PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM- Travel Management
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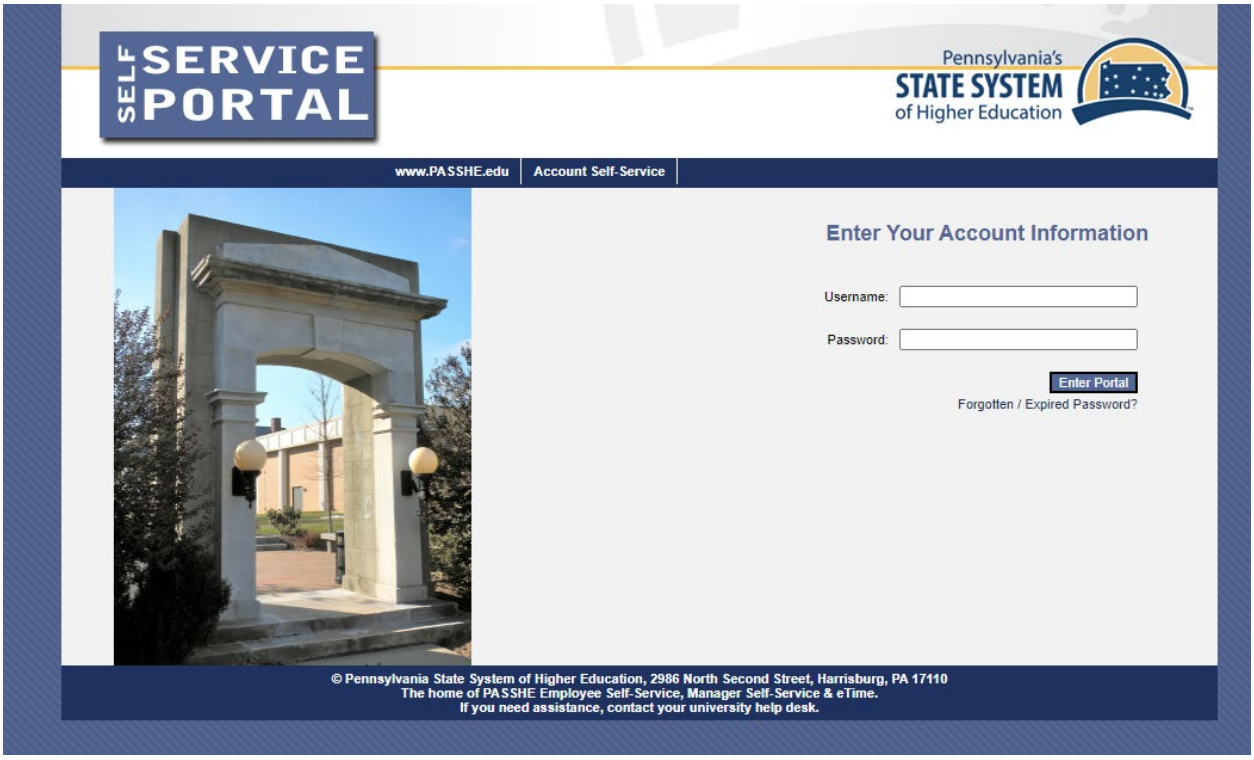
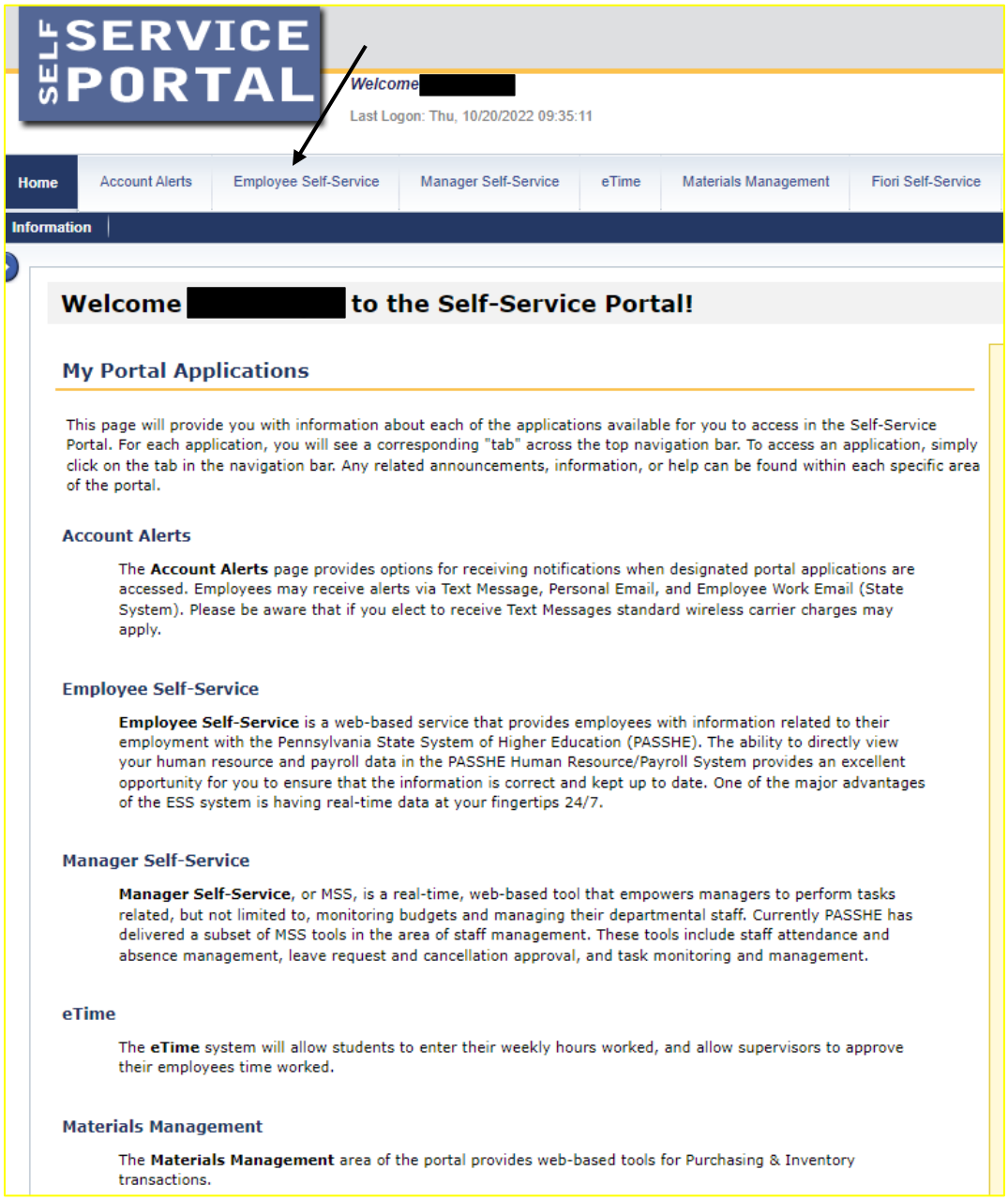
All Travel Requests will be entered by either the Traveler or Travel Assistant via the portal

Log into the Pennsylvania State System (PASSHE) Portal

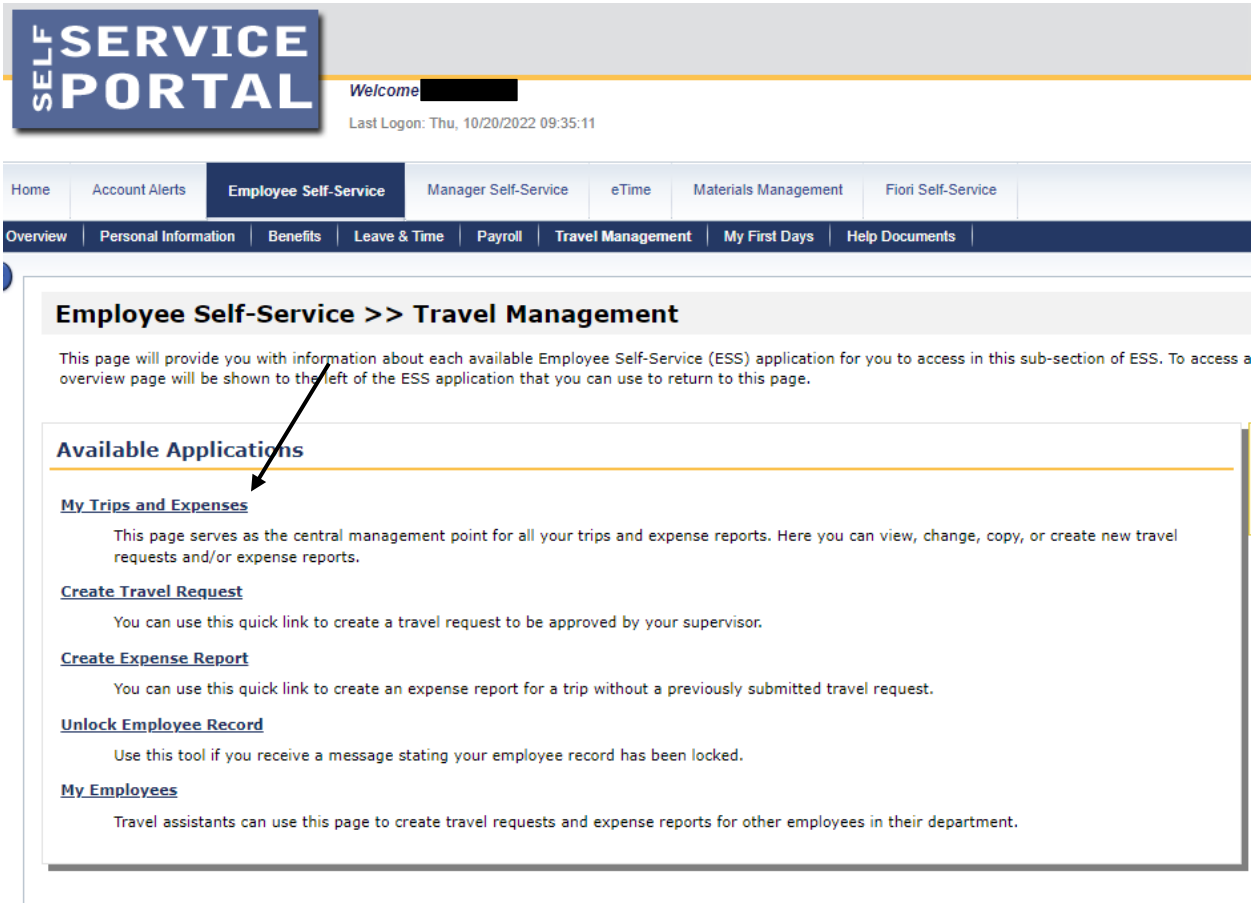


Click on Employee Self Service.



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

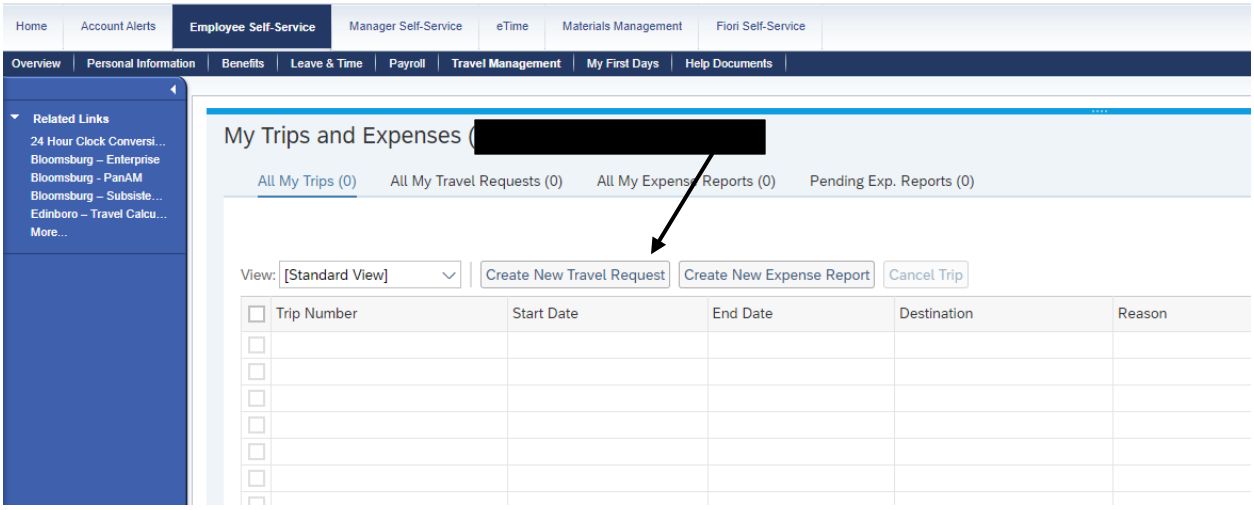
From this screen we will start from “My Trips and Expenses”. However, if you are a Travel Assistant, follow the instructions in the “Note” below.



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.

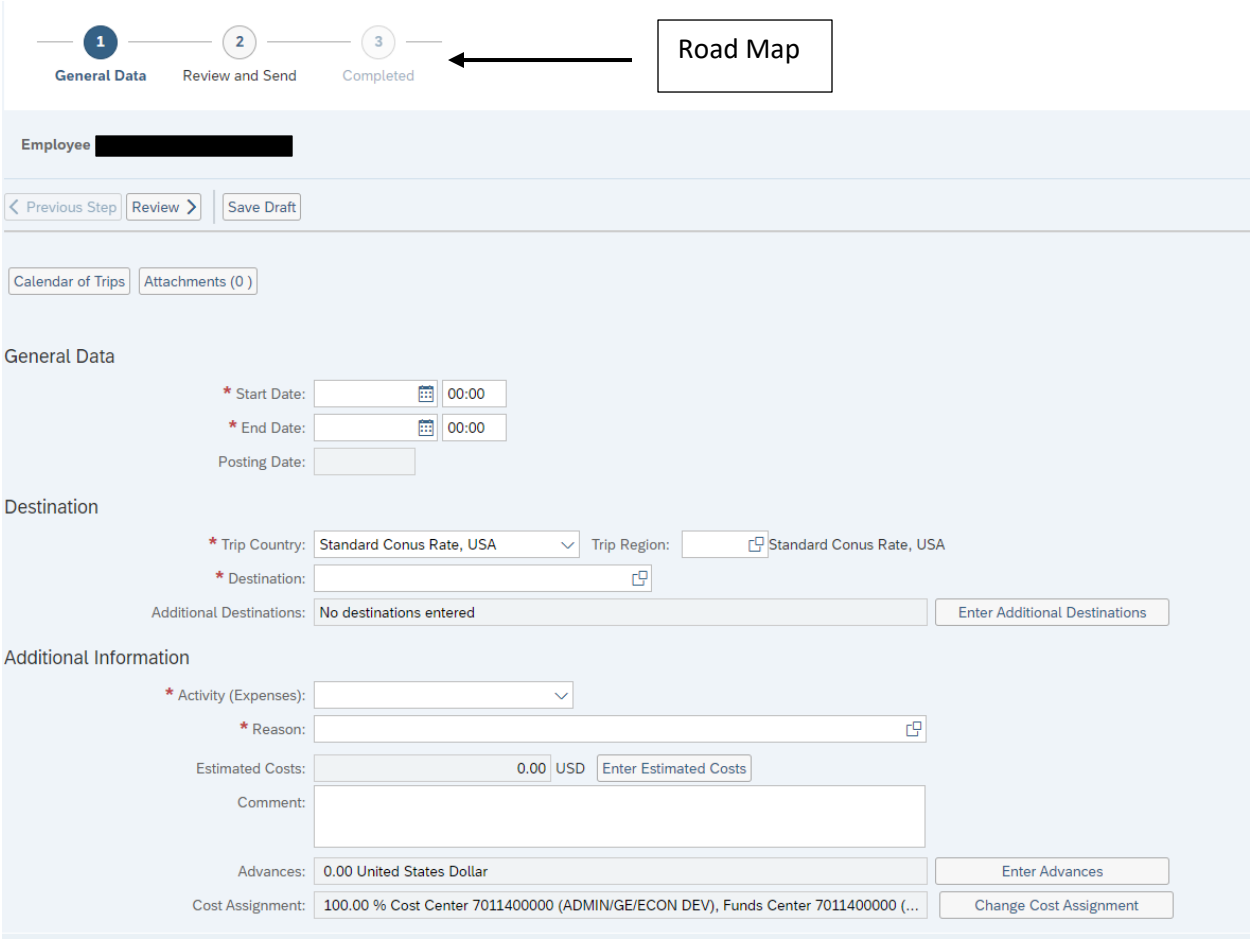
This screen provides you with an overview of trips previously entered and allows you to start a new "Travel Request" or "Expense Report".

