)

Note: You can add Passengers with the drop down.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

In order to begin submitting expenses, click on the "Enter Receipts" button.

The screenshot displays the SAP Travel Management interface for creating an expense report. The top navigation bar shows the SAP logo and the title "Create Expense Report based on Travel Request (7000002651)". A progress indicator at the top shows four steps: 1. General Data, 2. Enter Receipts (highlighted with a black arrow), 3. Review and Send, and 4. Completed. Below the progress bar, the employee information is shown: "Employee Hoffman, Kristine S (00134682) Schema Domestic - Overnight". A navigation bar contains buttons for "< Previous Step", "Enter Receipts >" (with a black arrow pointing to it), and "Save Draft". Below this are buttons for "Calendar of Trips" and "Attachments (0)". The main form area is divided into sections: "General Data" with fields for Start Date (11/21/2022 08:00), End Date (11/27/2022 14:00), and Posting Date (11/27/2022); "Destination" with fields for Trip Country (Standard Conus Rate, USA), Trip Region (CA/SY San Francisco, CA), and Destination (San Francisco, CA); and "Additional Information" with fields for Activity (Administrative Travel), Reason (TGIF Conference), Comment, Advances (0.00 United States Dollar), and Cost Assignment (100.00 % Cost Center 7011491000 (ACCOUNTS PAYABLE), Funds Center 7011491000 (...)).

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Create Travel Expense Report for an Existing Travel Request

Note: **After the trip has taken place**, in the Enter Receipts section, you must delete the line item for the Estimated Costs that was pulled over from the Travel Request. The system will prompt you to do this. Highlight the line item and then click delete.

Employee Hoffman , Kristine S. (00134682) Schema Domestic - Overnight Start Date 12/09/2022 End Date 12/12/2022

< Previous Step Review > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

<input checked="" type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input checked="" type="checkbox"/>	001	●	Estimated Cost	2,175.13	United States Dollar	12/09/2022	2,175.13	<input checked="" type="checkbox"/>	Entered Manually

Description:

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

Notification: Trip has already taken place. Please delete expe...

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

Click on "New Entry" to start adding receipts.

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

Employee [REDACTED] Schema Domestic - Overnight Start Date 10/26/2022 End Date 10/29/2022

< Previous Step Review > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

< Previous Step Review > Save Draft

The screen will now look like the below. You will add an "Expense Type" by clicking the dropdown list.

Receipts in This Expense Report

New Entry Copy Delete

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input checked="" type="checkbox"/>	001	+	▼	0.00	United States Dollar	10/26/2022	0.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>									

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Create Travel Expense Report for an Existing Travel Request

Below are just a few examples of the choices available in the dropdown list. Fields that are displayed are based on the Expense Type chosen here.

<input checked="" type="checkbox"/>	No.	Status	Expense Type
<input checked="" type="checkbox"/>	001	◆	▼
<input type="checkbox"/>			Airfare
<input type="checkbox"/>			Baggage Fee
<input type="checkbox"/>			Business Meal (auth required)
<input type="checkbox"/>			Car rental
<input type="checkbox"/>			Conference Regist
<input type="checkbox"/>			Estimated Cost
<input type="checkbox"/>			Gasoline
<input type="checkbox"/>			Hotel
<input type="checkbox"/>			Other

<input type="checkbox"/>			Train
<input type="checkbox"/>			X: Pd direct to vendor-Airfare
<input type="checkbox"/>			X: Pd direct to vendor-Baggage
<input type="checkbox"/>			X: Pd direct to vendor-Car Rnt
<input type="checkbox"/>			X: Pd direct to vendor-Conf Re
<input type="checkbox"/>			X: Pd direct to vendor-Hotel
<input type="checkbox"/>			X: Pd direct to vendor-Other
<input type="checkbox"/>			X: Pd direct to vendor-Train
<input type="checkbox"/>			Z: AP Adjustment
<input type="checkbox"/>			Z: Unfunded Travel Costs

[< Previous Step](#)

- Expense Types labeled "X and Z" are used by University Accounts Payable only.

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Create Travel Expense Report for an Existing Travel Request

When you need to request reimbursement **prior to the trip**. Click on “Enter Receipts” the below window appears showing your Estimated Costs that were transferred over from your Travel Request. We want to use some of these funds but save the remainder for additional expenses once the trip is complete.

*Please note: The Estimated Cost amount is the total of all expenses entered into the original Travel Request when it was created.

Employee Hoffman , Kristine S. (00134682) Schema Domestic - Overnight Start Date 11/21/2022 End Date 11/27/2022

Receipts in This Expense Report

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	■	Estimated Cost	3,601.38	United States Dollar	11/21/2022	3,601.38	<input checked="" type="checkbox"/>	Entered Manually

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

In this example; the traveler is requesting reimbursement for their conference registration and airfare. As you can see, these expenses equal \$1,150.00. You will need to adjust your Estimated Costs to deduct this amount. In this case, changing the Estimated Cost to \$2,451.38. Once you have entered your expenses and deducted down your Estimated Costs, click on the “Save Draft” button.

The screenshot shows the SAP interface for creating an expense report. The top navigation bar indicates the current step is 'Enter Receipts' (step 2 of 4). The employee information is Kristine S. Hoffman (00134682) on a Domestic - Overnight trip from 11/21/2022 to 11/27/2022. Below the navigation buttons, there is a table titled 'Receipts in This Expense Report' with the following data:

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	■	Estimated Cost	2,451.38	United States Dollar	11/21/2022	2,451.38	<input checked="" type="checkbox"/>	Entered Manually
002	■	Conference Regist	500.00	United States Dollar	11/21/2022	500.00	<input checked="" type="checkbox"/>	Entered Manually
003	■	Airfare	650.00	United States Dollar	11/21/2022	650.00	<input checked="" type="checkbox"/>	Entered Manually

An arrow points to the 'Save Draft' button at the bottom of the interface.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

Click on the "Attachments" button and follow the steps to upload your receipts. After you have attached each of your receipts, be sure to click the Upload button.

< Previous Step Enter Receipts Save Draft

Calendar of Trips Attachments (1)

Delete Attachment

Title	Added By	Added On
May 2019 Airport Parking R...	Proper, Tina M.	10/27/2022

Add Attachment

Type: File Link Note Business Document

File Path: No file chosen

Upload

General Data

* Start Date: 10/26/2022 08:00

* End Date: 10/29/2022 10:00

Posting Date: 10/29/2022

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: AK/AB Anchorage, AK

* Destination: Anchorage, Alaska

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

At this point the traveler can click on either the “Save a Draft” or “Save & Send for Approval”. Just click on the appropriate radio button and then either of the two Save buttons on this screen, (this button will change based on the radio button that is selected). The Travel Assistant will need to “Save Draft” and notify the travel that their expense report is ready for them to review and “Save & Send for Approval”.

If you wish to display or print the expense report, click on the “Display Expense Form” button.

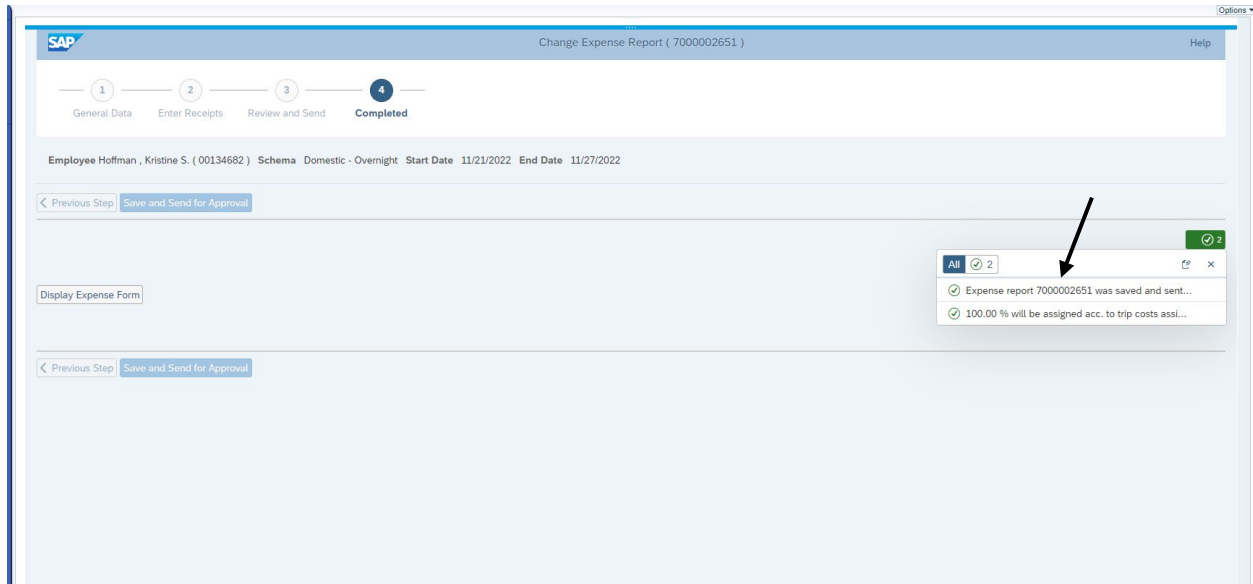
The screenshot displays a web application interface for creating a travel expense report. On the left is a blue sidebar with 'Related Links' including '24 Hour Clock Conversi...', 'Bloomsburg - Enterprise', 'Bloomsburg - PanAM', 'Bloomsburg - Subsisite...', 'Edinboro - Travel Calcu...', and 'More...'. The main content area features a progress bar with four steps: 1. General Data, 2. Enter Receipts, 3. Review and Send (active), and 4. Completed. Below the progress bar, the user information is shown: 'Employee Hoffman, Kristine S. (00134682) Schema Domestic - Overnight Start Date 11/21/2022 End Date 11/27/2022'. Navigation buttons include '< Previous Step' and 'Save and Send for Approval'. The 'Final Action' section contains two radio buttons: 'Save Draft' (unselected) with the text 'I only want to save my expense report and send it later', and 'Save and Send for Approval' (selected) with the text 'I want to save my expense report and send it now for further processing'. Below this is a confirmation statement: 'I confirm that all expenses were incurred by and on behalf of the company'. The 'Summary' section is a table with the following data:

