

# PA STATE SYSTEM OF HIGHER EDUCATION

## Shared Administrative System

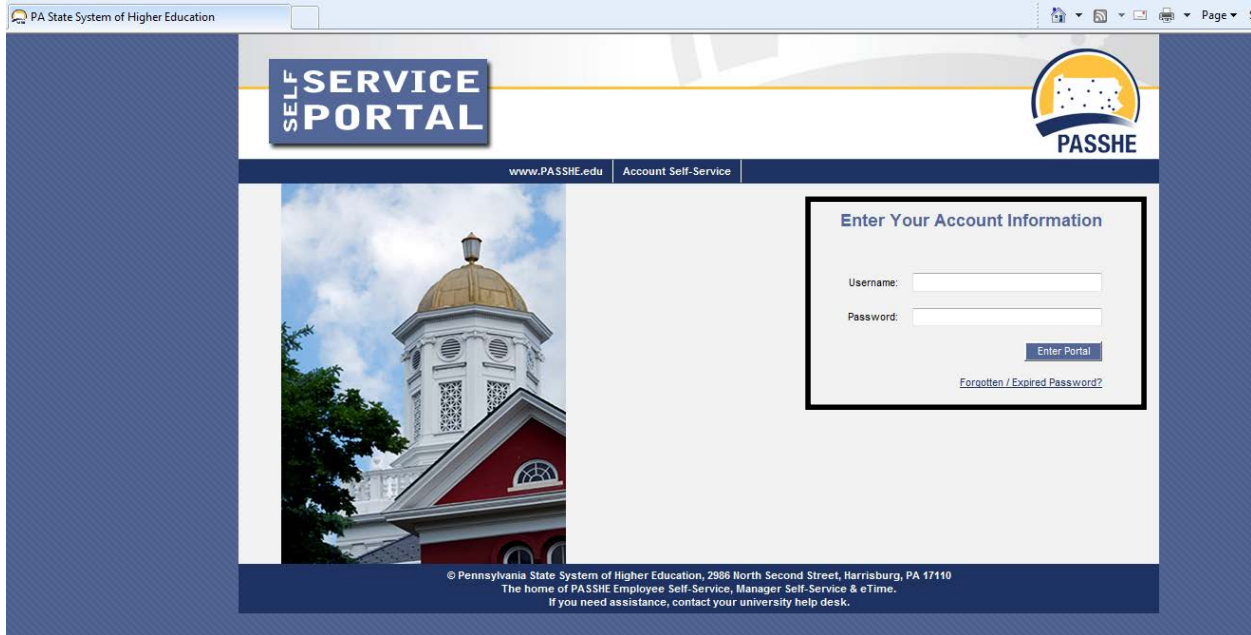
### TM – Travel Management

#### Create Travel Expense Report

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

Log into the portal...



# PA STATE SYSTEM OF HIGHER EDUCATION

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### TM – Travel Management

#### Create Travel Expense Report

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

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

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

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

Overview

### Welcome Nicole to Employee Self-Service!

#### Areas of Employee Self-Service

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

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

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

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

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

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

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

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#### Create Travel Expense Report

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

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

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Travel Management Overview

### Employee Self-Service >> Travel Management

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

#### Available Applications

**My Trips and Expenses**

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

[Create Travel Request](#)

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

[Create Expense Report](#)

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

[Unlock Employee Record](#)

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

[My Employees](#)

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

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

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### TM – Travel Management

#### Create Travel Expense Report

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'll create a new Travel Expense Report.

**My Trips and Expenses**

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

Start Date	End Date	Destination	Reason

The system will propose Travel Requests that are available for Expense Report creation. If you wish to create an Expense Report for a Request, click on the trip, select a schema, and then click on start.

**Create Expense Report**

Employee Peters, [redacted]

[Start](#)

**Available Travel Requests / Plans**

Reset Selection

Trip Number	Trip Begins On	Trip Ends On	Destination	Trip Country
1000000112	01/09/2014	01/10/2014	Bala-Cynwyd, PA	US
1000000063	08/05/2013	08/06/2013	Harrisburg, PA	US
1000000059	07/08/2013	07/09/2013	State College	US

**Schema Selection**

Domestic - Overnight

International - Overnight

Non-Overnight Travel

If you wish to create an Expense Report without an underlying Request, just select a schema and then click on Start.

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#### Create Travel Expense Report

In this example, we are going to create an Expense Report without an underlying Request for a trip within the U.S. I've chosen the schema "Domestic Trip" and then clicked on Start.