Here, we will create a new "Travel Request".



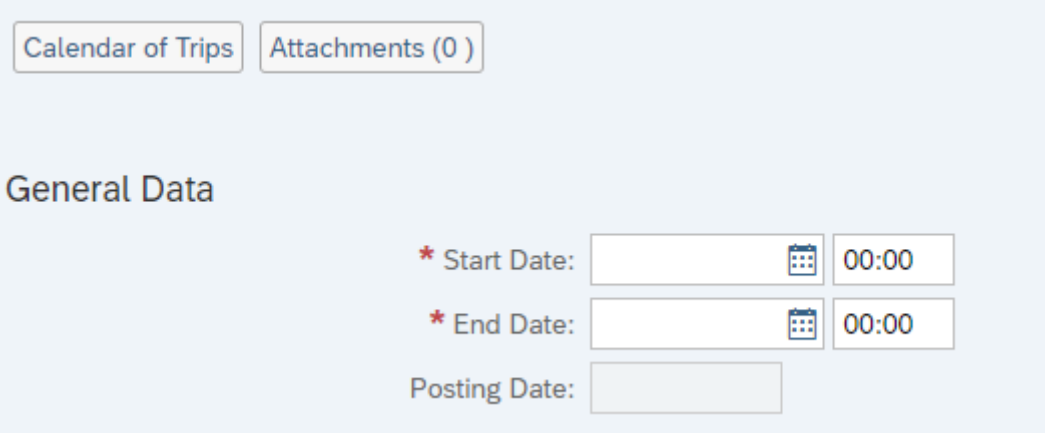
Once you click on "Create New Travel Request" a new screen will open.

Create Travel Request main screen

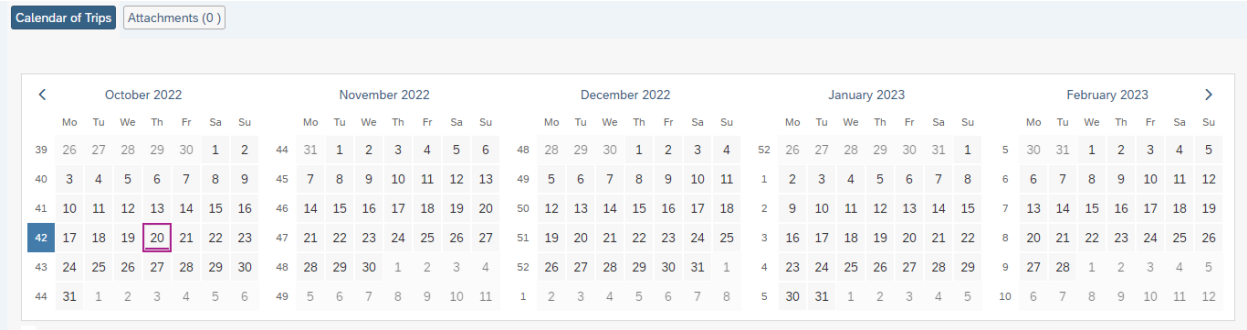


Required fields are marked with an asterisk (*). Trip Region is a required field.

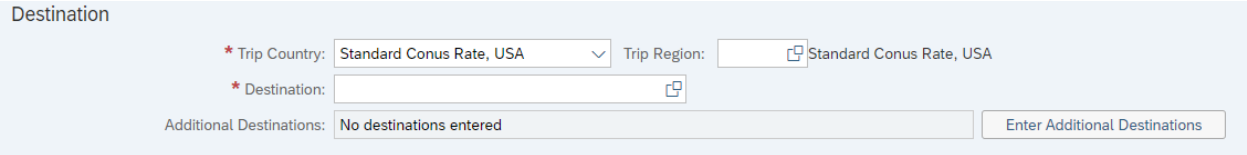
General Data:



- 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



- 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:

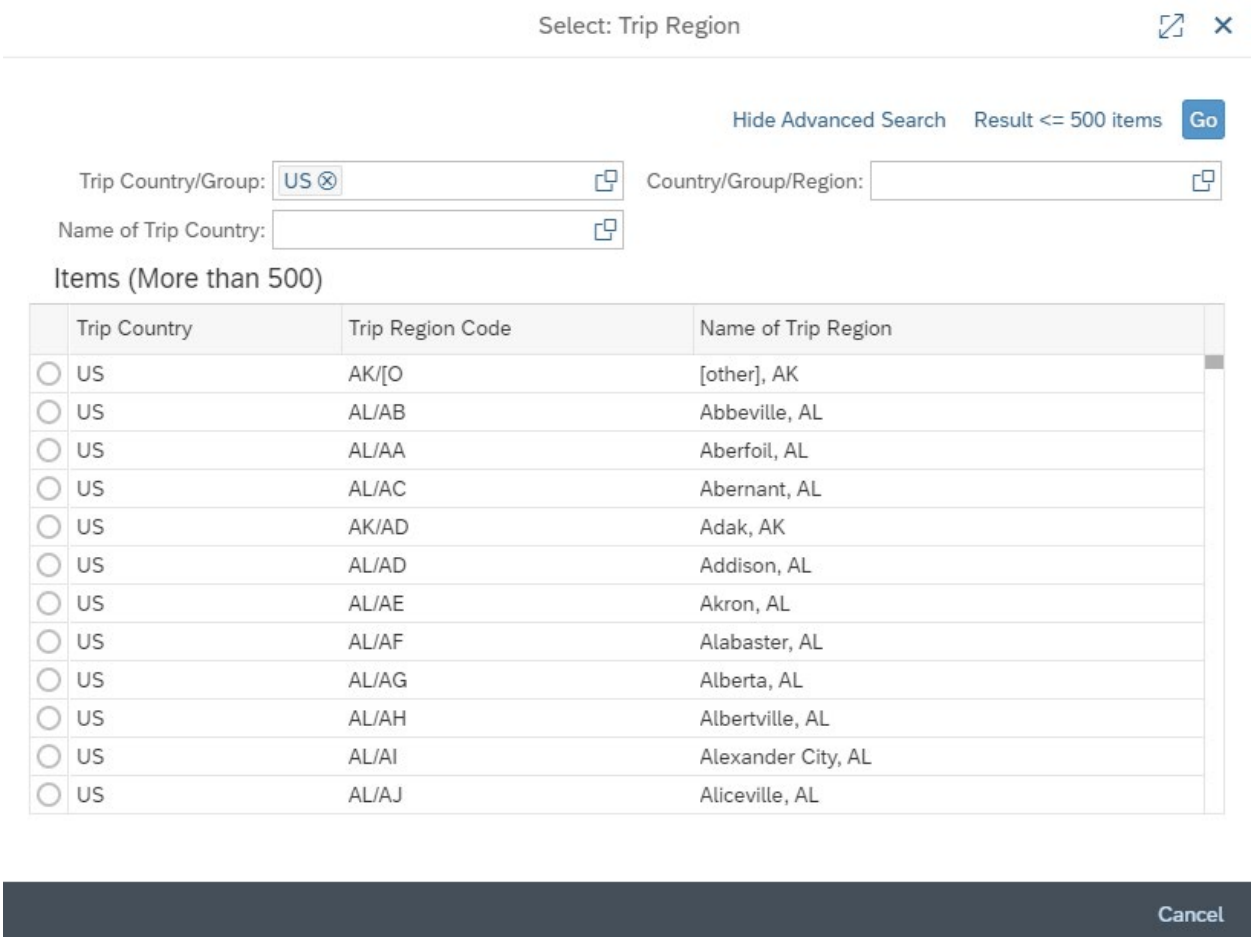


- Enter the main destination or first destination, if the trip involves multiple destinations.
- Trip Country – Select from the drop-down list. USA will be the default.

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

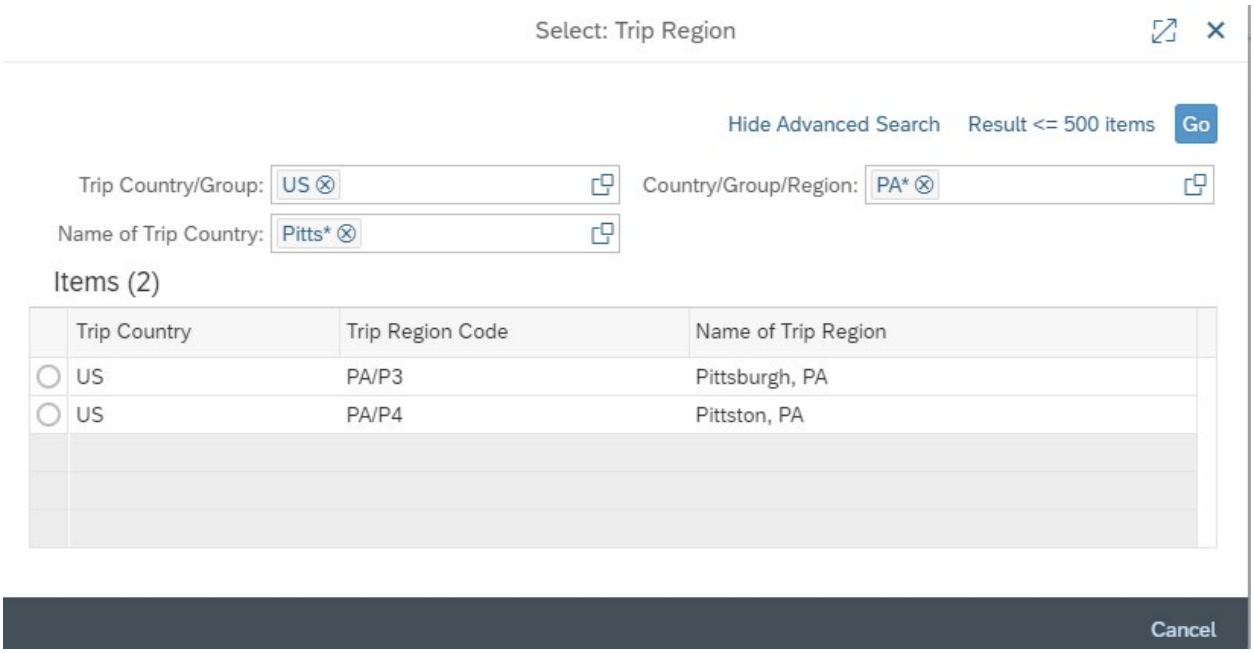
Click here to begin the search

The below screen will be displayed.

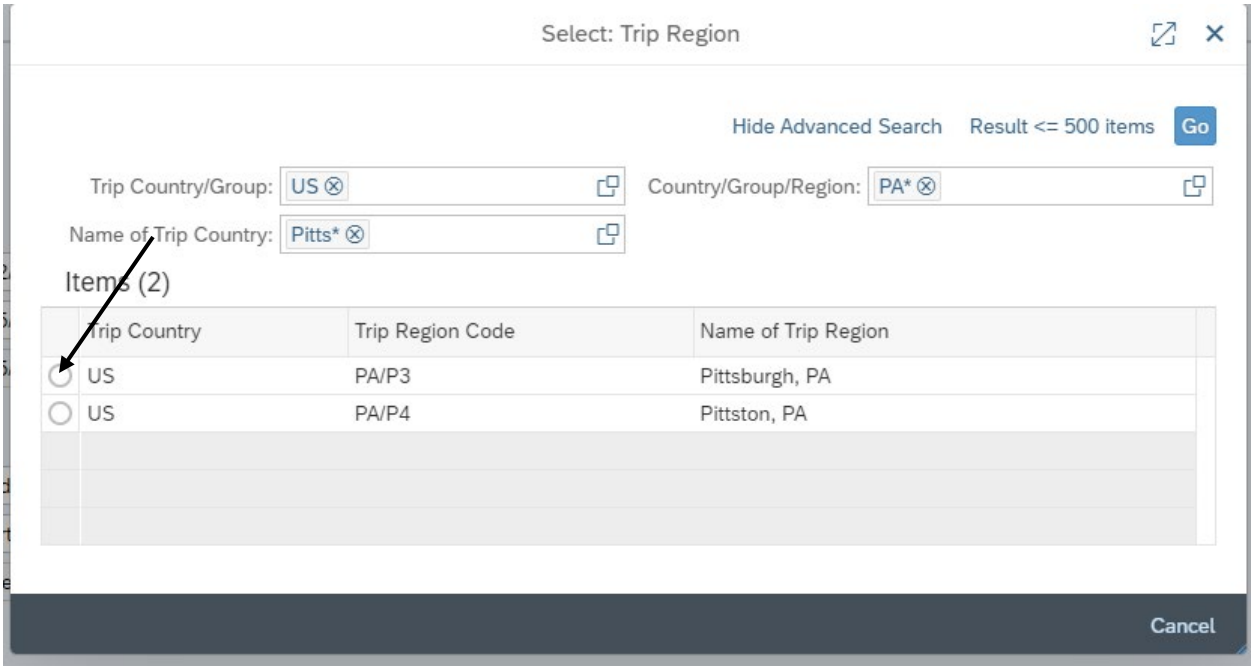


In this example, we will search for the Region code for Pittsburgh, PA

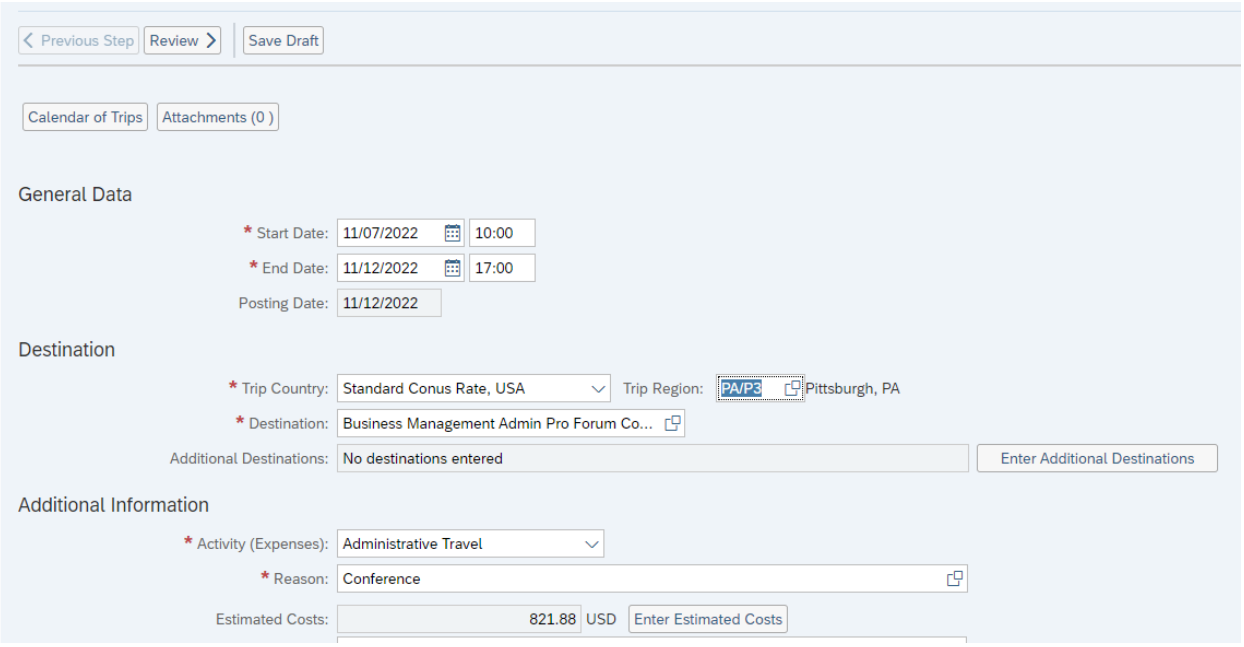
- Trip Country/Group will default to the US.
- Country/Group/Region = in the US, the Region code will always begin with the state abbreviation, so PA* is entered. The asterisk (*) represents a wildcard.
- Name of Trip Country = in the US, this will be the city or county name.
    - This field is case 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.