Category	Amount
Total Individual Receipts	1,150.00 USD
Total Travel Expenses	3,601.38 USD
Amount Reimbursed	1,150.00 USD
Amount Paid Out	1,150.00 USD

The 'Cost Assignment' section shows: '3,601.38 USD Company Code SSHE (State System of Higher Ed), Business Area 70 (Slippery Rock), Cost Center 7011491000 (ACCOUNTS PAYABLE)'. At the bottom, there is a 'Display Expense Form' button and navigation buttons '< Previous Step' and 'Save and Send for Approval'.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report for an Existing Travel Request

The following screen will appear acknowledging that the Expense Report was saved and will provide the trip number.



PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report

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

Log into the portal...

The screenshot shows the login page for the Pennsylvania State System of Higher Education Self-Service Portal. The page features a blue header with the text "SELF SERVICE PORTAL" on the left and "Pennsylvania's STATE SYSTEM of Higher Education" with a logo on the right. Below the header is a navigation bar with "www.PASSHE.edu" and "Account Self-Service". The main content area is divided into two sections: a photograph of a stone archway on the left and a login form on the right. The login form is titled "Enter Your Account Information" and includes fields for "Username:" and "Password:", an "Enter Portal" button, and a link for "Forgotten / Expired Password?". A footer at the bottom of the page contains copyright information and contact details for the Pennsylvania State System of Higher Education.

SELF SERVICE PORTAL

Pennsylvania's STATE SYSTEM of Higher Education

www.PASSHE.edu Account Self-Service

Enter Your Account Information

Username:

Password:

[Enter Portal](#)

[Forgotten / Expired Password?](#)

© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110
The home of PASSHE Employee Self-Service, Manager Self-Service & eTime.
If you need assistance, contact your university help desk.

Click on "Employee Self Service".

SELF SERVICE PORTAL

Welcome Tina Proper
Last Logon: Mon, 10/24/2022 16:09:04

Home Account Alerts **Employee Self-Service** Manager Self-Service eTime Materials Management Fiori Self-Service

Information

Welcome Tina Proper to the Self-Service Portal!

My Portal Applications

This page will provide you with information about each of the applications available for you to access in the Self-Service Portal. For each application, you will see a corresponding "tab" across the top navigation bar. To access an application, simply click on the tab in the navigation bar. Any related announcements, information, or help can be found within each specific area of the portal.

Account Alerts

The **Account Alerts** page provides options for receiving notifications when designated portal applications are accessed. Employees may receive alerts via Text Message, Personal Email, and Employee Work Email (State System). Please be aware that if you elect to receive Text Messages standard wireless carrier charges may apply.

Employee Self-Service

Employee Self-Service is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The ability to directly view your human resource and payroll data in the PASSHE Human Resource/Payroll System provides an excellent opportunity for you to ensure that the information is correct and kept up to date. One of the major advantages of the ESS system is having real-time data at your fingertips 24/7.

Manager Self-Service

Manager Self-Service, or MSS, is a real-time, web-based tool that empowers managers to perform tasks related, but not limited to, monitoring budgets and managing their departmental staff. Currently PASSHE has delivered a subset of MSS tools in the area of staff management. These tools include staff attendance and absence management, leave request and cancellation approval, and task monitoring and management.

eTime

The **eTime** system will allow students to enter their weekly hours worked, and allow supervisors to approve their employees time worked.

Materials Management

The **Materials Management** area of the portal provides web-based tools for Purchasing & Inventory transactions.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report

From the ESS screen, click on either of the two provided Travel Management tabs.

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 HR personnel file. 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.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report

Click on Employee Self-Service and then “My Trips and Expenses”

SELF SERVICE PORTAL

Welcome Tina Proper
Last Logon: Tue, 10/25/2022 09:20:37

Home | Account Alerts | **Employee Self-Service** | Manager Self-Service | eTime | Materials Management | Fiori Self-Service

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

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 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.

Note: **Travel Assistants**, the “My Employees” link will only be available to you. You will need to click on “My Employees”, on the next screen choose the specific employee to create travel request/expense report, then click on “Create New Request” or “Create New Expense Report”. From this point, directions are the same until noted as different.

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report

At this screen click on "Create New Expense Report".

My Trips and Expenses [REDACTED]

All My Trips (1) All My Travel Requests (1) All My Expense Reports (0) Pending Exp. Reports (0)

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
<input type="checkbox"/> 7000002640	10/27/2022	10/28/2022	Conference	Professional Development Conference	Change Approved Travel Request		Display
<input type="checkbox"/>							
<input type="checkbox"/>							

Choose an option on the Schema screen and click start.

SAP Create Expense Report based on Travel Request (7000002640) Help

Employee [REDACTED]

Start

Schema Selection

Domestic - Overnight

International - Overnight

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Create Travel Expense Report

We are now ready to create our Expense Report for Domestic Travel. This next screen is very similar to the Travel Request screen with the exception of a few items.

Required fields are marked with an (*)

SAP Create Expense Report

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

Employee Proper , Tina M. (00070372) Schema Domestic - Overnight

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 00:00
* End Date: 00:00
Posting Date:

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: Standard Conus Rate, USA
* Destination:
Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity:
* Reason:
Comment:
Advances: 0.00 United States Dollar Enter Advances
Cost Assignment: 100.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Center 7011400000 (...)
Change Cost Assignment

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

Mileage

Total Distance: 0 Mile Enter Mileage Details

< Previous Step Enter Receipts > Save Draft

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 TM- Travel Management
 Create Travel Expense Report

General Data:

General Data

* Start Date: 00:00

* End Date: 00:00

Posting Date:

- Enter the Start Date/Time and End Date/Time for the entire reimbursement period (military format is used in the Time field). If the trip involves multiple destinations, those will be entered in another section.
- Dates can be entered manually or selected by opening the Calendar of Trips and clicking on the beginning and end date.

Calendar of Trips Attachments (0)

June 2022							July 2022							August 2022							September 2022							October 2022											
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su					
22	30	31	1	2	3	4	5	26	27	28	29	30	1	2	3	31	1	2	3	4	5	6	7	35	29	30	31	1	2	3	4	39	26	27	28	29	30	1	2
23	6	7	8	9	10	11	12	27	4	5	6	7	8	9	10	32	8	9	10	11	12	13	14	36	5	6	7	8	9	10	11	40	3	4	5	6	7	8	9
24	13	14	15	16	17	18	19	28	11	12	13	14	15	16	17	33	15	16	17	18	19	20	21	37	12	13	14	15	16	17	18	41	10	11	12	13	14	15	16
25	20	21	22	23	24	25	26	29	18	19	20	21	22	23	24	34	22	23	24	25	26	27	28	38	19	20	21	22	23	24	25	42	17	18	19	20	21	22	23
26	27	28	29	30	1	2	3	30	25	26	27	28	29	30	31	35	29	30	31	1	2	3	4	39	26	27	28	29	30	1	2	43	24	25	26	27	28	29	30
27	4	5	6	7	8	9	10	31	1	2	3	4	5	6	7	36	5	6	7	8	9	10	11	40	3	4	5	6	7	8	9	44	31	1	2	3	4	5	6

- Posting Date – This is the posting date for Funds Management and will default to the trip end date.