Create Expense Report main screen. This screen is very similar to the Travel Request screen with the exception of a few items.

**Create Expense Report**

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

Employee Peters   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: 2 Assignments: 90.00 % Cost Center 1011010100 (Presidents Office), Funds Center 101   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

Required fields are marked with an asterisk (\*).

# PA STATE SYSTEM OF HIGHER EDUCATION

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### TM – Travel Management

#### Create Travel Expense Report

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#### General Data

▶ Calendar of Trips
▶ Attachments (0)

**General Data**

Start Date: \*

End Date: \*

Posting Date:

- Enter the Start Date/Time and End Date/Time for the entire reimbursement period. 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 2013							July 2013							August 2013							September 2013							October 2013											
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	27	28	29	30	31	1	2	27	1	2	3	4	5	6	7	31	29	30	31	1	2	3	4	35	26	27	28	29	30	31	1	40	30	1	2	3	4	5	6
23	3	4	5	6	7	8	9	28	8	9	10	11	12	13	14	32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8	41	7	8	9	10	11	12	13
24	10	11	12	13	14	15	16	29	15	16	17	18	19	20	21	33	12	13	14	15	16	17	18	37	9	10	11	12	13	14	15	42	14	15	16	17	18	19	20
25	17	18	19	20	21	22	23	30	22	23	24	25	26	27	28	34	19	20	21	22	23	24	25	38	16	17	18	19	20	21	22	43	21	22	23	24	25	26	27
26	24	25	26	27	28	29	30	31	29	30	31	1	2	3	4	35	26	27	28	29	30	31	1	39	23	24	25	26	27	28	29	44	28	29	30	31	1	2	3
27	1	2	3	4	5	6	7	32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8	40	30	1	2	3	4	5	6	45	4	5	6	7	8	9	10

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

#### Destination

**Destination**

Trip Country: \*  Trip Region:

Destination: \*

Additional Destinations:  Enter 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.
- Trip Region – Enter manually if you know the region code or use the search feature.
- Destination – Free text

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- Additional Destinations – Click on “Enter Additional Destinations” to enter appropriate information
  - Note: All required fields must be populated on the main screen before you can enter additional destinations!

**Additional Destinations**

Add Additional Destination
Delete

<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

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.

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### TM – Travel Management

#### Create Travel Expense Report

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#### Additional Information

<b>Additional Information</b>	
Activity: *	<input type="text"/>
Reason: *	<input type="text"/>
Comment:	<input type="text"/>
Advances:	<input type="text" value="0.00 United States Dollar"/> <input type="button" value="Enter Advances"/>
Cost Assignment:	<input type="text" value="100.00 % Cost Center 4511041600 (Budget Office), Funds Center 4511041600 (Budget C"/> <input type="button" value="Change 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.

<b>Additional Information</b>	
Activity: *	<input type="text"/>
Reason: *	<input type="text"/>
Comment:	<input type="text"/>
Advances:	<input type="text"/>
Cost Assignment:	<input type="text"/>
<b>Per Diems for Meals and Accommodations</b>	<input type="text"/>
Per Diem Reimbursement for	<input type="checkbox"/>

- 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
- Comment – Free text



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#### Create Travel Expense Report

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- Advances – Cannot be requested through the Expense Report.
- 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

Cost Assignment for Trip

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
100.00	State System of Higher Ed	Bloomsburg	Cost Center	1011030201 - Budget Office

Cost Center: 1011030201 Budget Office

Buttons: Accept, Accept and New Entry, Check, Delete

Navigation: Previous Step, Accept, Save Draft

- Many options are available to search for a cost object including searching for previously used objects or creating a Personal Value List.
- 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 your HR master data.

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#### Create Travel Expense Report

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#### Per Diems for Meals and Accommodations

**Per Diems for Meals and Accommodations**

Per Diem Reimbursement for Meals:

**Mileage**

Total Distance:  Mile Enter Mileage Details

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

**Per Diems for Meals and Accommodations**

Per Diem Reimbursement for Meals:

No. of Deductions:  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.