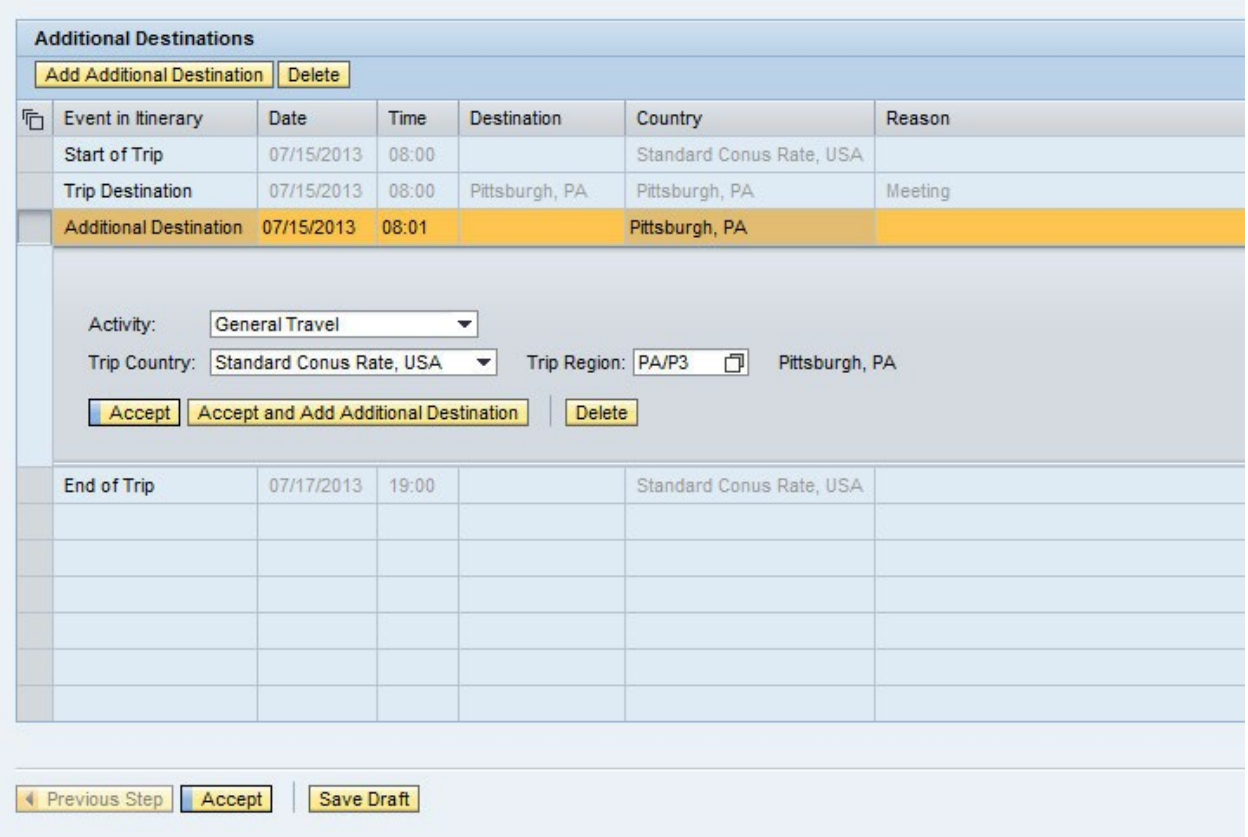
- When the search results are returned, click on the correct region



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

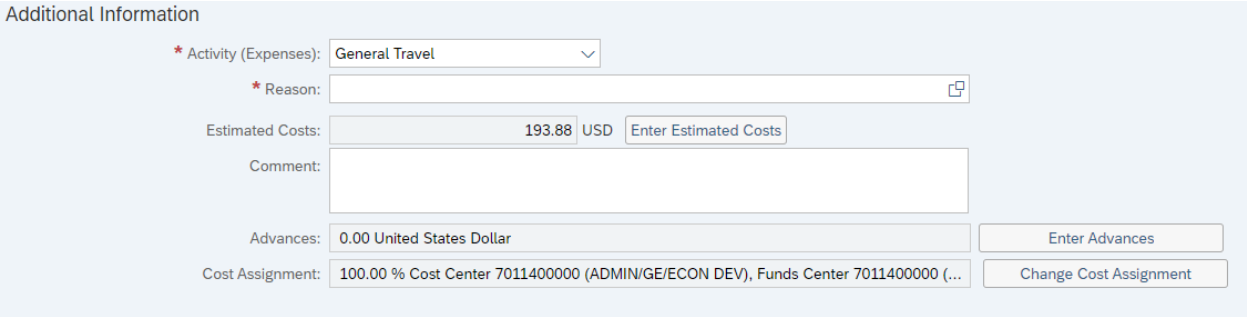


- Destination – free text field. Please enter city State, or Country, if applicable)
- Additional Destinations – Click on "Enter Additional Destinations" to enter your Information.
    - Note: All required fields must be populated on the main screen before you can enter any destinations.



- Additional 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.

Additional Information:

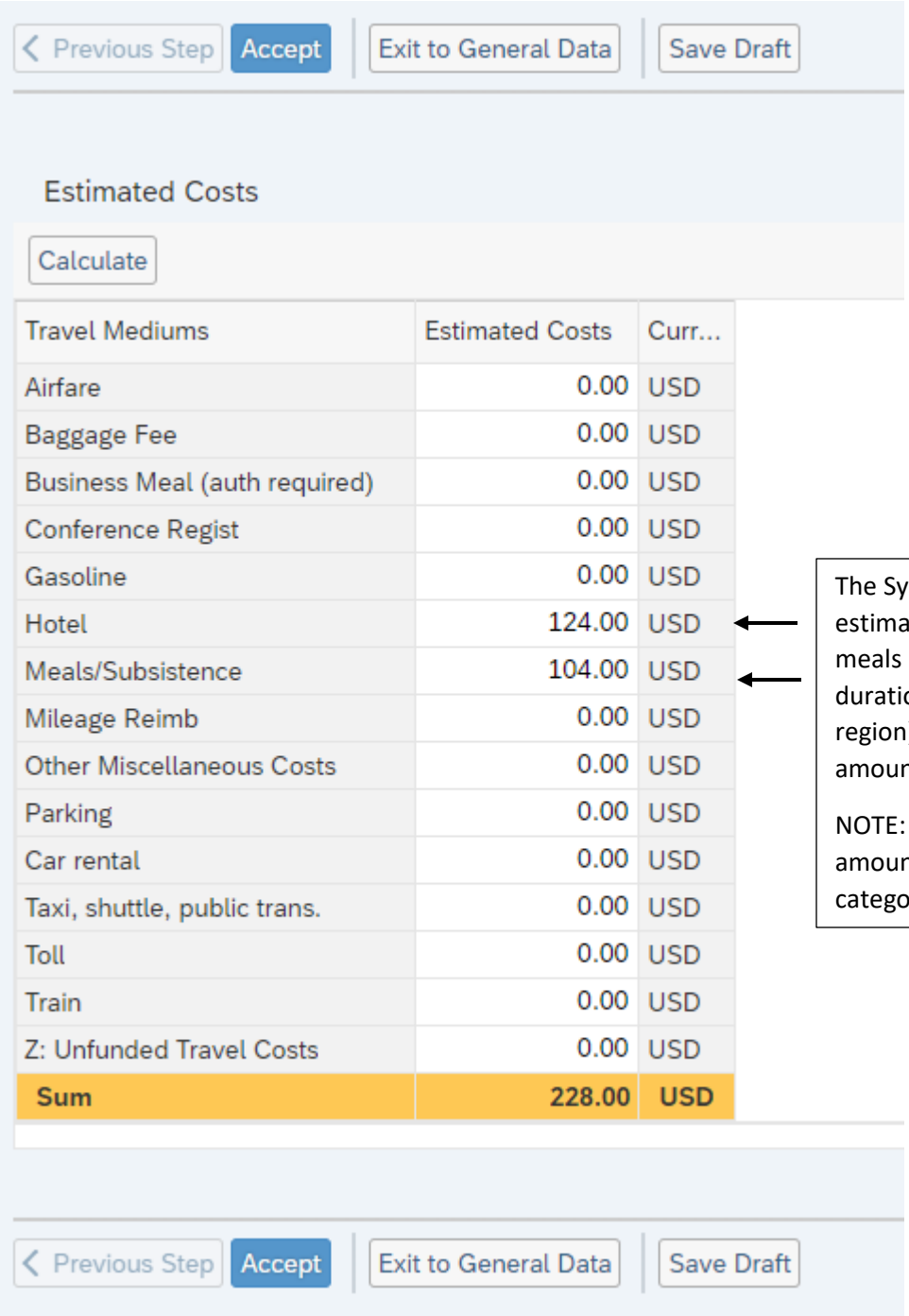


- Activity – Purpose of travel. Make a selection from the drop-down list. The General Ledger (GL) account is determined based on the Activity selected here.

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

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

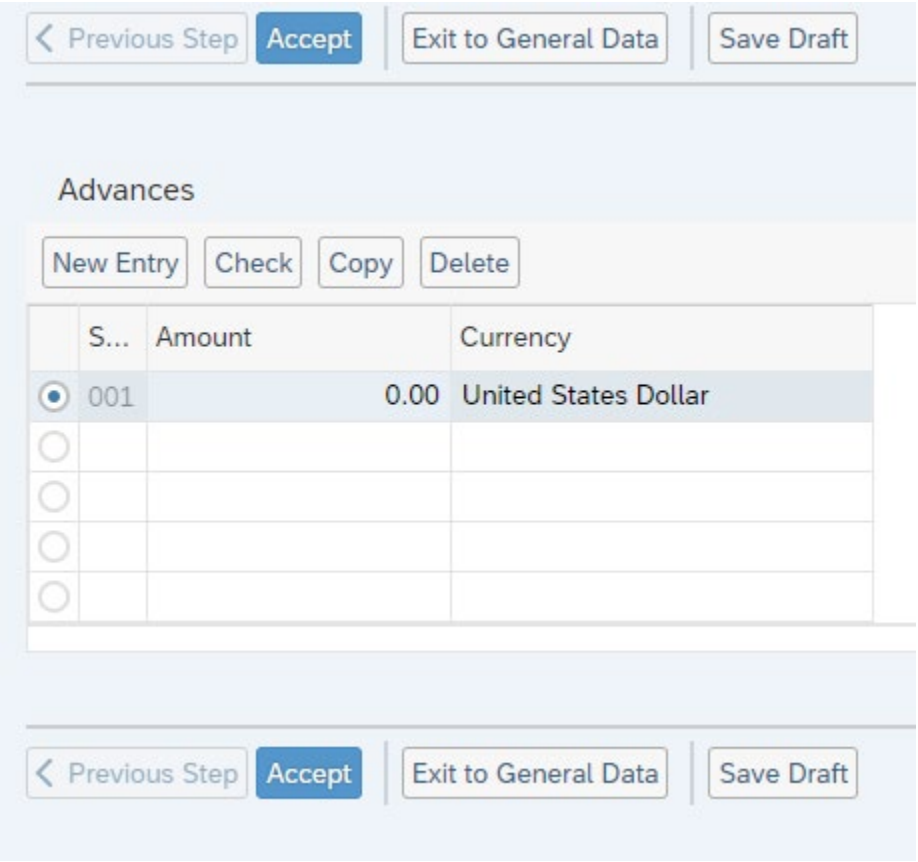


The System will automatically estimate the cost for lodging and meals based on your trip duration and trip location (trip region). You can override these amounts if necessary.

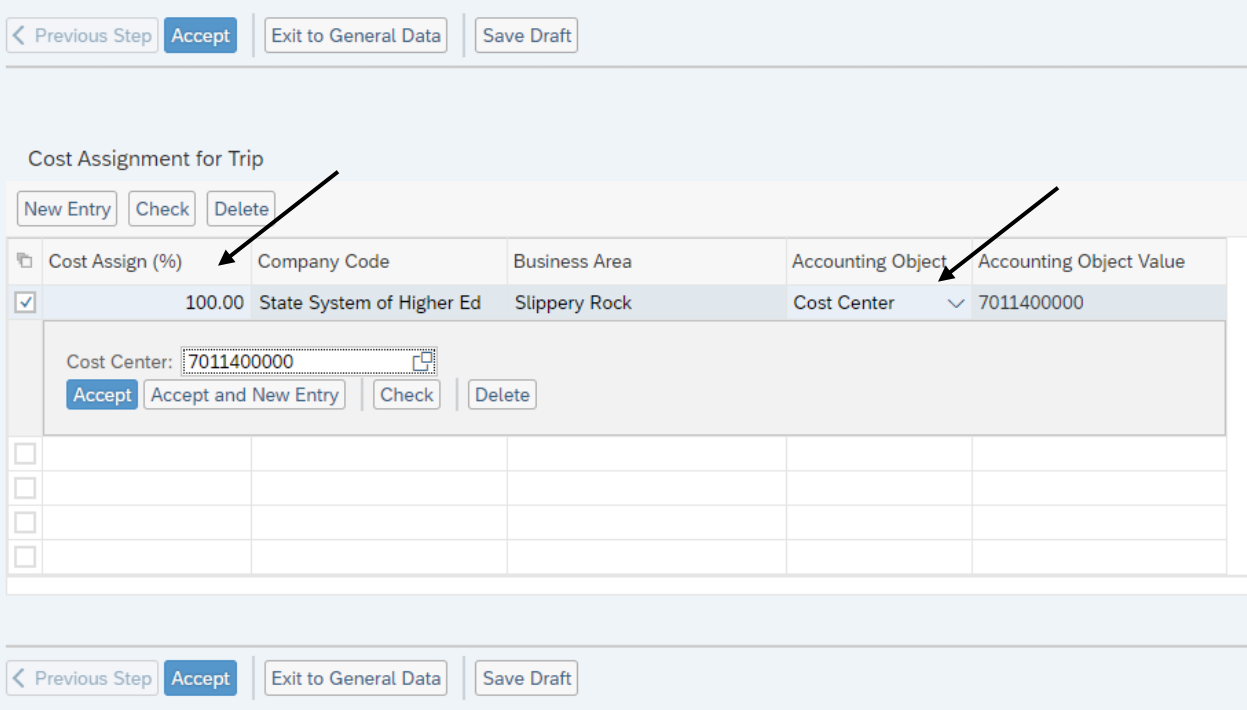
NOTE: You cannot have an amount less than $.01 in these categories.