Destination

* Trip Country: Trip Region:

* Destination:

Additional Destinations:

- Trip Country – This will default to the USA or you can choose from the drop-down list.
- Trip Region – Enter manually if you know the region code or use the search feature. Refer to page 62 for additional information.
- Destination – This is a free text field. Please enter the city and state, or country, if international.
 - Additional Destinations – Click on “Enter Additional Destinations” to enter appropriate information
 - Additional Destination data initially defaults from the Main Destination.

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 Shared Administrative System
 TM- Travel Management
 Create Travel Expense Report

- You must change the Date, Time, Destination and Reason fields.
- You may also need to change the Activity and Trip Region as well.
- Click on Accept to record your new entries. If everything looks correct, click on Accept again to return to the main screen.

Additional Destinations

<input type="checkbox"/>	Event in Itinerary	Date	Time	Destination	Country	Reason
	Start of Trip	07/15/2013	08:00		Standard Conus Rate, USA	
	Trip Destination	07/15/2013	08:00	Pittsburgh, PA	Pittsburgh, PA	Meeting
	Additional Destination	07/15/2013	08:01		Pittsburgh, PA	

Activity:

Trip Country: Trip Region: Pittsburgh, PA

	End of Trip	07/17/2013	19:00		Standard Conus Rate, USA	

Additional Information:

Additional Information

* Activity:

* Reason:

Comment:

Advances:

Cost Assignment:

- Activity – This is the purpose of travel. Make a selection from the drop-down list. The General Ledger (GL) account is determined based on the “activity” selected.
- Reason – Free text. Please enter the event the traveler is attending.
- Comment – Free text.
- Advances – THIS FIELD IS NOT USED AND CANNOT BE REQUESTED.

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 Shared Administrative System
 TM- Travel Management
 Create Travel Expense Report

- Cost Assignment – The cost assignment will default from your HR Master Data. If you need to override the default, click on “Change Cost Assignment”.
 - You can change the fields identified below.
 - Accounting Object selections include Cost Center, Internal, and WBS (Grant info)

- Many options are available to search for a cost object including searching for previously used objects.
- Once you’ve entered the appropriate cost assignment info, click on Accept to return to the main screen.
- Note: If the distribution does not total 100%, the portion not distributed will be charged according to your HR master data.

Per Diems for Meals and Accommodations

- If you wish to claim per diem, check the box “Per Diem Reimbursement for Meals”.

', 'No. of Deductions: 0', and a button labeled 'Enter Deductions for Meals'. An arrow points from the text below to the checked checkbox."/>

- If any meals were provided and are not to be reimbursed, click on “Enter Deductions for Meals” and the following will be displayed.

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TM- Travel Management
Create Travel Expense Report



Employee [REDACTED] Schema Domestic - Overnight Start Date 10/26/2022 End Date 10/29/2022

< Previous Step **Accept** Exit to General Data Save Draft

Deductions for Meals

Day of Week	Date	Breakfast	Lunch	Dinner
Wednesday	10/26/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	10/27/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	10/28/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	10/29/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Previous Step **Accept** Exit to General Data Save Draft

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

Mileage

Mileage

Total Distance: Mile **Enter Mileage Details**

- Click on “Enter Mileage Details”
- You will be directed to the below screen.
- Enter mileage by date. If you have multiple days in your trip with mileage, you will click on “New Entry” to add mileage for each trip date.
- Faculty who supervise student teachers or other employees who have **multiple destinations in the same day need to add a “New Entry” for each destination in that day.**
- You can also change the cost assignment for any/each mileage entry by clicking “Change Cost Assignment”.
- When all details have been entered, click Accept to return to the main screen.

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Shared Administrative System
TM- Travel Management
Create Travel Expense Report

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

Employee [REDACTED] Schema Domestic - Overnight Start Date 10/26/2022 End Date 10/29/2022

< Previous Step Accept Exit to General Data Save Draft

Calendar of Trips

Total Distance Driven: 0 Mile

Mileage Details

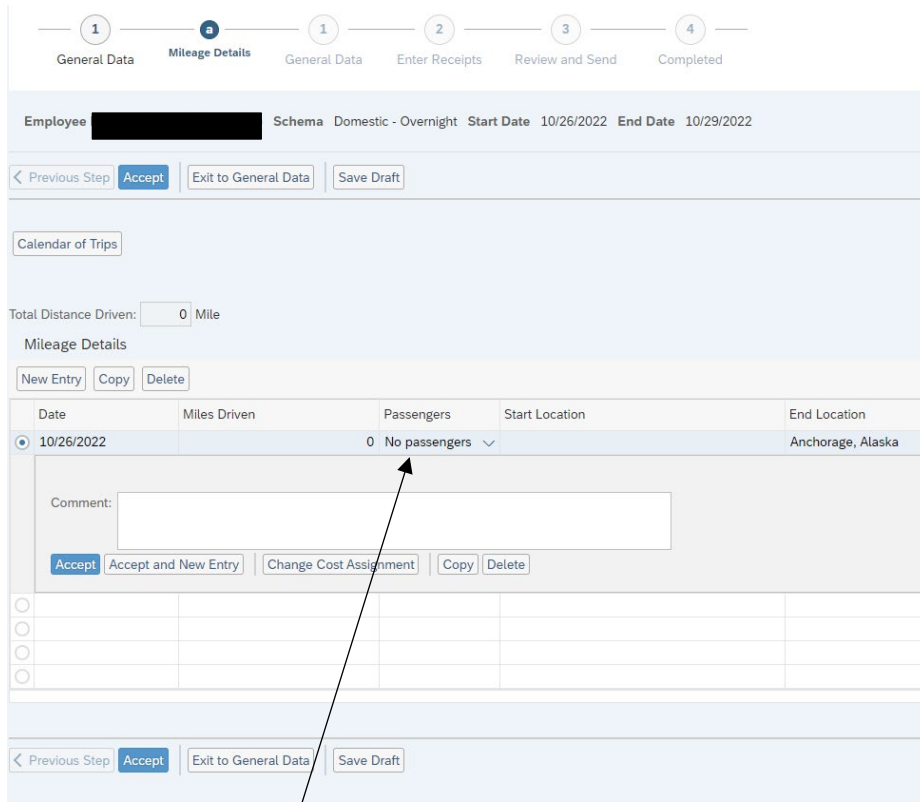
New Entry Copy Delete

Date	Miles Driven	Passengers	Start Location	End Location
10/26/2022		0 No passengers		Anchorage, Alaska

Comment:

Accept Accept and New Entry Change Cost Assignment Copy Delete

< Previous Step Accept Exit to General Data Save Draft



Note: You can add Passengers with the drop down.

The next step is to Enter Receipts. You can also Save Draft on this screen by clicking that option. We will begin to enter receipts. Click on either of the “Enter Receipts” tabs below.

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Shared Administrative System
TM- Travel Management
Create Travel Expense Report

< Previous Step **Enter Receipts** > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 10/26/2022 08:00
* End Date: 10/29/2022 10:00
Posting Date: 10/29/2022

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: AK/AB Anchorage, AK
* Destination: Anchorage, Alaska
Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity: Human Resources Recruitment
* Reason: Recruit Faculty
Comment:
Advances: 0.00 United States Dollar Enter Advances
Cost Assignment: 100.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Center 7011400000 (...) Change Cost Assignment

Per Diem for Meals and Accommodations

Per Diem Reimbursement for Meals: No. of Deductions: 2 Enter Deductions for Meals

Mileage

Total Distance: 300 Mile Enter Mileage Details

< Previous Step **Enter Receipts** > Save Draft

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Shared Administrative System
TM- Travel Management
Create Travel Expense Report

Click on “New Entry” to start adding receipts.

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

Employee ██████████ Schema Domestic - Overnight Start Date 10/26/2022 End Date 10/29/2022

< Previous Step Review > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

< Previous Step Review > Save Draft

The screen will now look like the below. You will add an “Expense Type” by clicking the dropdown list.

Receipts in This Expense Report

New Entry Copy Delete

<input checked="" type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input checked="" type="checkbox"/>	001	◆	▼	0.00	United States Dollar	10/26/2022	0.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>									

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Shared Administrative System
TM- Travel Management
Create Travel Expense Report

Below are just a few examples of the choices available in the dropdown list. Fields that are displayed are based on the Expense Type chosen here.

