

<p>Introduction</p> <p></p>	<p>Traveling for SRU business? This is the place to start. The online travel module in PASSHE’s Employee Self Service Portal (ESS) will be used to create a travel request and expense report.</p> <p>(A complete, printable manual is linked here!)</p>		
<p>Create Travel Request</p> <p></p> <p>Expense Reimbursement Prior to Trip</p> <p></p> <p>Travel Assistant Prepped (Save & Send for Approval)</p> <p></p>	<p>Prior to your travel, you will need to enter details of your upcoming trip and estimated expenses. This information will be submitted for approval prior to the trip.</p> <p>Things you will need to prepare your Travel Request:</p> <ul style="list-style-type: none"> Dates/times of travel Projected expenses (airfare, conference fees, parking etc.) Cost center for expenses – You will have a drop-down menu that has the cost centers assigned to your area. You can also type in others and multiple cost centers can be used. <p>Tips:</p> <ul style="list-style-type: none"> Use the calendar icon to choose start/end dates Time is in military time (Printable Chart) Trip Region additional quick guide video available below as well as: (Trip Region – Search Instructions) and (Frequently used Trip Regions) Estimate as close as possible in your Travel Request – if expenses come back more than the request, when preparing your expense report, the approval process will have to be done again If your trip is only partially funded, follow these instructions to report the unfunded amount (quick guide video link below as well) 		
<p>Create Expense Report</p> <p></p>	<p>After your travel, you will need to create your expense report with exact amounts and upload receipts, report mileage, and specify meal details.</p> <p>Things you will need to prepare your Expense Report:</p> <ul style="list-style-type: none"> Actual dates/times of travel Receipts for all expenses being claimed Per diem is calculated for you but you will need to know if any meals were included in the trip. You will need to deduct meals that were provided in the per diem field <p>Tips:</p> <ul style="list-style-type: none"> Your expense report will pre-populate with info from your travel request If your actual expenses are equal to or less than your request, when you submit your report, it will go directly to AP for payment 		
<p>Rules and Regulations</p>	<ul style="list-style-type: none"> Employee travel must adhere to PASSHE travel regulations Meals provided as part of a conference/meeting/event during your travel must be deducted from your per diem reimbursement 		
<p>Search for Trip Region</p> <p></p>	<p>Travel Request Partially Funded</p> <p></p>	<p>Approve a Trip</p> <p></p>	<p>Search for Employees (Travel Assistants only)</p> <p></p>