Click on the “Save Draft” button.

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



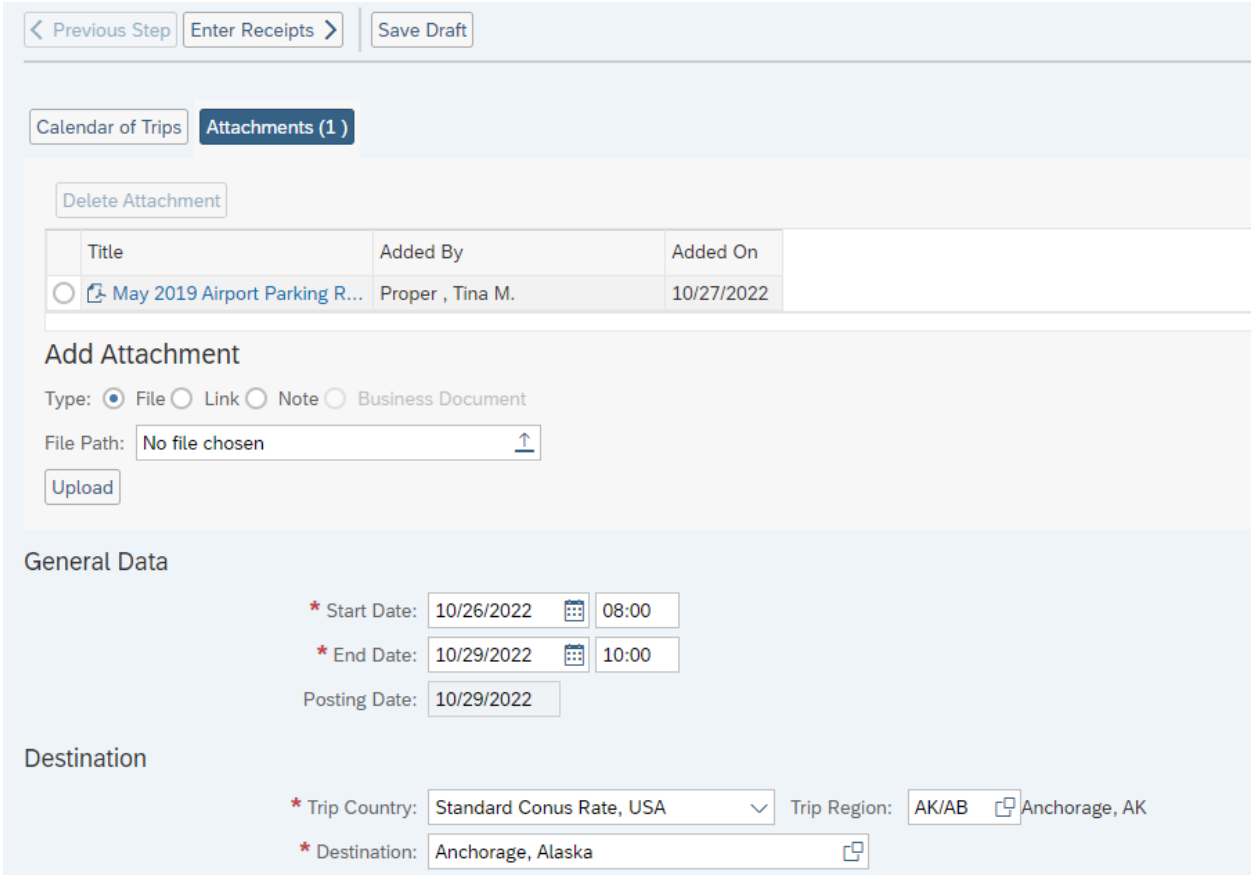
- Cost Assignment – The cost assignment will default from your HR Master Data. If you wish to override the default, click on "Change Cost Assignment"
    - You may change the fields identified below.
    - Accounting Object selections include Cost Center, (Internal) Order, and WBS (Grant Info)



    - 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.

Create Travel Request

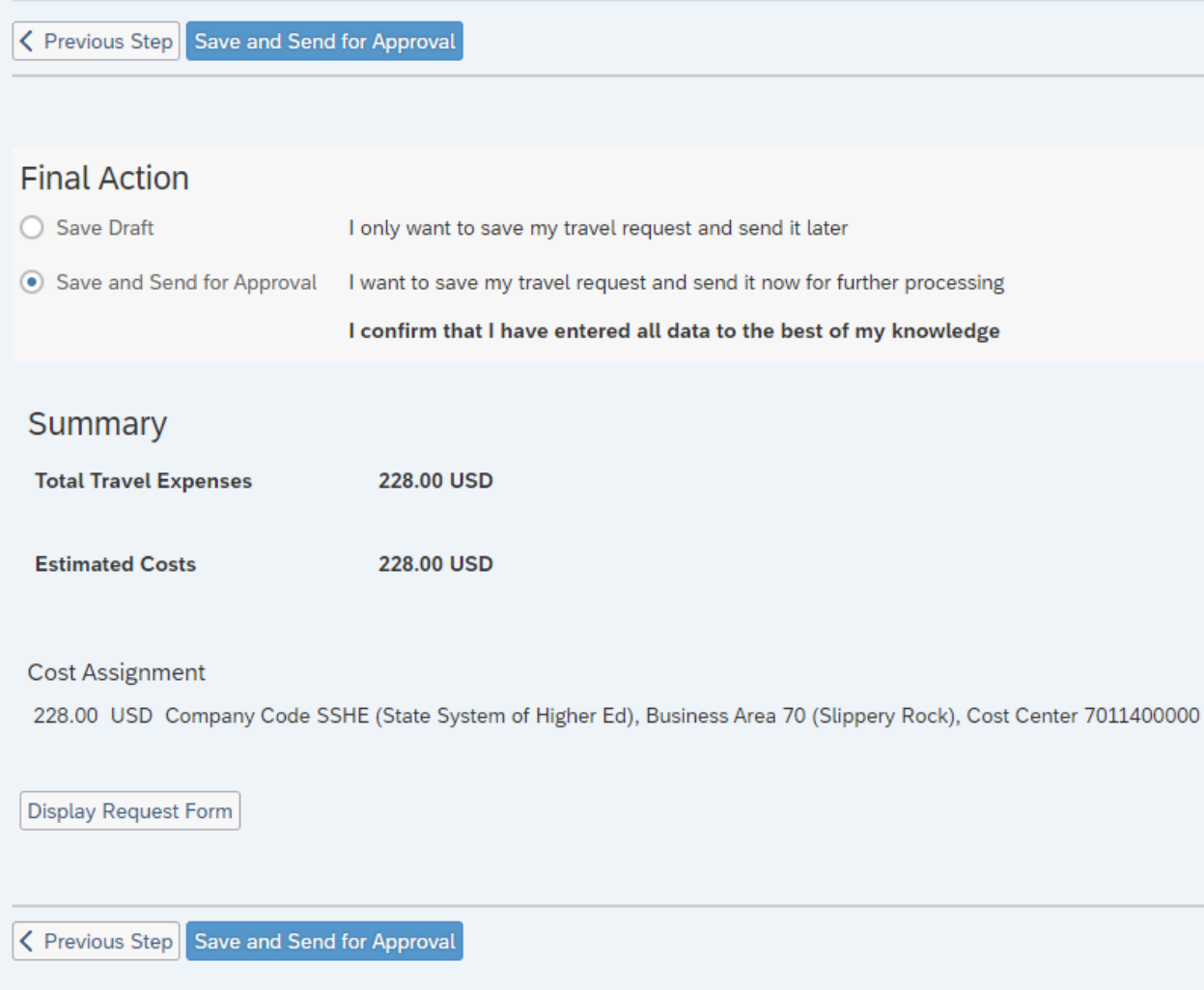
Click on Attachments and follow the steps to upload your receipts/documents. You will need to add each item one at a time and then click upload. (You must click on the "Save Draft" button prior to attaching any documents.)



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).

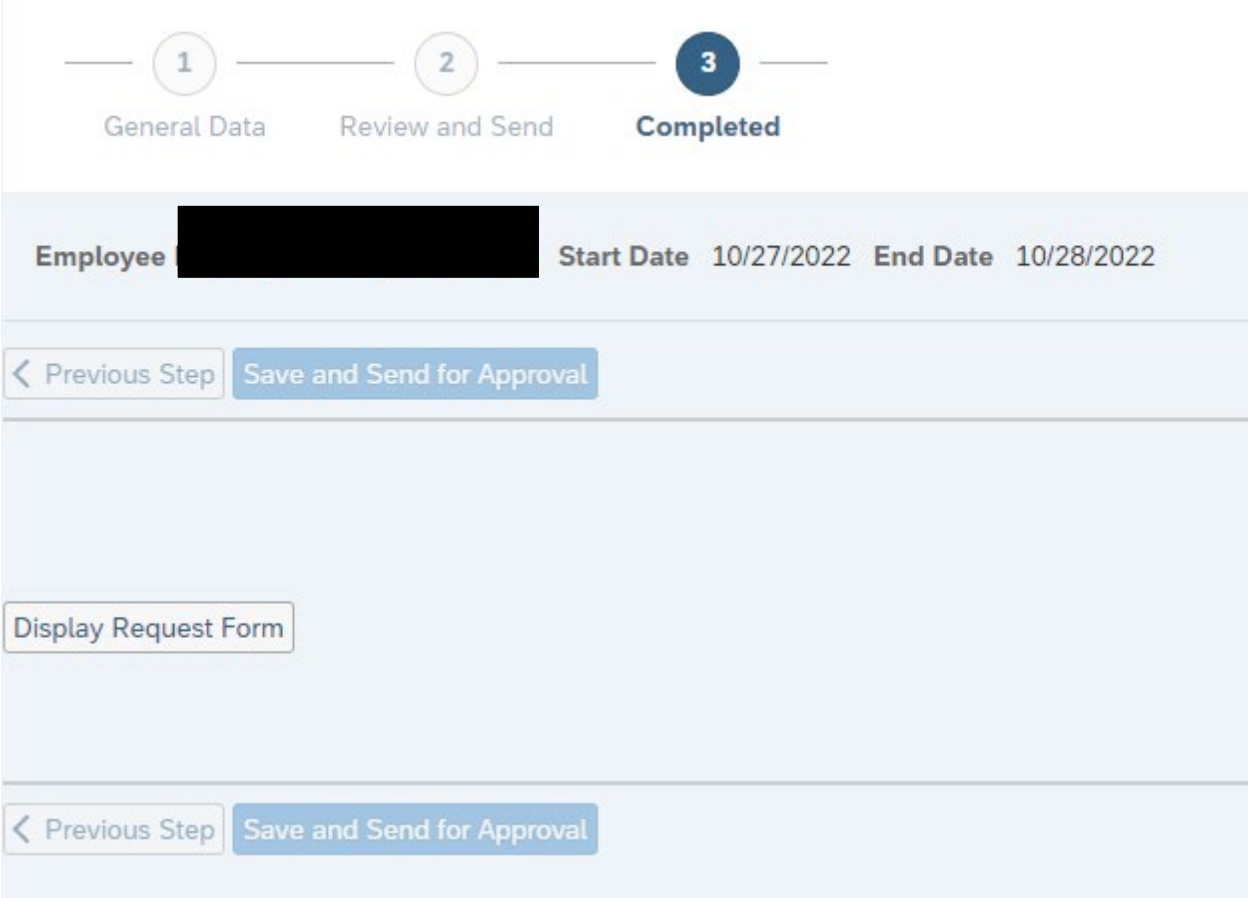
The Travel Assistant will need to “Save Draft” and notify the travel that their expense report is ready for them to review and “Save & Send for Approval”. To do this, the traveler would to go into the module, highlight the request, click on the change button, review information entered, click on #3 on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

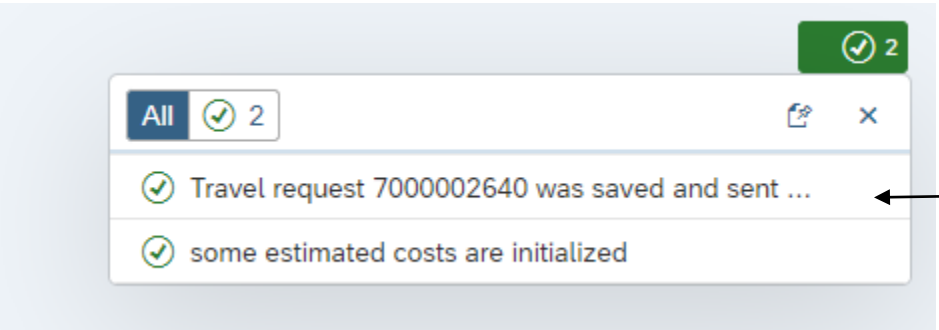
If you wish to display or print the expense report, click on the “Display Expense Form” button.