<input checked="" type="checkbox"/>	No.	Status	Expense Type
<input checked="" type="checkbox"/>	001	◆	▼
<input type="checkbox"/>			Airfare
<input type="checkbox"/>			Baggage Fee
<input type="checkbox"/>			Business Meal (auth required)
<input type="checkbox"/>			Car rental
<input type="checkbox"/>			Conference Regist
<input type="checkbox"/>			Estimated Cost
<input type="checkbox"/>			Gasoline
<input type="checkbox"/>			Hotel
<input type="checkbox"/>			Other

<input type="checkbox"/>			Train
<input type="checkbox"/>			X: Pd direct to vendor-Airfare
<input type="checkbox"/>			X: Pd direct to vendor-Baggage
<input type="checkbox"/>			X: Pd direct to vendor-Car Rnt
<input type="checkbox"/>			X: Pd direct to vendor-Conf Re
<input type="checkbox"/>			X: Pd direct to vendor-Hotel
<input type="checkbox"/>			X: Pd direct to vendor-Other
<input type="checkbox"/>			X: Pd direct to vendor-Train
<input type="checkbox"/>			Z: AP Adjustment
<input type="checkbox"/>			Z: Unfunded Travel Costs

[← Previous Step](#)

- Expense Types labeled “X and Z” are used by University Accounts Payable only.


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Shared Administrative System
TM- Travel Management
Create Travel Expense Report

Click on the “Attachments” button and follow the steps to upload your receipts. After you have attached each of your receipts, be sure to click the Upload button.

< Previous Step | Enter Receipts > | Save Draft


Calendar of Trips | **Attachments (1)**

Delete Attachment

Title	Added By	Added On
 May 2019 Airport Parking R...	Proper , Tina M.	10/27/2022


Add Attachment


Type: File Link Note Business Document

File Path: 

Upload


General Data


* Start Date: 

* End Date: 

Posting Date:

Destination

* Trip Country: Trip Region:  Anchorage, AK

* Destination: 

- If everything looks correct on the below screen, the **Traveler** can “Save and Send for Approval”. If you are a **Travel Assistant** you can only “Save a Draft” and then notify the traveler to Approve.
- If you find you need to make changes click on “Previous Step”.
- You can also click on “Display Expense Form” to review and print.

[← Previous Step](#)

[Save and Send for Approval](#)

Final Action

- Save Draft I only want to save my expense report and send it later
- Save and Send for Approval 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 Meals per Diem	322.50 USD
Total Mileage	187.50 USD
Total Individual Receipts	700.00 USD
Total Travel Expenses	1,210.00 USD
Amount Reimbursed	1,210.00 USD
Amount Paid Out	1,210.00 USD

Cost Assignment

1,210.00 USD Company Code SSHE (State System of Higher Ed), Business Area 70 (Slippery Rock), Cost Center 7

[Display Expense Form](#)

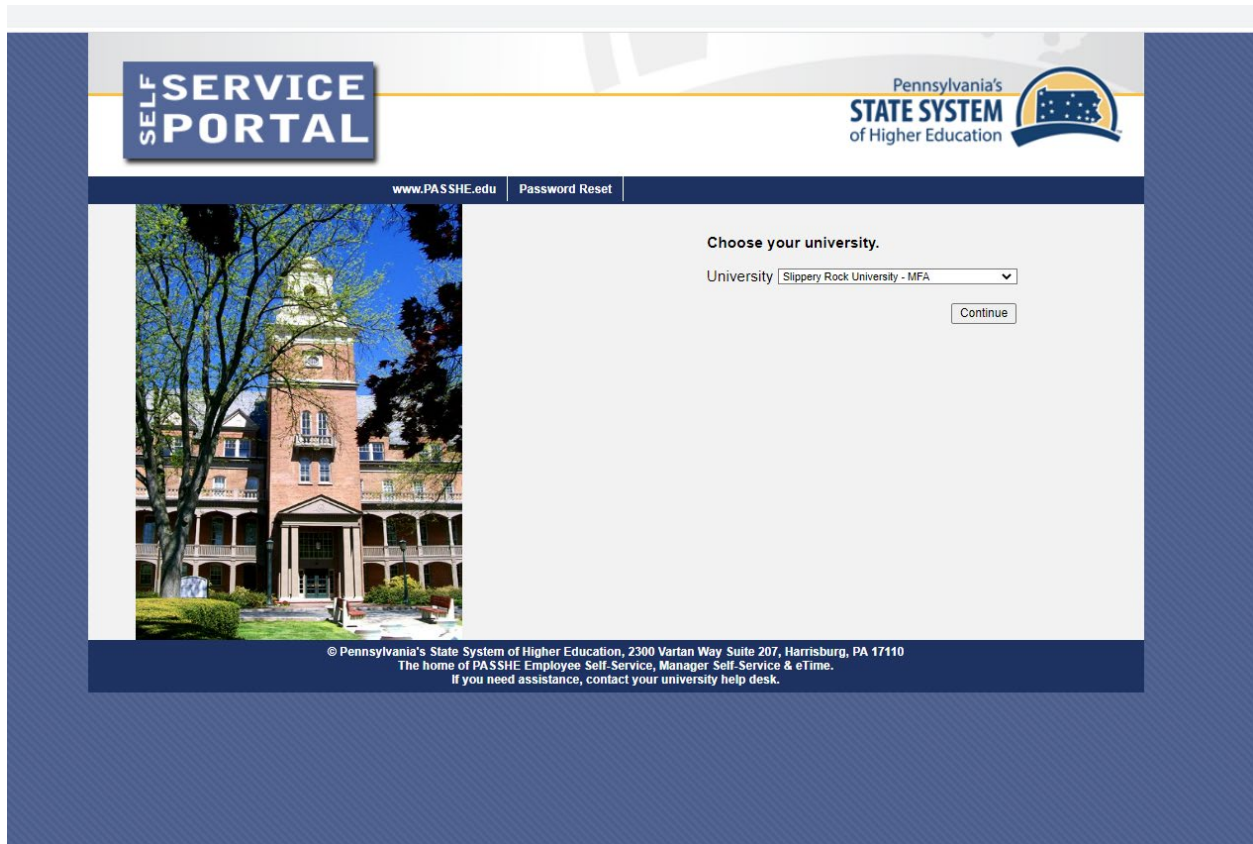
[← Previous Step](#)

[Save and Send for Approval](#)

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

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

Log into the portal:



SELF SERVICE PORTAL

Pennsylvania's **STATE SYSTEM** of Higher Education

www.PASSHE.edu | [Password Reset](#)

Choose your university.

University

© Pennsylvania's State System of Higher Education, 2300 Vartan Way Suite 207, Harrisburg, PA 17110
The home of PASSHE Employee Self-Service, Manager Self-Service & eTime.
If you need assistance, contact your university help desk.

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

From the Manager Self-Service tab, click on either of the 2 provided Travel Management links.

SELF SERVICE PORTAL

Welcome Kristine Hoffman
Last Logon: Thu, 11/10/2022 15:51:02

Home Account Alerts Employee Self-Service **Manager Self-Service** eTime Materials Management SAP

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

Welcome Kristine 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

SELF SERVICE PORTAL

Welcome Kristine Hoffman
Last Logon: Thu, 11/10/2022 15:51:02

Home Account Alerts Employee Self-Service **Manager Self-Service** eTime Materials Management SAP GUI Business Int

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

Manager Self-Service >> Travel Management

This page will provide you with information about each available Manager Self-Service (MSS) application for you to access in this sub-section. A link to this sub-sections overview page will be shown to the left of the MSS application that you can use to return to this page.

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.

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Shared Administrative System
TM- Travel Management
Approve Trip

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

The screenshot shows the SAP Business Workplace Inbox interface. At the top, there is a navigation bar with the SAP logo and the text "Business Workplace Inbox for: H". Below this, a message states: "This page provides a list of all travel items in your business inbox that require your attention. Start by clicking the button to the left of a item. From that window you may then either approve or reject the travel request or expense report. You may also display the request/".

The main content area is titled "Items Awaiting Your Approval" and features a "Refresh Inbox" button. Below the button is a table with the following data:

	Creation Date	Item Description
<input type="radio"/>	11/07/2022	Approve Travel Expense for McClaine , Emily P - A/P Approval
<input type="radio"/>	11/11/2022	Approve Travel Expense for Burick , Natalie E - A/P Approval
<input type="radio"/>	11/11/2022	Approve Travel Expense for Kline , Dallas R. - A/P Approval
<input type="radio"/>	11/11/2022	Approve Travel Expense for Cochran , Wayne E - A/P Approval
<input type="radio"/>	11/11/2022	Approve Travel Expense for Cole , W Christopher - A/P Approval

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Shared Administrative System
TM- Travel Management
Approve Trip

Click on the line you wish to review and approve; additional details will be displayed. If you wish to view the Request/Expense Report, click on the “Display Form” button.