### Create Expense Report

1

a

1

2

3

4

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

Employee Shaeffer
Schema Domestic trip
Start Date 06/10/2013
End Date 06/11/2013

Previous Step
Accept
Save Draft

Deductions for Meals				
Day of Week	Date	Breakfast	Lunch	Dinner
Monday	06/10/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	06/11/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Previous Step
Accept
Save Draft

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

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#### Create Travel Expense Report

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

### Create Expense Report

1 a 1 2 3 4

General Data
**Mileage Details**
General Data
Enter Receipts
Review and Send
Completed

Employee Shaeffer, XXXXXXXXXX Schema Domestic trip Start Date 06/10/2013 End Date 06/11/2013

◀ Previous Step
Accept
Save Draft

▶ Calendar of Trips

Total Distance Driven:  Mile

#### Mileage Details

New Entry
Copy
Delete

Date	Miles Driven	Passengers	Start Location	End Location
06/10/2013	0	No passengers ▼		Pittsburgh, PA

Comment:

Accept
Accept and New Entry
Change Cost Assignment
Copy
Delete

◀ Previous Step
Accept
Save Draft

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#### Create Travel Expense Report

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

Click "New Entry" to start adding receipts

Receipts in This Expense Report									
New Entry Copy Delete									
No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin	
001	◆		0.00	United States Dollar	03/19/2014	0.00	<input checked="" type="checkbox"/>	Entered Manually	

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#### Create Travel Expense Report

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Select an Expense Type from the drop down list.

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

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

- Expense Types labeled “X: \_\_\_\_\_” are to be used for any receipt to be paid directly to a 3<sup>rd</sup> party vendor rather than the employee/traveler.
- The Expense Type labeled “Z: AP Adjustment” is to be used by the university Accounts Payable office only.

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#### Create Travel Expense Report

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- Below is an example for “Hotel”

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

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- Once all receipts have been entered, click on Review or Review and Send on the roadmap.

### Create Expense Report

Employee Shaeffer ██████████ Schema Domestic trip Start Date 06/10/2013 End Date 06/11/2013

Previous Step
Review
Save Draft

#### Receipts in This Expense Report

New Entry
Copy
Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	<span style="color: green;">■</span>	Hotel	100.00	United States Dollar	06/11/2013	100.00	<input checked="" type="checkbox"/>	Entered Manually
002	<span style="color: green;">■</span>	Toll	15.00	United States Dollar	06/11/2013	15.00	<input type="checkbox"/>	Entered Manually

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

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

◀ Previous 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	91.00 USD
Total Individual Receipts	115.00 USD
<b>Total Travel Expenses</b>	<b>206.00 USD</b>
<b>Amount Reimbursed</b>	<b>206.00 USD</b>
<b>Amount Paid Out</b>	<b>206.00 USD</b>

---

**Cost Assignment**

206.00 USD   Company Code SSHE (State System of Higher Ed), Business Area 45 (Kutztown), Cost Center 4511041600

Display Expense Form

---

◀ Previous Step   Save and Send for Approval



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

---

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

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

**Create Expense Report**

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

Employee Shaeffer, ██████████ Schema Domestic trip Start Date 06/10/2013 End Date 06/11/2013

◀ Previous Step Save and Send for Approval

Expense report 4500000012 was saved ← ██████████  
 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

◀ Previous Step Save and Send for Approval

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#### Create Travel Expense Report

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

My Trips and Expenses (Shaeffer, [REDACTED])

[All My Trips\(4\)](#) | [All My Travel Requests\(2\)](#) | [All My Expense Reports\(2\)](#) | [Pending Exp. Reports\(2\)](#)

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

Start Date	End Date	Destination	Reason	Recommended Actions
06/10/2013	06/11/2013	Shippensburg, PA	Meeting	<a href="#">Change Travel Expense Report</a>

**Details of Trip: Shippensburg, PA (4500000012)**

**Expense Report**

⚠ Travel expense report is not yet approved

Approval Status: Trip Completed      Reimbursement: 206.00 USD

Processing Status: Released for Approval      Facsimiles: (0)

Status:      Attachments: [Add](#)

Trip Schema: Domestic trip

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

My Trips and Expenses (Shaeffer, [REDACTED])

[All My Trips\(4\)](#) | [All My Travel Requests\(2\)](#) | [All My Expense Reports \(2\)](#) | [Pending Exp. Reports\(2\)](#)

View: [Standard View] | [Display/Print](#) | [Change](#) | [Copy](#) | [Delete](#) | [Create New Expense Report](#)

Start Date	End Date	Destination	Reason	Reimbursmt	Currency	Approval Status	Attachments
06/10/2013	06/11/2013	Shippensburg, PA	Meeting	206.00	USD	Trip Completed	<a href="#">Add</a>
06/03/2013	06/04/2013	Hbg	6/19 testing portal approval	82.88	USD	Trip Completed	<a href="#">Add</a>

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