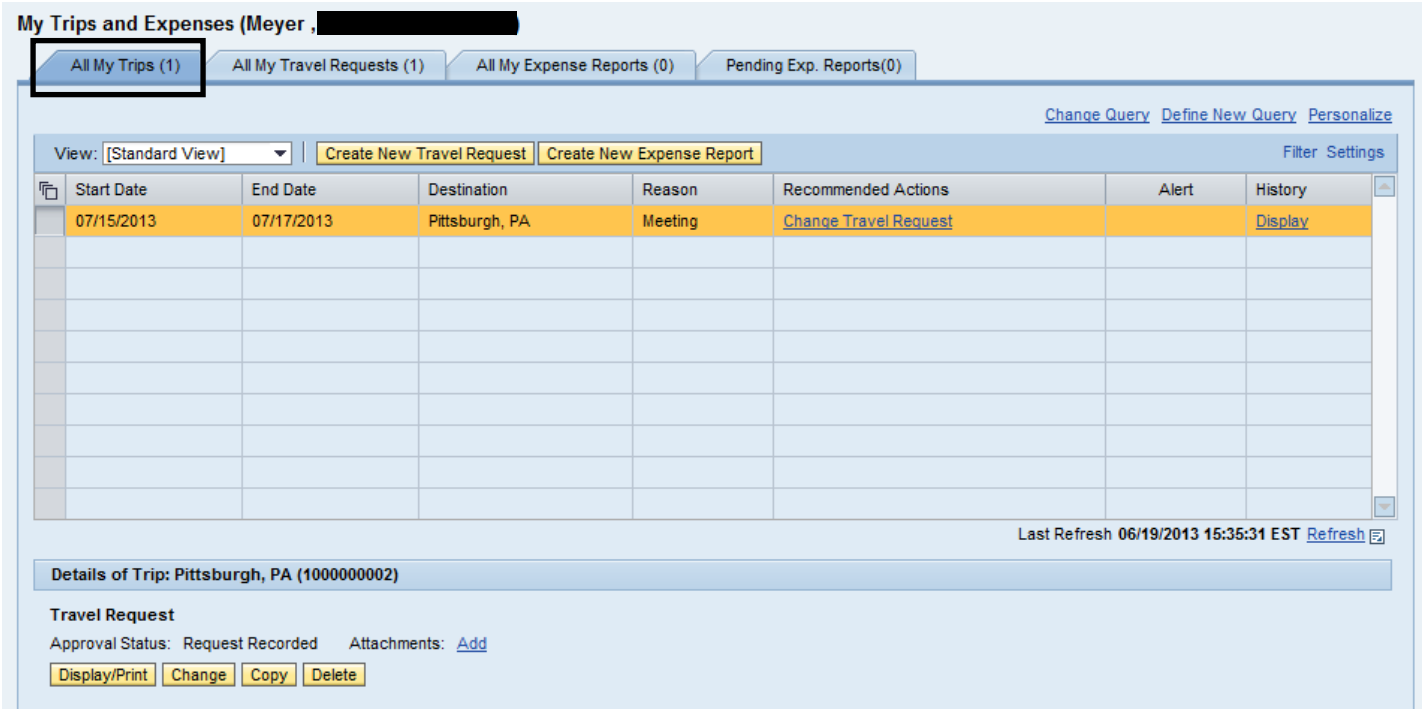
The below screen will appear acknowledging that the Travel Request was saved and provide a trip number.

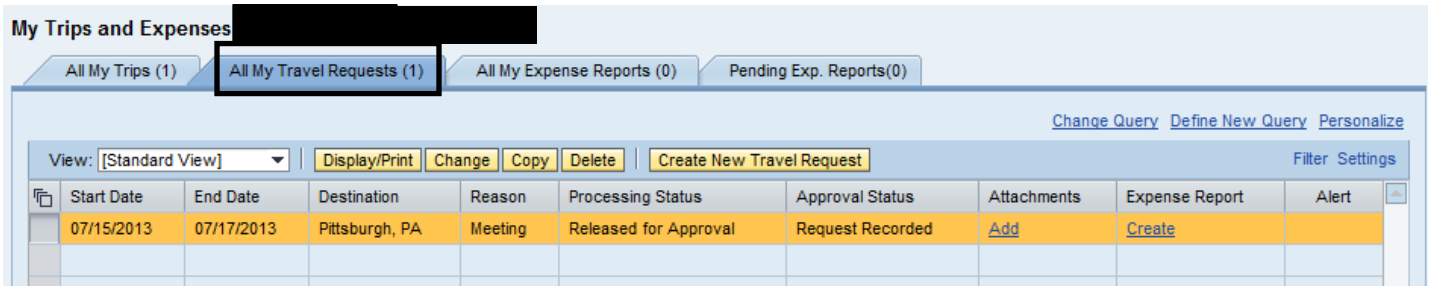
You have the option to display or print the request form. Please note the workflow approval log does not appear on the form until the Travel Request is SAVED. Once the first approver approves the request, you will see who has approved and who still needs to.





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



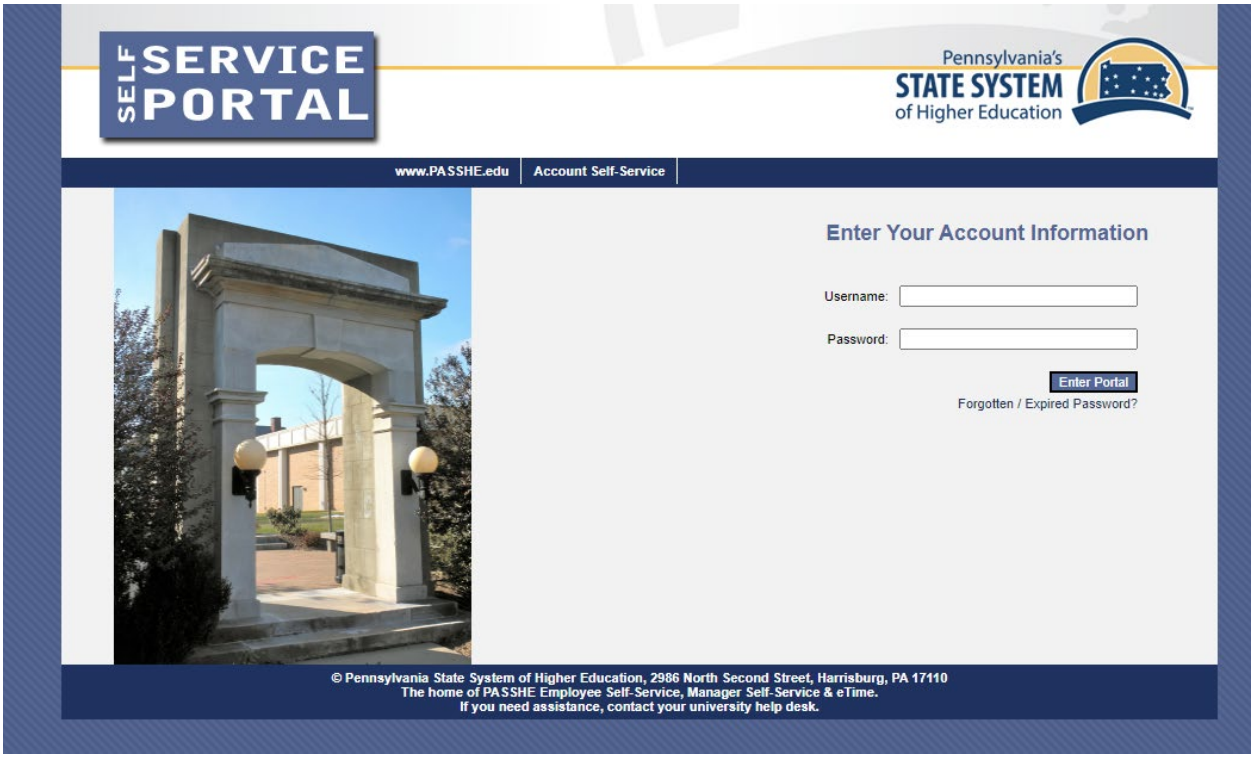


From here, you can Display/Print the Travel Request form at any time. The workflow approval log on the form will show you where your trip is in the approval process. You can also Change, Copy, or Delete the Travel Request, Add Attachments, Display the History, and Create the Expense Report from these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

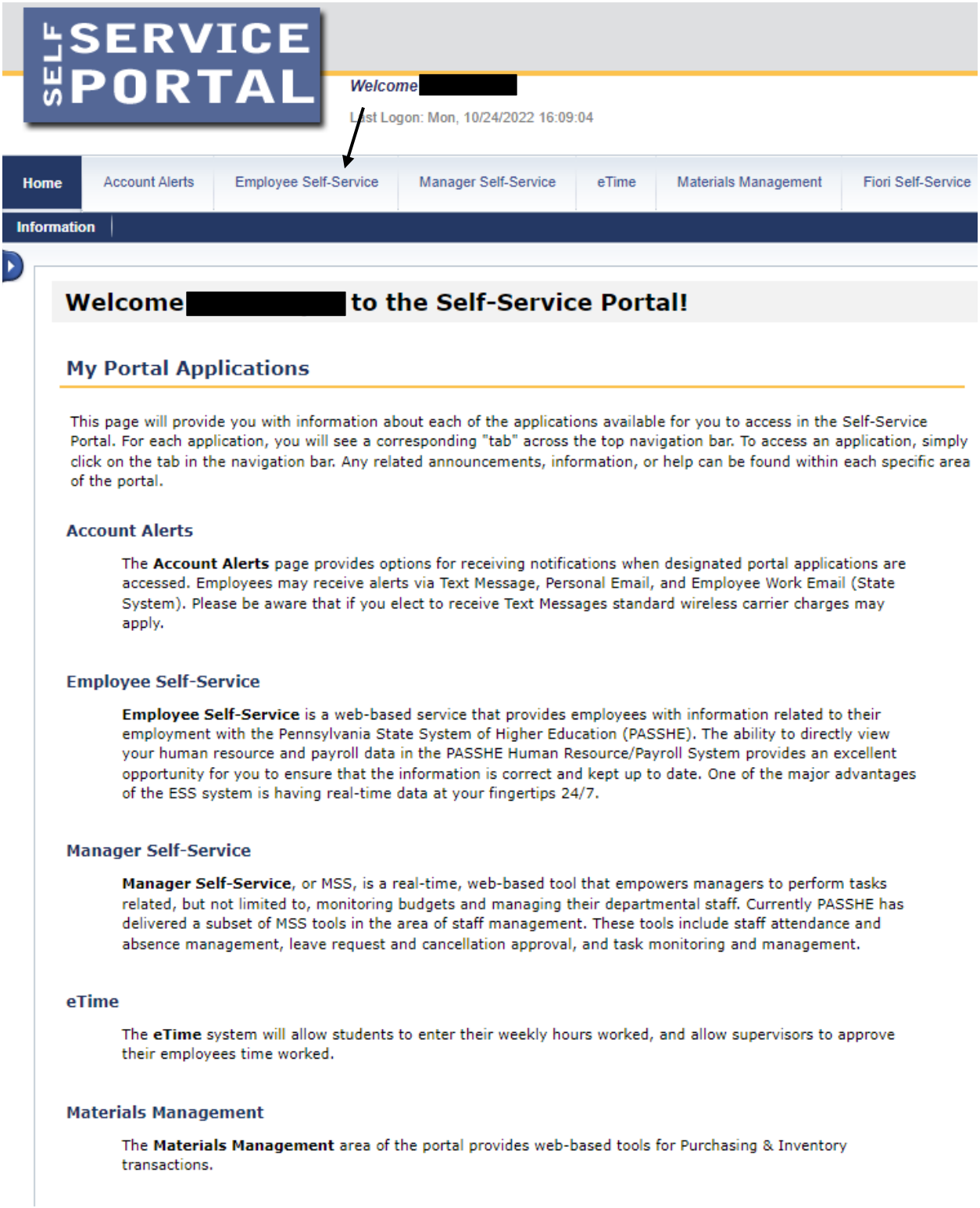
Create Travel Expense Report for an Existing Travel Request