The screenshot shows the 'SELF SERVICE PORTAL' interface. The user is logged in as Kristine Hoffman. The 'Travel Management' section is active. A list of travel requests is shown, with the first one selected. The 'Item Details' section provides the following information:

- Employee Name: Kline, Dallas
- Employee No: 00179741
- Trip Number: 7000002700
- Trip Start: 11/09/2022 09:30:00
- Trip End: 11/10/2022 04:00:00
- Reason: College Fair and High School Visit
- Location: Western Beaver High School
- Destination: Beaver County, PA
- Estimated Cost: \$0.00
- Total Cost: \$234.43
- Advance: \$0.00
- Account Assignment: 7011395300 = \$ 234.43
- Approver of WF Steps: A/P Approval.
- To Process Request: https://portal.pashe.edu/travel_inbox.jsp

At the bottom of the details section, there are several buttons: 'Display Form', 'Add / View Attachment (2)', 'Email Traveler', 'Approve', and 'Reject'. An arrow points to the 'Display Form' button.

You can display any attachments that the traveler added to the trip by clicking the Add/View Attachments tab and the below will display.

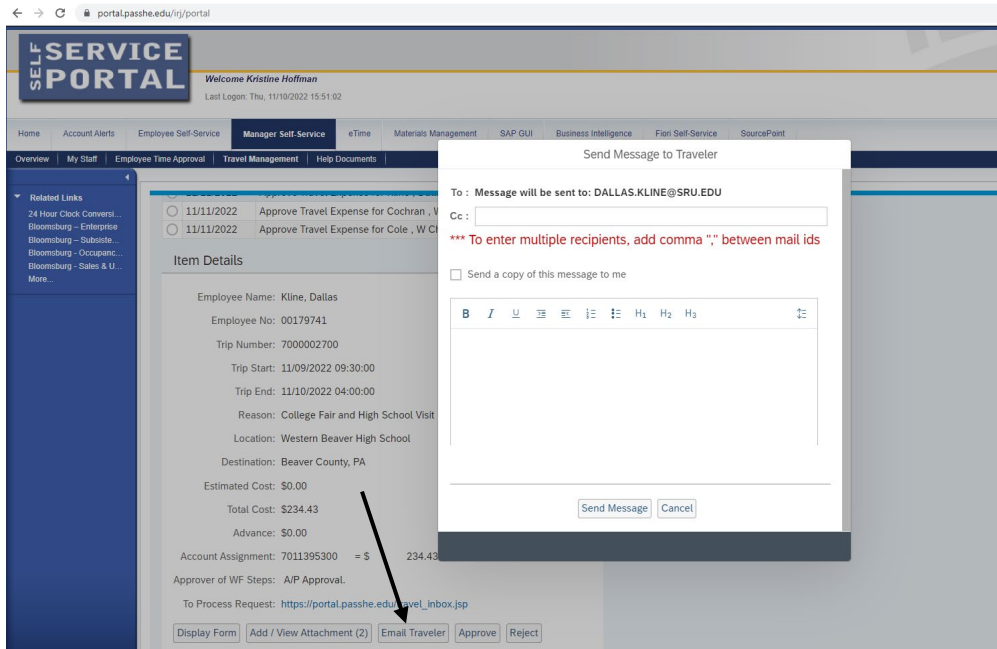
The 'Trip Attachments' window displays a table of attachments and an 'Add Attachment' form.

	Title	Attached By	Attached On
<input type="radio"/>	Fairmont Gas	Kline , Dallas R.	11/11/2022
<input type="radio"/>	Fairmont Hotel	Kline , Dallas R.	11/11/2022

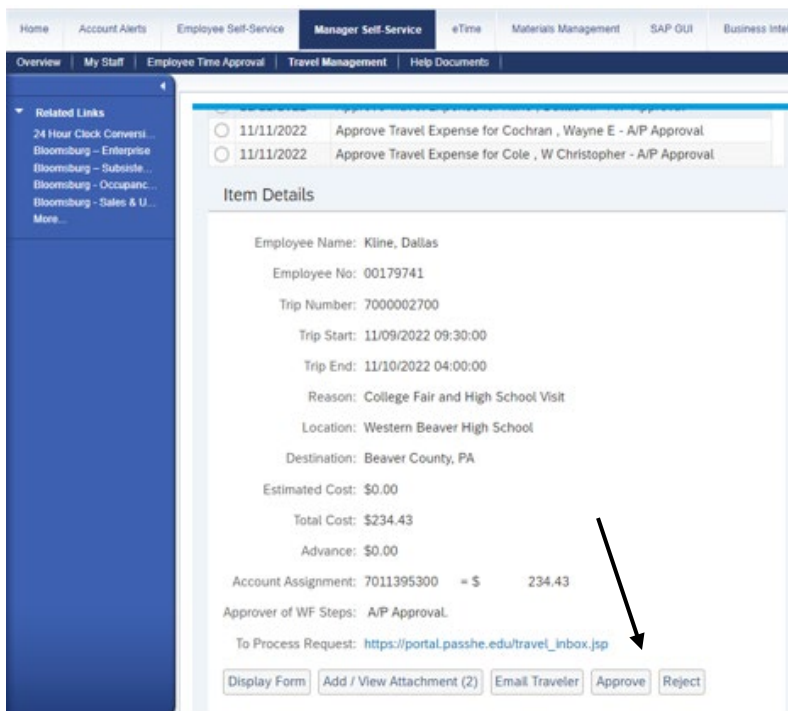
Add Attachment
Type : File Link Note
:

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

If you need to contact the traveler for any reason, click on the “Email Traveler” tab and the below box will appear allowing you to create and send an email message.



Next you can either “Approve” or “Reject” the trip by clicking the appropriate tab.



Once you approve or reject the item, it will disappear from your inbox.

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Search for Trip Region

The system will determine the reimbursement amount for meals and lodging based upon the Trip Region, as well as your departure and return dates and times.

Click here to begin the search

* Trip Country: Trip Region:

The below screen will be displayed.

Select: Trip Region ↗ ×

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: Country/Group/Region:

Name of Trip Country:

Items (More than 500)

	Trip Country	Trip Region Code	Name of Trip Region
<input type="radio"/>	US	AK/[O	[other], AK
<input type="radio"/>	US	AL/AB	Abbeville, AL
<input type="radio"/>	US	AL/AA	Aberfoil, AL
<input type="radio"/>	US	AL/AC	Abernant, AL
<input type="radio"/>	US	AK/AD	Adak, AK
<input type="radio"/>	US	AL/AD	Addison, AL
<input type="radio"/>	US	AL/AE	Akron, AL
<input type="radio"/>	US	AL/AF	Alabaster, AL
<input type="radio"/>	US	AL/AG	Alberta, AL
<input type="radio"/>	US	AL/AH	Albertville, AL
<input type="radio"/>	US	AL/AI	Alexander City, AL
<input type="radio"/>	US	AL/AJ	Aliceville, AL

Cancel

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Shared Administrative System
TM- Travel Management
Search for Trip Region

In this example, we will search for the Region code for Pittsburgh, PA

- Trip Country/Group will default to the US.
- Country/Group/Region = in the US, the Region code will always begin with the state abbreviation, so PA* is entered. The asterisk (*) represents a wildcard.
- Name of Trip Country = in the US, this will be the city or county name.
 - This field is case sensitive!! pitts* will not produce any results...the first letter must be capitalized.
 - If the city you are traveling to is not listed, you must select the county in which the city is located.

Select: Trip Region 🔗 ✕

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: 🔗 Country/Group/Region: 🔗

Name of Trip Country: 🔗

Items (2)

	Trip Country	Trip Region Code	Name of Trip Region
<input type="radio"/>	US	PA/P3	Pittsburgh, PA
<input type="radio"/>	US	PA/P4	Pittston, PA

Cancel

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Search for Trip Region

- When the search results are returned, click on the correct region

Select: Trip Region

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: US Country/Group/Region: PA*
Name of Trip Country: Pitts*

Items (2)

	Trip Country	Trip Region Code	Name of Trip Region
<input checked="" type="radio"/>	US	PA/P3	Pittsburgh, PA
<input type="radio"/>	US	PA/P4	Pittston, PA

Cancel

- The form will populate the trip region code and return you to the main screen.