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

Log into the portal…

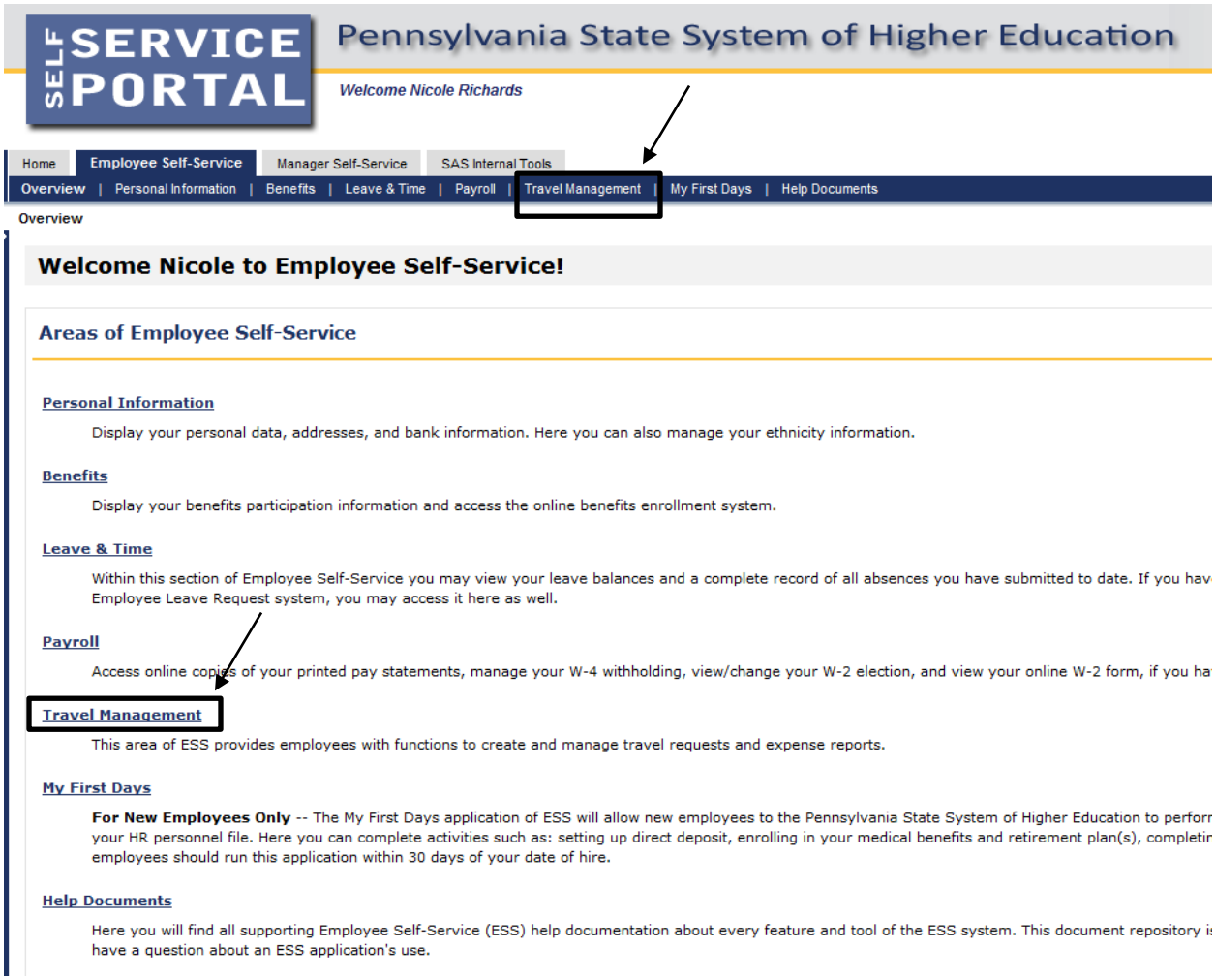


Click on Employee Self-Service

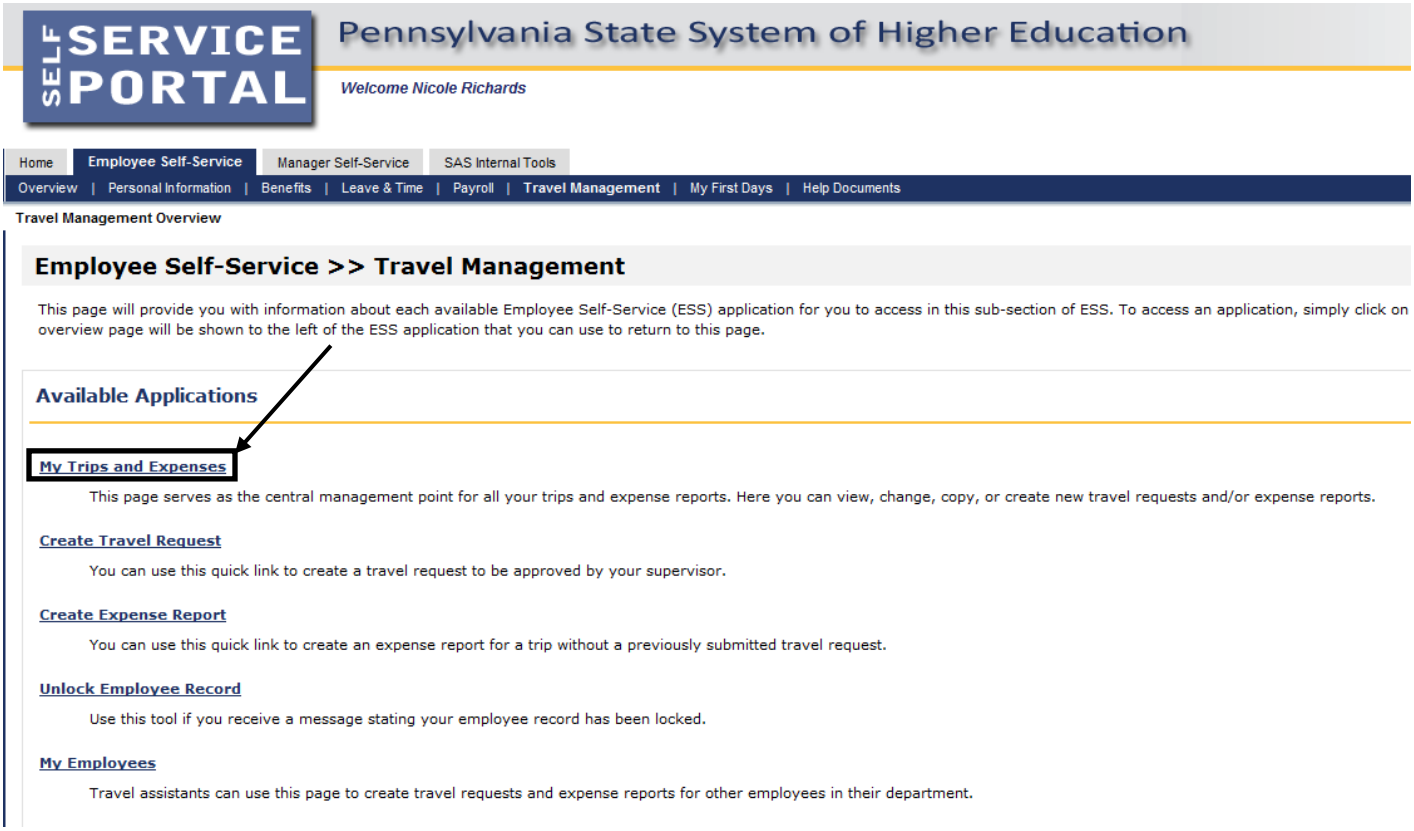


Create Travel Expense Report for an Existing Travel Request

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



Click on the “My Trips and Expenses” tab.



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

PA STATE SYSTEM OF HIGHER EDUCATION
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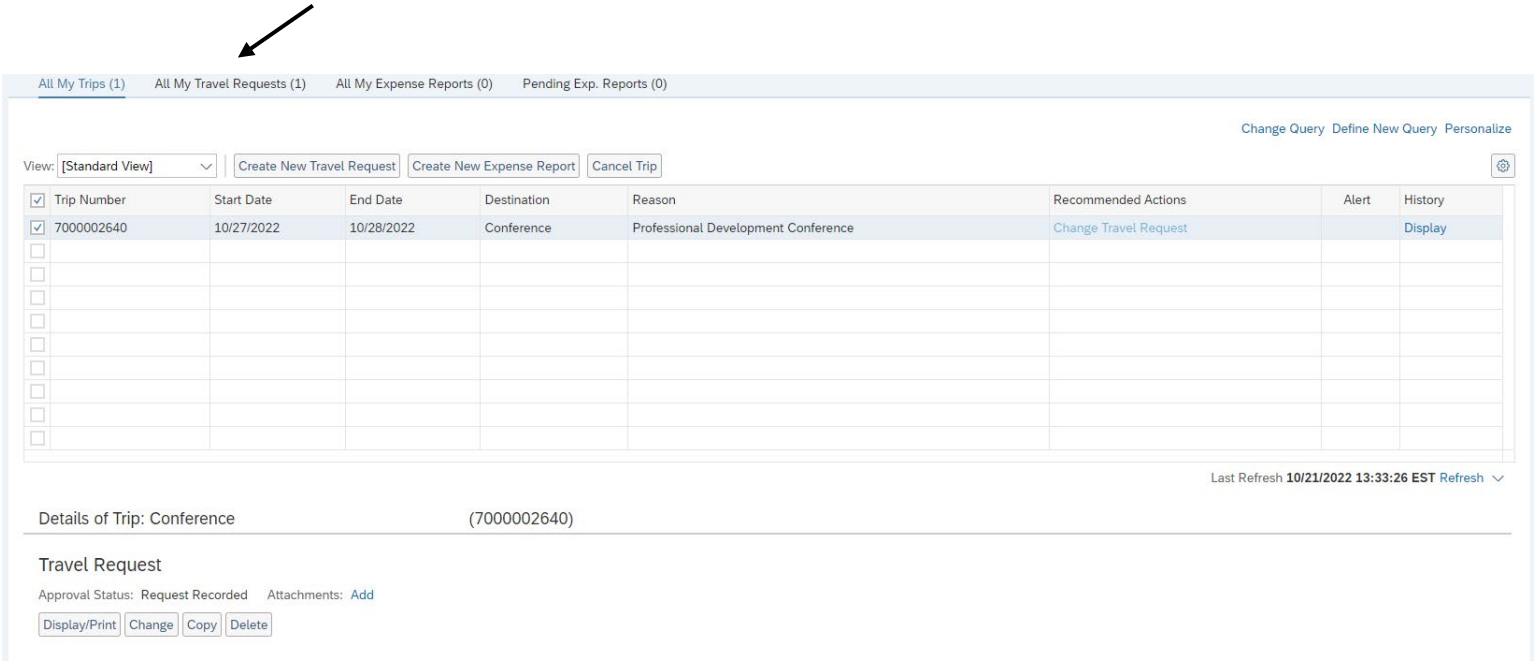
Create Travel Expense Report for an Existing Travel Request

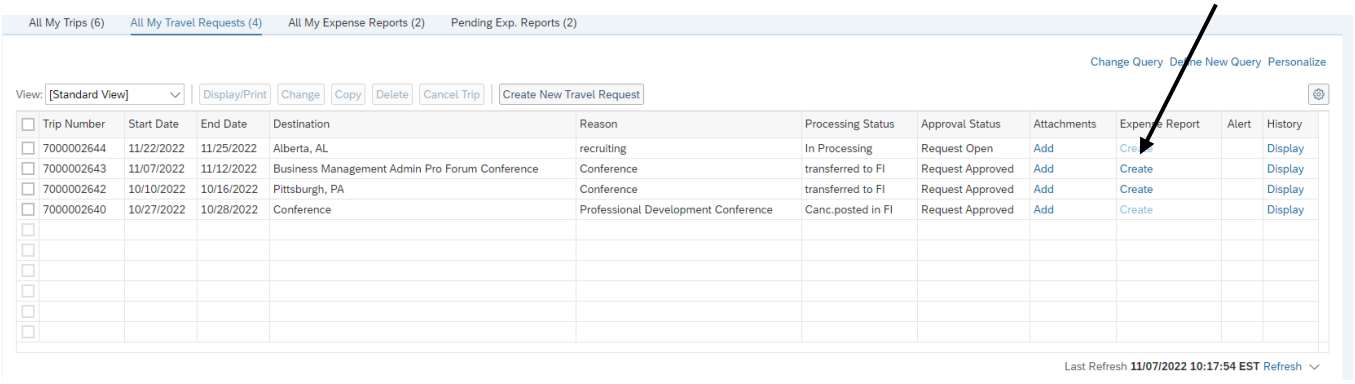
This screen provides you with an overview of trips previously entered and allows you to create a new Travel Request or Expense Report, change existing Travel Requests or Expense Reports, and create a Travel Expense Report against a Request.

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…

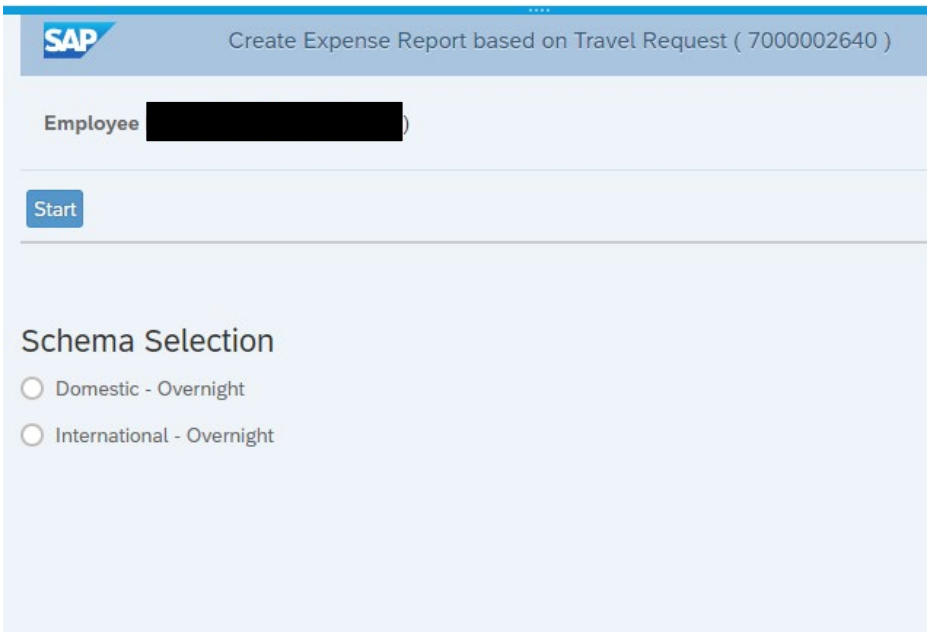


Under Expense Report, click on "Create" for your trip number.



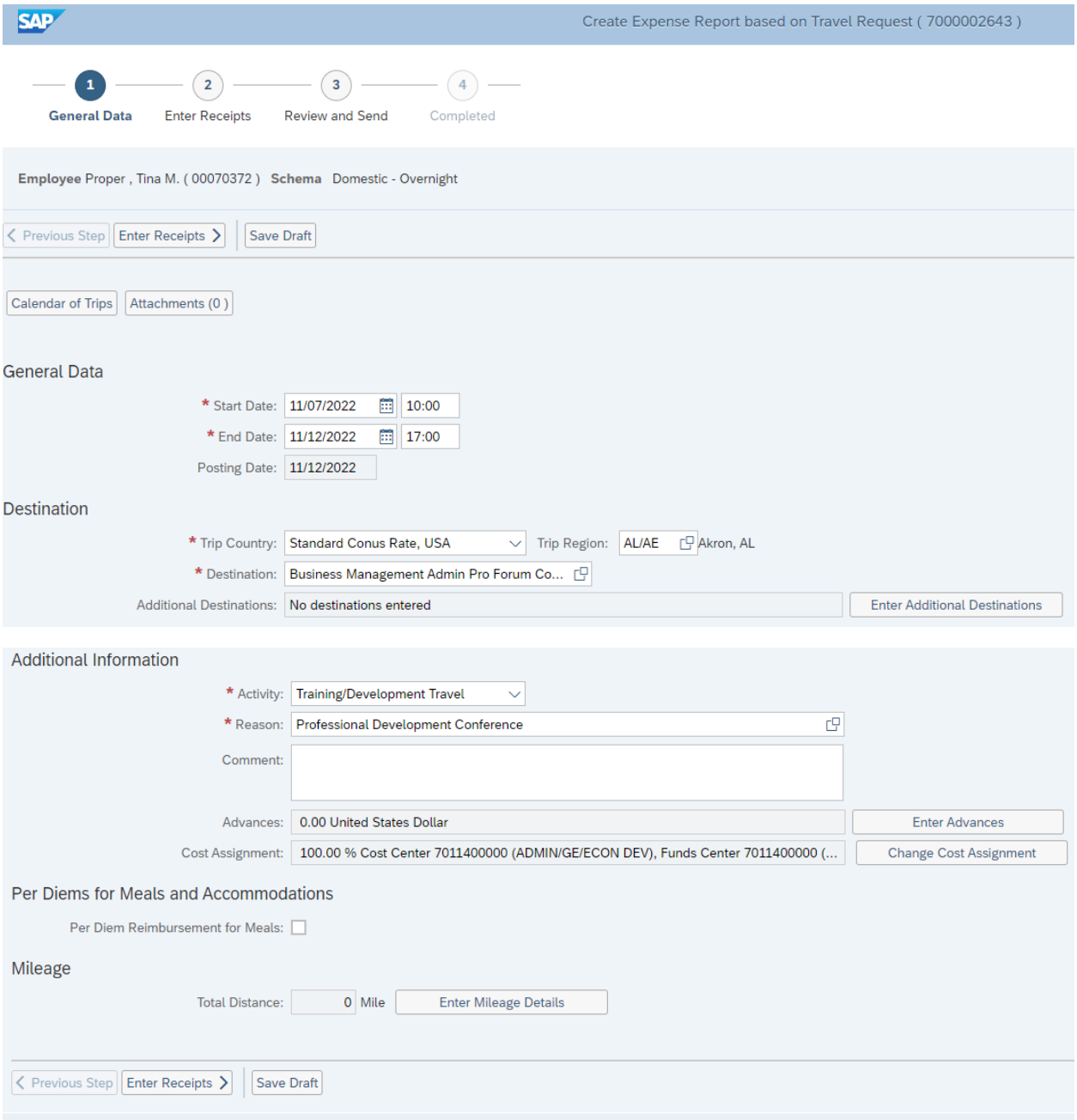
Note: If the "create" is still a light blue, it means the Travel Request is not yet fully approved. You cannot work in this item until it is fully approved.

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



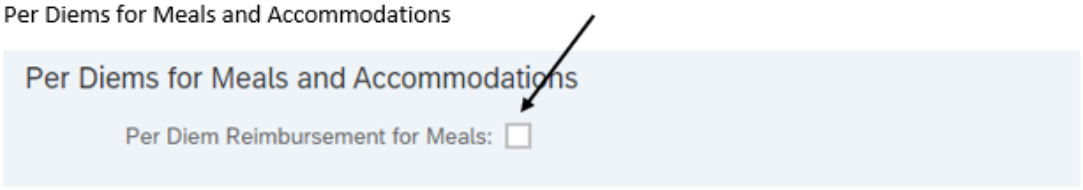
Create Travel Expense Report for an Existing Travel Request

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

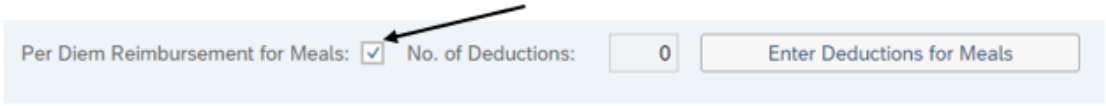


If you are preparing an Expense Report against a Request <u>prior to a trip</u> go to page 35.

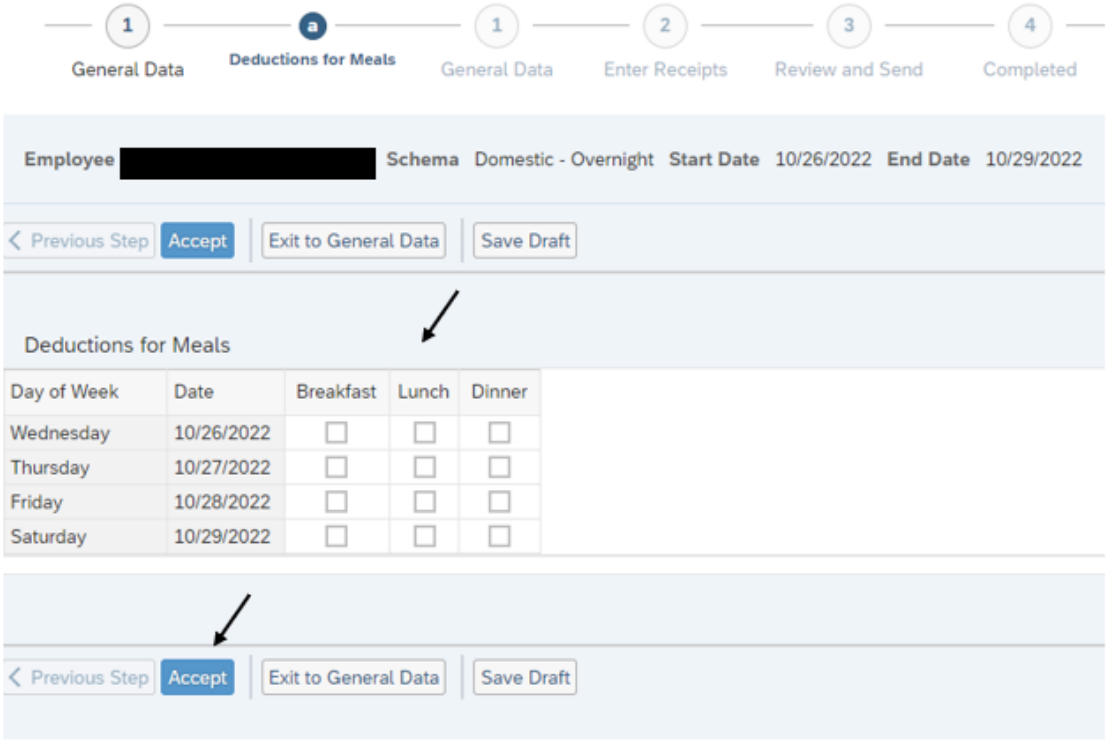
Per Diems for Meals and Accommodations



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

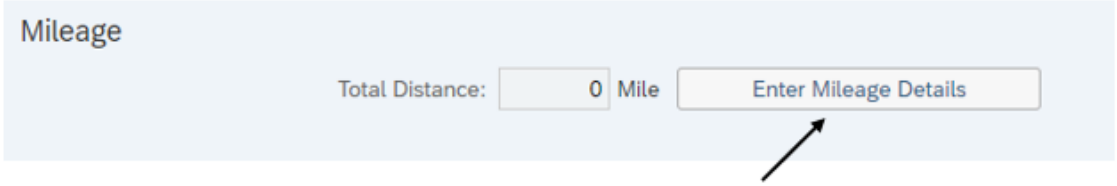


- If any meals were provided and are not to be reimbursed, click on "Enter Deductions for Meals" and the following will be displayed.

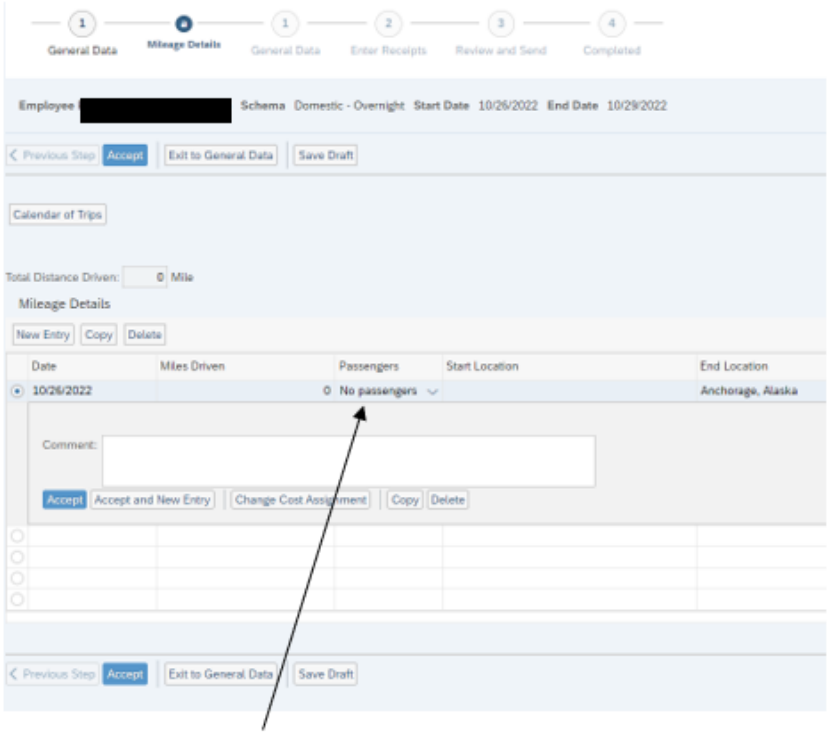


- Check the appropriate box for any provided meal. Then click on Accept to return to the main screen.

Mileage



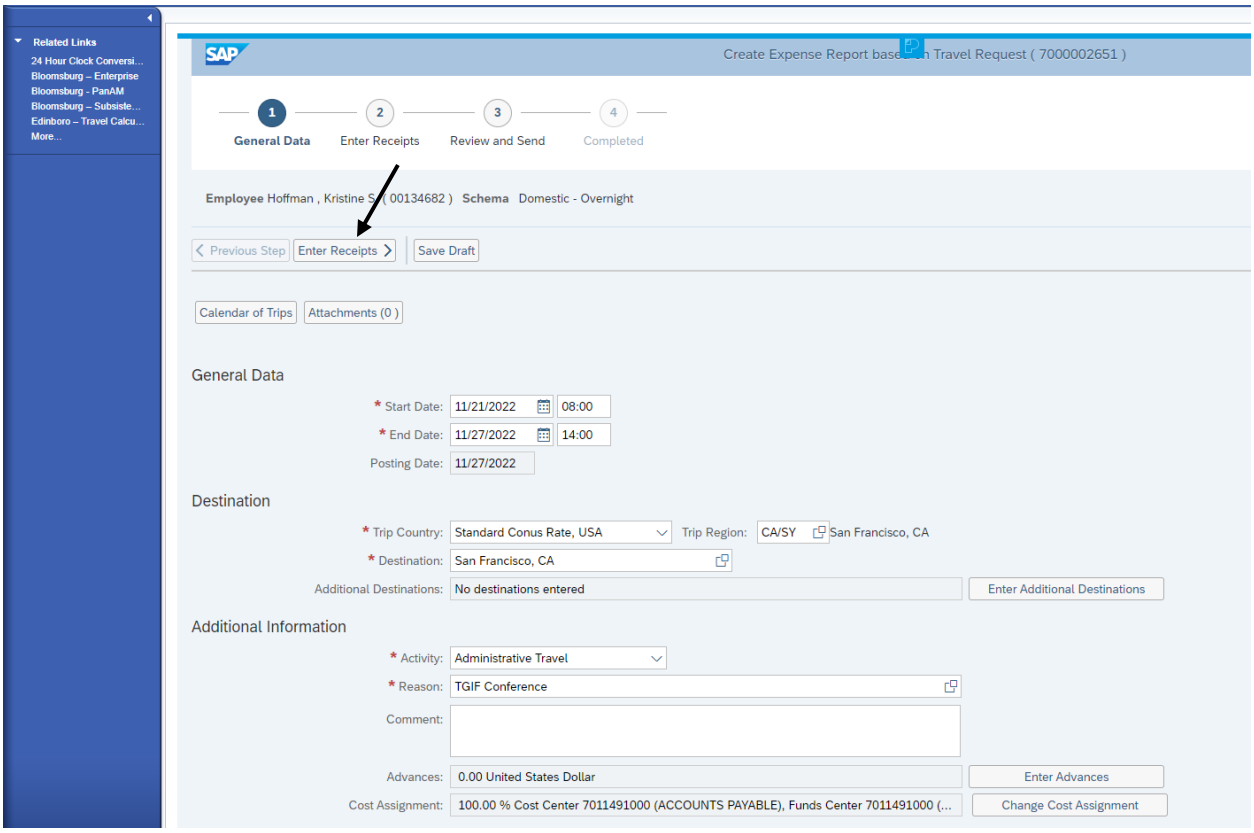
- Click on "Enter Mileage Details"
- You will be directed to the below screen.
- Enter mileage by date. If you have multiple days in your trip with mileage, you will click on "New Entry" to add mileage for each trip date.
- Faculty who supervise student teachers or other employees who have **multiple 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.



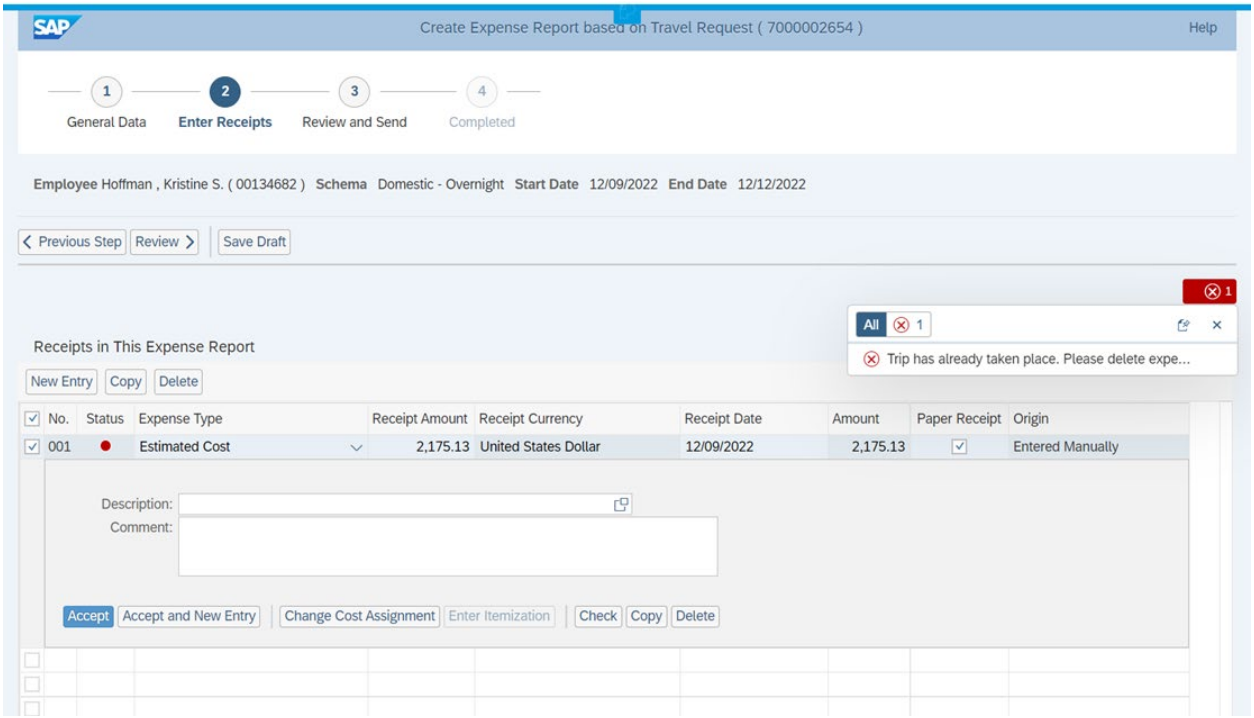
Note: You can add Passengers with the drop down.

Create Travel Expense Report for an Existing Travel Request

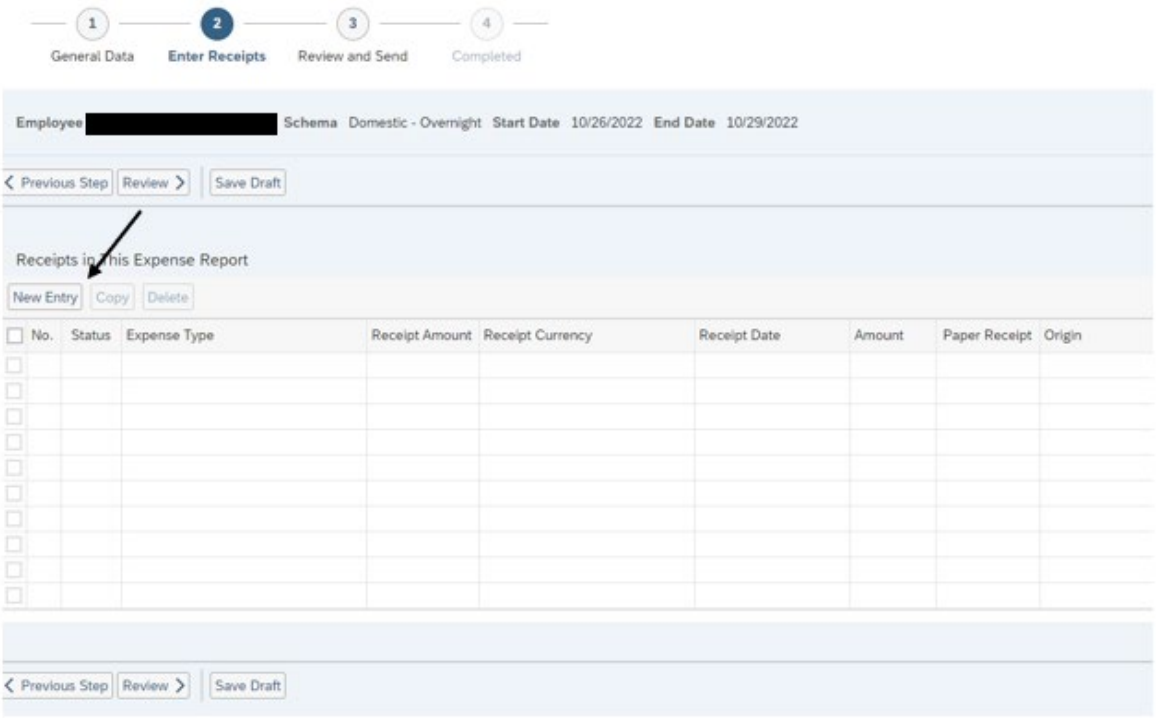
In order to begin submitting expenses, click on the “Enter Receipts” button.



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.