< Previous Step Review > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 11/07/2022 10:00
* End Date: 11/12/2022 17:00
Posting Date: 11/12/2022

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/P3 Pittsburgh, PA
* Destination: Business Management Admin Pro Forum Co...
Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity (Expenses): Administrative Travel
* Reason: Conference
Estimated Costs: 821.88 USD Enter Estimated Costs

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Changing Cost Assignment

In some cases, travel expense is incurred in a cost center other than a person's home cost center. For example, if an employee is on a department's accreditation committee, and that certain accreditation has its own budget, then travel related to that accreditation should be charged to its budget. Travel Management™, however, will automatically charge expense to the cost center currently assigned to the individual in SAP. In this case, an over-ride to the cost assignment for a particular trip is required. The following instructions provides the steps required in TM.

- As the traveler creates a Travel Request (TR), the home cost center will automatically populate in the first step, General Data. To change the cost assignment simply click on the "Change Cost Assignment" tab.

The screenshot displays the 'Changing Cost Assignment' interface in the Travel Management system. At the top, there are navigation buttons: '< Previous Step', 'Review >', and 'Save Draft'. Below this, there are two tabs: 'Calendar of Trips' and 'Attachments (0)'. The main content is organized into three sections:

- General Data:** Includes fields for Start Date (11/22/2022, 08:00), End Date (11/25/2022, 15:00), and Posting Date (11/25/2022).
- Destination:** Includes Trip Country (Standard Conus Rate, USA), Trip Region (AL/AG), and Destination (Alberta, AL). There is also an 'Additional Destinations' field with the text 'No destinations entered' and a button 'Enter Additional Destinations'.
- Additional Information:** Includes Activity (Expenses) (Student Recruitment Travel), Reason (recruiting), Estimated Costs (1,757.88 USD), Comment (empty field), Advances (0.00 United States Dollar), and Cost Assignment (100.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Center 7011400000 (...)).

At the bottom, there are navigation buttons: '< Previous Step', 'Review >', and 'Save Draft'. A black arrow points to the 'Change Cost Assignment' button located at the bottom right of the form.

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 Shared Administrative System
 TM- Travel Management
 Changing Cost Assignment

- A “Cost Assignment for Trip” dialogue box will open. To change the cost center simply click in the box after the ten-digit cost center.

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	State System of Higher Ed	Slippery Rock	Cost Center 7011400000

Cost Center: 7011400000

Accept Accept and New Entry Check Delete

- Enter the ten-digit cost center where the trip expense should be charged and click the “Check” box to see if the correct number was entered. In this case, the number is correct.

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	State System of Higher Ed	Slippery Rock	Cost Center 7011400000 - ADMIN/GE/...

Cost Center: 7011400000 ADMIN/GE/ECON DEV

Accept Accept and New Entry Check Delete

Check was successful

Previous Step Accept Exit to General Data Save Draft

- If a grant is funding the trip, and the expense is to be posted to the grant, then the field titled “Accounting Object” needs to be updated. Grants are listed in SAP as “WBS Element”. Simply click on the drop-down arrow under “Accounting Object” and choose “WBS Element.” In this case, the 11-digit grant number (XXXXXXXXXX.X) was entered, and the “Check” button was clicked. The number was correct as the grant “DOJ: Digital Evidence Forensic Training” is the correct account.
- Once the update is completed, ensure that you click on “Accept” and it will exit to the main form.
- If you add multiple cost centers, this could key multiple approvals.
- If you have additional questions, please see your Travel Assistant.

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 Shared Administrative System
 TM- Travel Management
 Travel Request Estimated Expense Adjustment

If funds are not available to fully fund travel, below are the steps to adjust Travel Requests (TRs) to an approved amount.

1. Traveler submits the requested travel. All expected expenses are included. The example below shows the estimated costs of a Travel Request at \$2,357.88. The request is currently awaiting approval.

Estimated Costs	
Calculate	
Travel Mediums	Estimated Costs
Airfare	495.00
Baggage Fee	50.00
Business Meal (auth required)	0.00
Conference Regist	740.00
Gasoline	0.00
Hotel	759.00
Meals/Subsistence	213.88
Mileage Reimb	0.00
Other Miscellaneous Costs	0.00
Parking	0.00
Car rental	0.00
Taxi, shuttle, public trans.	100.00
Toll	0.00
Train	0.00
Z: Unfunded Travel Costs	0.00
Sum	2,357.88

2. If the TR exceeds available funds, then the TR can be adjusted to the available funding level. Supervisors should have the TA go into the particular TR and adjust the estimated expenses down to the approved level. This is done by enter a negative (-) number in the "Other Miscellaneous Costs" category. The amount entered should bring the Sum to the approved amount. The example below shows an adjustment of -\$357.88. This brings the expected costs to \$2,000.

Estimated Costs	
Calculate	
Travel Mediums	Estimated Costs
Airfare	495.00
Baggage Fee	50.00
Business Meal (auth required)	0.00
Conference Regist	740.00
Gasoline	0.00
Hotel	759.00
Meals/Subsistence	213.88
Mileage Reimb	0.00
Other Miscellaneous Costs	357.88- X
Parking	0.00
Car rental	0.00
Taxi, shuttle, public trans.	100.00
Toll	0.00
Train	0.00
Z: Unfunded Travel Costs	0.00
Sum	2,000.00

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TM- Travel Management
Travel Request Estimated Expense Adjustment

3. The TA then needs to click on the “Accept” button.

Estimated Costs		
Calculate		
Travel Mediums	Estimated Costs	Currency
Airfare	495.00	USD
Baggage Fee	50.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	740.00	USD
Gasoline	0.00	USD
Hotel	759.00	USD
Meals/Subsistence	213.88	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	357.88-	USD
Parking	0.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	100.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
Sum	2,000.00	USD

◀ Previous Step **Accept** Save Draft

4. This will take the TA back to the General Data screen. Click on “Save Draft”.

Change Travel Request ([])

1 General Data 2 Review and Send 3 Completed

Employee Biley, Sean A. (0000)

◀ Previous Step **Review** Save Draft

▶ Calendar of Trips ▶ Attachments (0)

General Data

* Start Date: 04/09/2016 07:00
* End Date: 04/12/2016 20:00
Posting Date: 04/12/2016

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: FL/O1 Orlando, FL
* Destination: Orlando, FL

Additional Destinations: No destinations entered Ent

Additional Information

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Shared Administrative System
TM- Travel Management
Travel Request Estimated Expense Adjustment

5. Travel Management will confirm the update to the Travel Request. The next approval can now take place.

Change Travel Request)

1 2 3

General Data Review and Send Completed

Employee

Previous Step Review Save Draft

Travel request was saved

some estimated costs are initialized

Calendar of Trips Attachments (0)

PA STATE SYSTEM OF HIGHER EDUCATION
 Shared Administrative System
 TM- Travel Management
 Adding Expense to a Previously Settled Expense Report (TER)

Due to funding limitations for professional development, most travel is capped at a certain level and reimbursement is limited to that amount. However, as the fiscal year ends, Deans and the Provost may find additional funds that can be applied to travel already completed. Once identified, the individual faculty member is informed of the additional amount available to fund travel already completed and are then instructed to update his/her already settled voucher.

Requesting additional reimbursement for a trip already completed and reimbursed is a simple procedure. The traveler needs to go back into the Travel Expense Report (TER) for the trip designated for additional funding. He/she then enters the additional amount, whether the amount represents an expense not originally included, or a reduction to the credit originally entered in order to bring the cost of the trip down to the approved amount.

Home Account Alerts **Employee Self-Service** Manager Self-Service

Travel Management

My Trips and Expenses

My Trips and Expenses ()

All My Trips (15) All My Travel Requests (12) **All My Expense Reports (7)** Pending Exp. Reports (3)

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

Trip Number	Start Date	End Date	Destination	Reason
3500002400	05/24/2017	05/27/2017	Carlisle, PA	attend Strategic Planners course
3500002394	05/11/2018	05/14/2018	College	To visit college
3500002393	08/01/2017	08/08/2017	Florida University	recruiting
3500002392	06/10/2017	06/20/2017	Naples FL	College Visit
3500002391	05/20/2017	05/22/2017	Harrisburg AR	To visit college
3500002390	05/29/2017	06/01/2017	Columbia County University	To attend fun conference
3500002380	03/29/2017	04/02/2017	Kent, Delaware	National APA conference

This step isolates Travel Expense Reports. Select the trip for the additional funding by clicking on the grey button to the left of the Trip Number. In this example, trip # 350002400 has been selected. The reimbursement for that trip was \$300. In this example, an additional \$300 in funding has been identified. Once the trip has been selected, click on the **Change** button.

My Trips and Expenses ()

All My Trips (15) All My Travel Requests (12) **All My Expense Reports (7)** Pending Exp. Reports (3)

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
3500002400	None	05/24/2017	05/27/2017	Carlisle, PA	attend Strategic Planners course	0.00	0.00	300.00
3500002394	Display	05/11/2018	05/14/2018	College	To visit college	0.00	0.00	487.46
3500002391	None	05/20/2017	05/22/2017	Harrisburg AR	To visit college	0.00	0.00	516.00

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TM- Travel Management
Adding Expense to a Previously Settled Expense Report (TER)

You are now in the change mode. Click on Proceed and select the correct Schema.

The screenshot shows the 'Change Expense Report (3500002400)' interface. At the top, there is a header with the report ID and an 'Employee' dropdown menu. Below the header is a 'Start' button. On the left side, there is a 'Schema Selection' section with three radio button options: 'Domestic - Overnight', 'International - Overnight', and 'Non-Overnight Travel'. The 'Domestic - Overnight' option is selected. In the center, there is a 'Warning' box with a yellow warning icon and the text: 'Changes in posting past trigger adjustment postings. Do you want to proceed?'. At the bottom right of the warning box, there are 'Proceed' and 'Cancel' buttons.

You can now make changes. Since the update is to the expense incurred, click on the “Enter Receipts” button.

The screenshot shows the 'Change Expense Report (3500002400)' interface at the 'Enter Receipts' step. At the top, there is a header with the report ID. Below the header is a progress bar with four steps: '1 General Data', '2 Enter Receipts', '3 Review and Send', and '4 Completed'. The 'Enter Receipts' step is highlighted with a blue box. Below the progress bar, there is a header with 'Employee' dropdown and 'Schema Domestic - Overnight'. Below the header, there are three buttons: '< Previous Step', 'Enter Receipts >', and 'Save Draft'. The 'Enter Receipts >' button is highlighted with a red box. Below the buttons, there is a text block: 'You can enter the data that is required to settle your expenses. If you adopted the general data from a travel request or internet addresses, or notes by choosing Attachments.' Below the text block, there are two buttons: 'Calendar of Trips' and 'Attachments (0)'. Below the buttons, there is a 'General Data' section with three rows of input fields: '* Start Date: 05/24/2017 08:00', '* End Date: 05/27/2017 18:00', and 'Posting Date: 05/27/2017'.

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 TM- Travel Management
 Adding Expense to a Previously Settled Expense Report (TER)

TM now provides the expenses entered for this TER in a table format. When this TER was originally submitted, the entire amount had been entered and a negative (-) amount entered in the **Other** expense type, reducing the reimbursement to the approved level. For this update, \$300 had been identified as available. To adjust for this additional amount, reduce the negative amount (-474.00) entered in the **Other** field to -\$174.

Receipts in This Expense Report

New Entry Copy Delete							
...	Status	Expense Type	Receipt Amou...	Receipt Currency	Receipt Date	Amount	F
001	●	Hotel	240.00	United States Dollar	05/24/2017	240.00	
002	●	Conference ...	250.00	United States Dollar	05/24/2017	250.00	
003	●	Subsistence, ...	52.00	United States Dollar	05/24/2017	52.00	
004	●	Subsistence, ...	46.00	United States Dollar	05/25/2017	46.00	
005	●	Subsistence, ...	26.00	United States Dollar	05/26/2017	26.00	
006	●	Car rental	95.00	United States Dollar	05/26/2017	95.00	
007	●	Gasoline	65.00	United States Dollar	05/26/2017	65.00	
008	●	Other	474.00-	United States Dollar	05/26/2017	474.00-	

The other amount is now - \$174 instead of -\$474. An additional comment is added and then click "Accept".

008	●	Other	174.00-	United States Dollar	05/26/2017	174.00-
-----	---	-------	---------	----------------------	------------	---------

*Description:

Comment:

The receipts summary is now updated. Click on "Save Draft".

Receipts in This Expense Report

New Entry Copy Delete							
...	Status	Expense Type	Receipt Amou...	Receipt Currency	Receipt Date	Amount	P
001	●	Hotel	240.00	United States Dollar	05/24/2017	240.00	
002	●	Conference ...	250.00	United States Dollar	05/24/2017	250.00	
003	●	Subsistence, ...	52.00	United States Dollar	05/24/2017	52.00	
004	●	Subsistence, ...	46.00	United States Dollar	05/25/2017	46.00	
005	●	Subsistence, ...	26.00	United States Dollar	05/26/2017	26.00	
006	●	Car rental	95.00	United States Dollar	05/26/2017	95.00	
007	●	Gasoline	65.00	United States Dollar	05/26/2017	65.00	
008	●	Other	174.00-	United States Dollar	05/26/2017	174.00-	

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Adding Expense to a Previously Settled Expense Report (TER)

Go to the top of the screen and click on "Review and Send".

Change Expense Report (3500002400)

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

Employee E) Schema Domestic - Overnight Start Date 05/

A summary of the amount to paid will be displayed. In this example, the amount is \$600. If correct, click on "Save and Send for Approval".

Change Expense Report (3500002400)

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

Employee Bliley, Sean A. (00021558) Schema Domestic - Overnight Start Date 05/24/2017 End Date

< Previous Step **Save and Send for Approval**

⚠ Changes in posting past trigger adjustment postings

Final Action

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

Save and Send for Approval 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 Individual Receipts	600.00 USD
Total Travel Expenses	600.00 USD
Amount Reimbursed	600.00 USD
Amount Paid Out	600.00 USD

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 TM- Travel Management
 Adding Expense to a Previously Settled Expense Report (TER)

You can now check the status of the approval/payment by clicking on “Display Expense Form”.

Change Expense Report (3500002400)

1
General Data

2
Enter Receipts

3
Review and Send

4
Completed

Employee () Schema Domestic - Overnight Start Date 05/24/

< Previous Step
Save and Send for Approval

✔ Expense report 3500002400 was saved and sent for approval

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

Display Expense Form

A PDF will display the details of the updated information. In this example, TM will show that the total amount of the reimbursement is \$600 and that \$300 had already been reimbursed leaving an additional reimbursement of \$300. This will now need to go through the approval process.

Settlement Results and Cost Assignment	
Amount Type	Amount (USD)
Sum of Receipts to be Reimbursed	600.00
Reimbursement Amount	600.00
Difference from Last Reimbursement	300.00

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TM- Travel Management
Adjusting a Travel Expense Report (TER) to an Approved Funding Level

Due to fiscal pressure, most travel for continuing professional education is not fully funded. Academic Affairs, requests that all expenses related to travel be captured should additional funds be made available. The following provides instruction on how to adjust a TER to the approved funding level.

1. Select the Travel Request (TR) that will be used to create the Travel Expense Report (TER). Note, for the most part all travel should be based on an approved Travel Request. Users will then create a TER by selecting the TR (by clicking on the grey box to the left of the Trip Number) and then the user will click on **Create** under the column titled **Expense Report**. This will launch a TER create function.

My Trips and Expenses ()

All My Trips (9) All My Travel Requests (9) All My Expense Reports (9) Pending Exp. Reports (0)

View: [Standard View] [Display/Print] [Change] [Copy] [Delete] [Cancel Trip] [Create New Travel Request] Change Query

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report
3500002829	04/27/2017	04/28/2017	State College, PA	Spring 2017 BADD meeting	transferred to FI	Request Approved	(1)	Display
3500002642	03/02/2017	03/05/2017	Boston, TX	attend organic chemistry symposium		Request Rejected	(1)	Create

2. The Create feature will bring over data from the TR. It will first ask for you to select a Schema (non-overnight, domestic overnight, international). Select the correct option.
3. You will now need to adjust the input to the actual trip data (start/end dates and times, other). Then receipts can be entered. Once the receipts are entered, click on **Save Draft**.

Receipts in This Expense Report

[New Entry] [Copy] [Delete]

...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date
...	●	Airfare	275.00	United States Dollar	06/17/2017
...	●	Baggage Fee	50.00	United States Dollar	06/17/2017
...	●	Conference Regist	250.00	United States Dollar	06/17/2017
...	●	Hotel	275.00	United States Dollar	06/17/2017
...	●	Taxi, shuttle, public trans.	45.00	United States Dollar	06/17/2017
...	●	Taxi, shuttle, public trans.	45.00	United States Dollar	06/19/2017
...	●	Subsistence, Overnight	56.75	United States Dollar	06/17/2017
...	●	Subsistence, Overnight	75.85	United States Dollar	06/18/2017
...	●	Subsistence, Overnight	95.55	United States Dollar	06/19/2017
...	◇		0.00	United States Dollar	06/19/2017

< Previous Step | Review > | **Save Draft**

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 Shared Administrative System
 TM- Travel Management
 Adjusting a Travel Expense Report (TER) to an Approved Funding Level

4. Review the TER by clicking on “Review and Send”.

Change Expense Report (3500003260)

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

Employee [redacted] Schema Domestic - Overnight Start Date 06/17/2017 End Date 06/19

Expense report 3500003260 was saved
 100.00 % will be assigned acc. to trip costs assignment guidelines

Receipts in This Expense Report

...	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date
...	<input checked="" type="checkbox"/>	Airfare	275.00	United States Dollar	06/17

5. TM will provide the current expenses as entered. In this case expenses totaled \$1,108.88. However, only \$500 in funding is available. The TER needs to be reduced by \$608.88. This is done by going back to the **Receipts** and enter a negative -\$608.88 in the **Other** expense type.

Final Action

Save Draft I only want to save my expense report and send it later
 Save and Send for Approval 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 Individual Receipts	1,108.88 USD
Total Travel Expenses	1,108.88 USD
Amount Reimbursed	1,108.88 USD
Amount Paid Out	1,108.88 USD

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Shared Administrative System
TM- Travel Management
Adjusting a Travel Expense Report (TER) to an Approved Funding Level

6. Click on "Enter Receipts".

Change Expense Report (3500003260)

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

Employee [] Schema Domestic - Overnight Start Date 06/17/2017 End Date 06/19/2017

< Previous Step Save and Send for Approval

Final Action

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

Save and Send for Approval 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 Individual Receipts 1,108.88 USD

7. Click on "New Entry".

Employee [] 8) Schema Domestic - Overnight Start Date 06/17/2017 End Date 06/19/2017

< Previous Step Review > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

...	Status	Expense Type	Receipt Amount	Receipt Currency	Rec
...	●	Airfare	275.00	United States Dollar	06/17/2017
...	●	Baggage Fee	50.00	United States Dollar	06/17/2017
...	●	Conference Regist	250.00	United States Dollar	06/17/2017
...	●	Hotel	275.00	United States Dollar	06/17/2017

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TM- Travel Management
Adjusting a Travel Expense Report (TER) to an Approved Funding Level

8. Choose the expense type “Other”.

Receipts in This Expense Report

New Entry Copy Delete

...	Status	Expense Type	Receipt Amount
...	●	Airfare	275.00
...	●	Baggage Fee	50.00
...	●	Conference Regist	250.00
...	●	Hotel	275.00
...	●	Taxi, shuttle, public trans.	45.00
...	●	Taxi, shuttle, public trans.	45.00
...	●	Subsistence, Overnight	56.75
...	●	Subsistence, Overnight	75.85
...	●	Subsistence, Overnight	95.55
...	◇		0.00

▼

- Airfare
- Baggage Fee
- Business Meal (auth required)
- Car rental
- Conference Regist
- Estimated Cost
- Gasoline
- Hotel
- Other**
- Parking

◀ Previous Step

9. Enter the amount (as a negative) needed to bring the TER to the funded level, add a description and then click “Accept”.

...	●	Subsistence, Overnight	75.85	United States Dollar	06/19/2017
...	●	Subsistence, Overnight	95.55	United States Dollar	06/19/2017
...	●	Other	-608.80	United States Dollar	06/19/2017

*Description:

Comment:

Accept | Accept and New Entry | Change Cost Assignment | Enter Itemization | Check | Copy | Delete

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Adjusting a Travel Expense Report (TER) to an Approved Funding Level

10. Click on “Save Draft and then Review”.

The screenshot shows a table titled "Receipts in This Expense Report". At the top, there are buttons for "New Entry", "Copy", and "Delete". The table has columns for "Status", "Expense Type", "Receipt Amount", and "Re". The "Status" column contains green dots. The "Expense Type" column lists various categories like Airfare, Baggage Fee, Conference Regist, Hotel, Taxi, shuttle, public trans., Subsistence, Overnight, and Other. The "Receipt Amount" column shows values such as 275.00, 50.00, 250.00, 275.00, 45.00, 45.00, 56.75, 75.85, 95.55, and 608.80-. The "Re" column is partially visible. At the bottom, there are navigation buttons: "< Previous Step", "Review >", and "Save Draft". A red box highlights the "Review >" button.

...	Status	Expense Type	Receipt Amount	Re
...	●	Airfare	275.00	Uni
...	●	Baggage Fee	50.00	Uni
...	●	Conference Regist	250.00	Uni
...	●	Hotel	275.00	Uni
...	●	Taxi, shuttle, public trans.	45.00	Uni
...	●	Taxi, shuttle, public trans.	45.00	Uni
...	●	Subsistence, Overnight	56.75	Uni
...	●	Subsistence, Overnight	75.85	Uni
...	●	Subsistence, Overnight	95.55	Uni
...	●	Other	608.80-	Uni

11. TM will now summarize the expense for the trip. You can now choose “Save and Send for Approval” and then click on Save and Send for Approval button.

12. It will now need to get all the appropriate approvals.

The screenshot shows the "Final Action" section of a form. There are two radio buttons: "Save Draft" (unselected) and "Save and Send for Approval" (selected). The "Save and Send for Approval" option is highlighted with a red box. Below the radio buttons, there is a summary table and a cost assignment section. The summary table shows "Total Individual Receipts", "Total Travel Expenses", "Amount Reimbursed", and "Amount Paid Out", all with a value of 500.00 USD. The cost assignment section shows "500.00 USD" and "Company Code SSHE (State System of Higher Ed), Business Area 35 (Edinboro), Cost Center 351115". At the bottom, there are navigation buttons: "< Previous Step" and "Save and Send for Approval". A red box highlights the "Save and Send for Approval" button.

Final Action

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

Save and Send for Approval 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 Individual Receipts	500.00 USD
Total Travel Expenses	500.00 USD
Amount Reimbursed	500.00 USD
Amount Paid Out	500.00 USD

Cost Assignment

500.00 USD Company Code SSHE (State System of Higher Ed), Business Area 35 (Edinboro), Cost Center 351115

Display Expense Form

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
Time Chart

24 HOUR TIME CHART

(4 digits)
0000 through 2359 01/2003

NO punctuation and NO a.m. or p.m. designation

Midnight is the beginning of the new day.

24 Hour Time	Standard Time
0000	12:00 Midnight
0030	12:30 AM
0100	1:00 AM
0130	1:30 AM
0200	2:00 AM
0230	2:30 AM
0300	3:00 AM
0330	3:30 AM
0400	4:00 AM
0430	4:30 AM
0500	5:00 AM
0530	5:30 AM
0600	6:00 AM
0630	6:30 AM
0700	7:00 AM
0730	7:30 AM
0800	8:00 AM
0830	8:30 AM
0900	9:00 AM
0930	9:30 AM
1000	10:00 AM
1030	10:30 AM
1100	11:00 AM
1130	11:30 AM

24 Hour Time	Standard Time
1200	12:00 Noon
1230	12:30 PM
1300	1:00 PM
1330	1:30 PM
1400	2:00 PM
1430	2:30 PM
1500	3:00 PM
1530	3:30 PM
1600	4:00 PM
1630	4:30 PM
1700	5:00 PM
1730	5:30 PM
1800	6:00 PM
1830	6:30 PM
1900	7:00 PM
1930	7:30 PM
2000	8:00 PM
2030	8:30 PM
2100	9:00 PM
2130	9:30 PM
2200	10:00 PM
2230	10:30 PM
2300	11:00 PM
2330	11:30 PM

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 TM- Travel Management
 Frequently Used Trip Regions

<i>University or City</i>	<i>County</i>	<i>SAP Trip Region</i>
Bloomsburg University of PA	Columbia	PA-BP
California University of PA	Washington	PA/CC
Cheyney University of PA	Delaware	PA-CE
Clarion University of PA	Clarion	PA-CN
East Stroudsburg University of PA*	Monroe	PA+MF
Edinboro University of PA	Erie	PA/EO
Indiana University of PA	Indiana	PA/IB
Kutztown University of PA	Berks	PA/KS
Lock Haven University of PA	Clinton	PA-LO
Mansfield University of PA	Tioga	PA/MI
Millersville University of PA	Lancaster	PA-M1
Shippensburg University of PA	Cumberland	PA-SJ
Slippery Rock University of PA*	Butler	PA+B3
West Chester University of PA	Chester	PA/W3
Office of the Chancellor/Harrisburg	Dauphin	PA/HK
Philadelphia	Philadelphia	PA/PU
Pittsburgh	Allegheny	PA/P3
State College	Centre	PA+SL

** The cities of East Stroudsburg and Slippery Rock are not included in the per diem rates files. Therefore, these cities will follow the rates for the county in which they are located.*