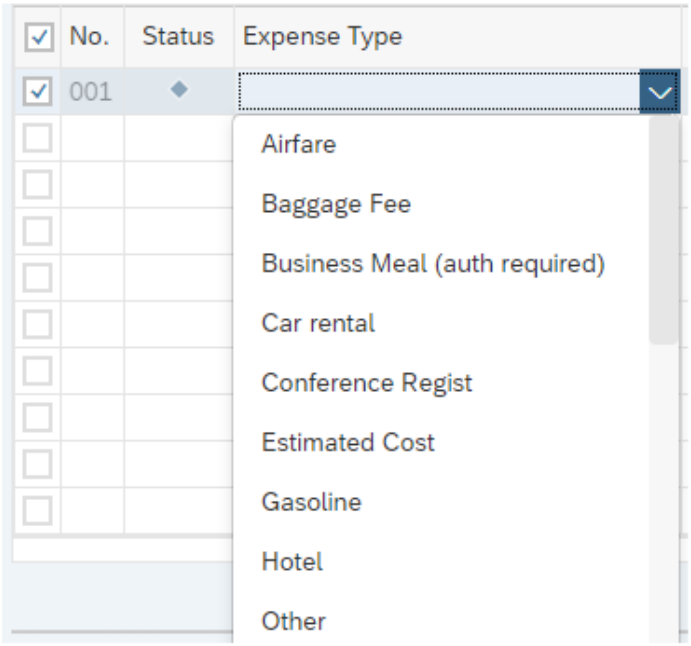


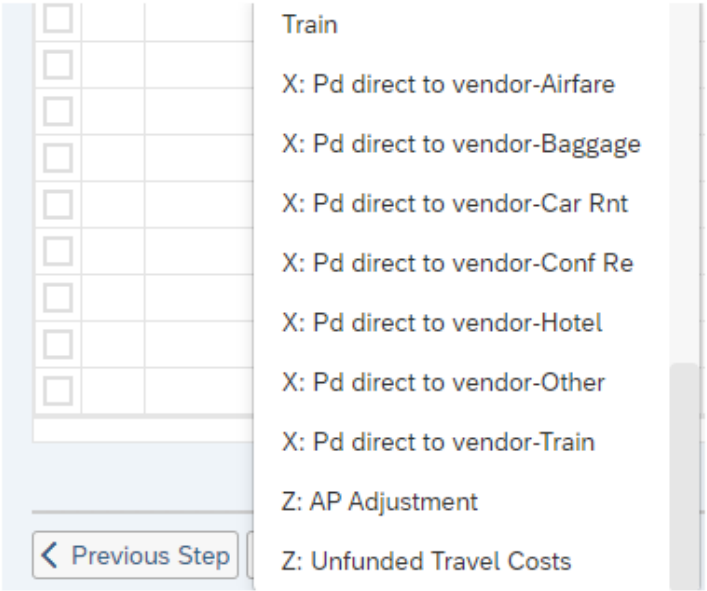
Click on "New Entry" to start adding receipts.



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

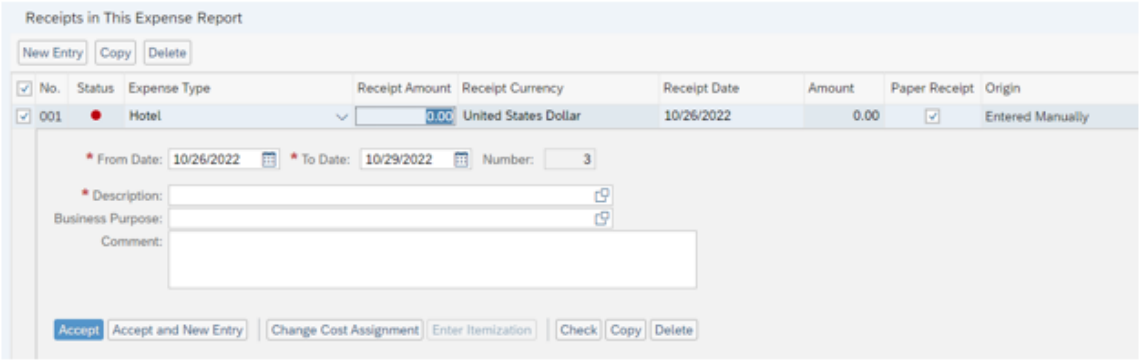
Below are just a few examples of the choices available in the dropdown list. Fields that are displayed are based on the Expense Type chosen here.





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

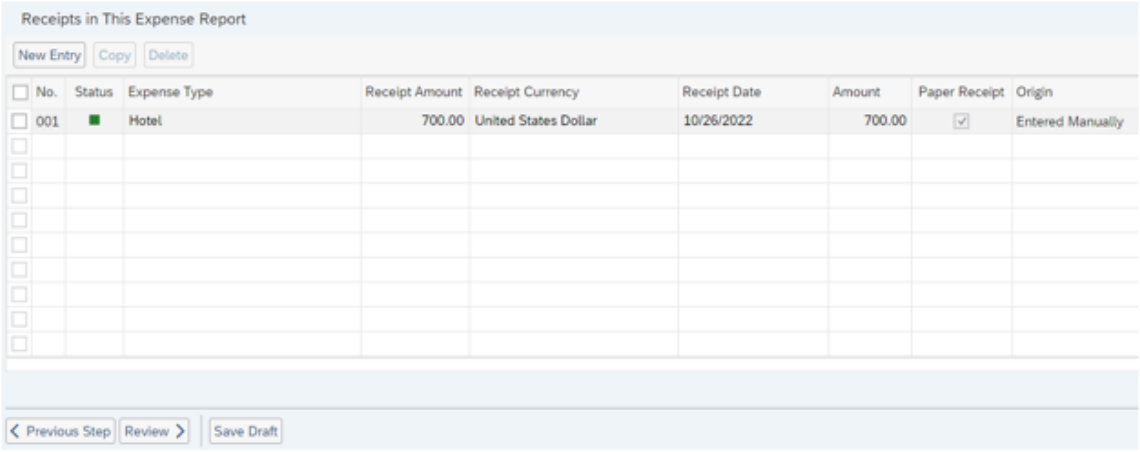
- Below is an example for "Hotel"



- You also can change your cost assignment for any/each individual receipt by clicking on "Change Cost Assignment".

- Once your data has been entered on all the (*) required fields, click on either Accept or Accept and New Entry (If you have additional receipts to enter). Your actual receipts will be added in a later step.

- You will be directed to the below screen.

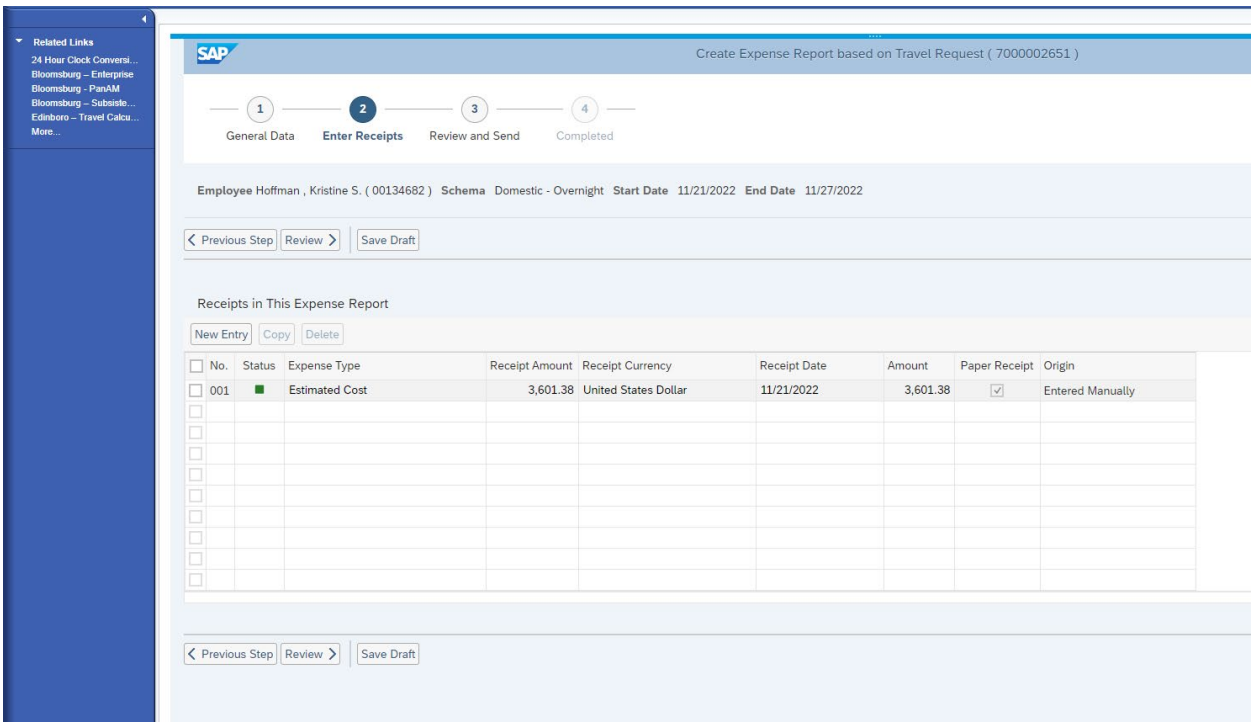


Once you are finished entering all of your expenses. You will need to attach any receipts/backup documentation for the expenses you are claiming. Click on either of the two "Previous Step" buttons to go back to the General Data screen where you can attach your receipts.

Create Travel Expense Report for an Existing Travel Request

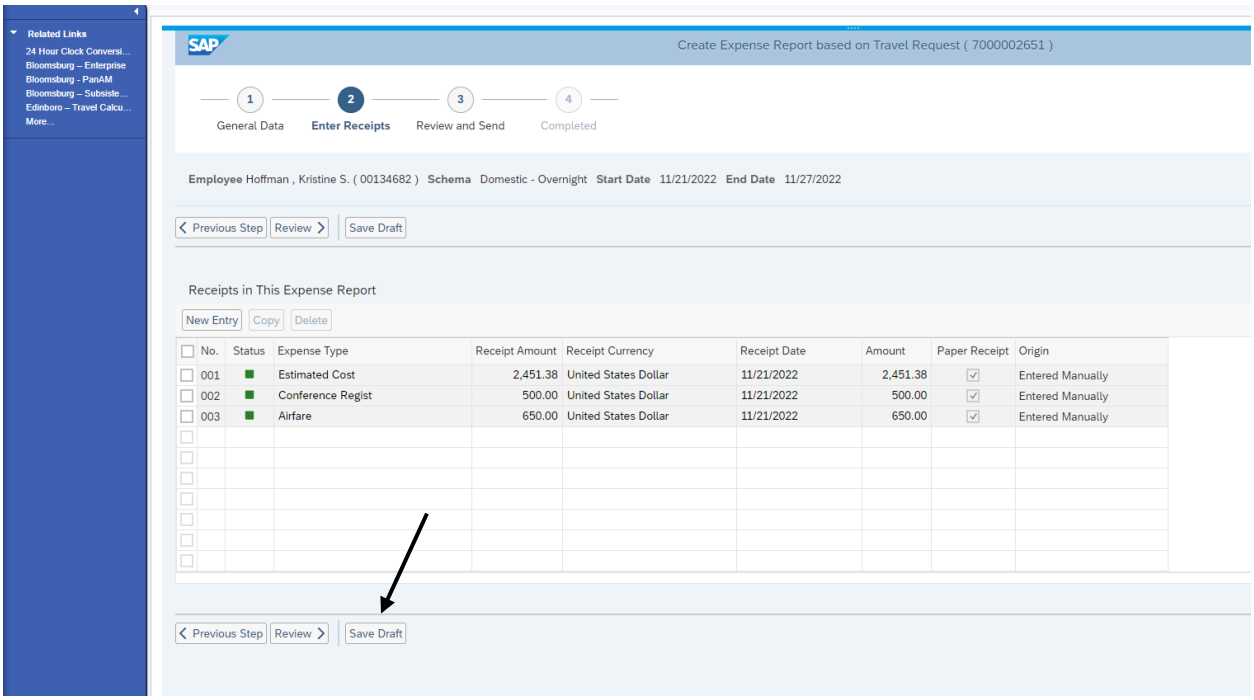
When you need to request reimbursement **prior to the trip**. Click on "Enter Receipts" the below window appears showing your Estimated Costs that were transferred over from your Travel Request. We want to use some of these funds but save the remainder for additional expenses once the trip is complete.

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

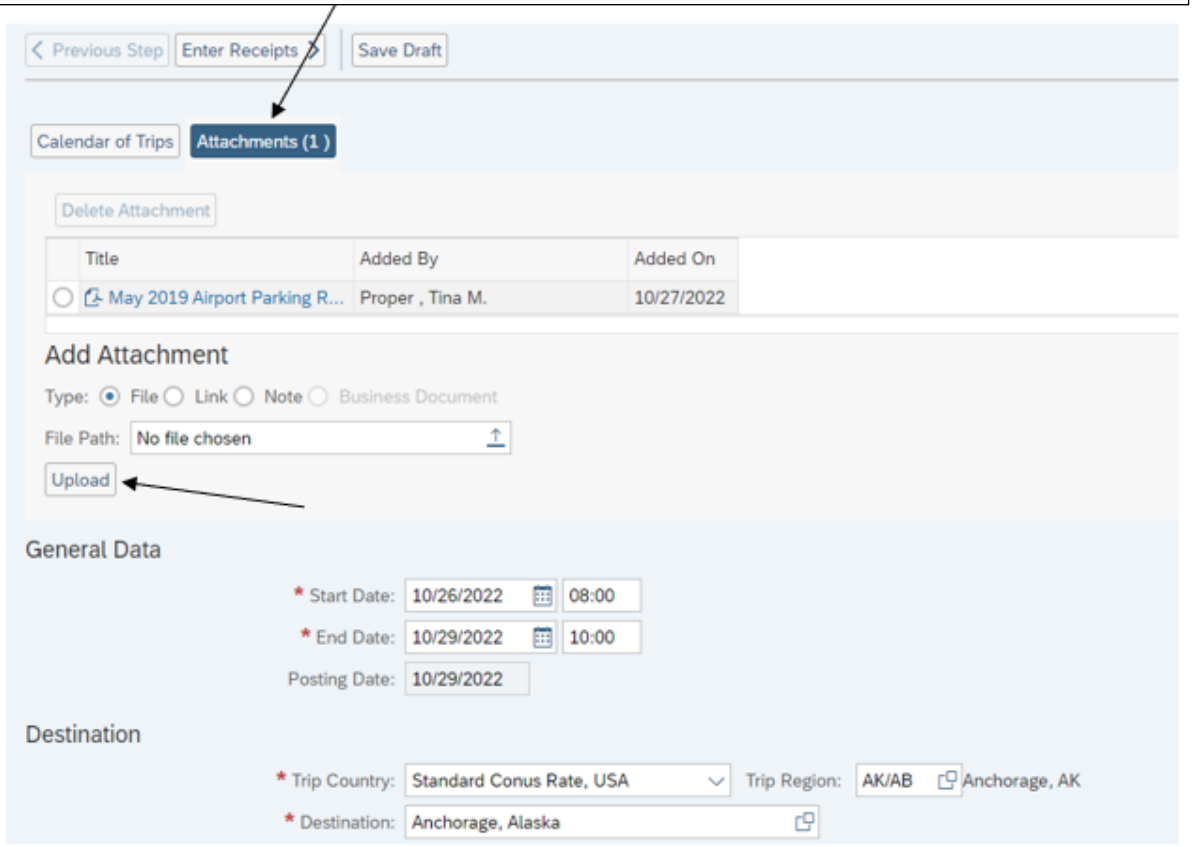


Create Travel Expense Report for an Existing Travel Request

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.

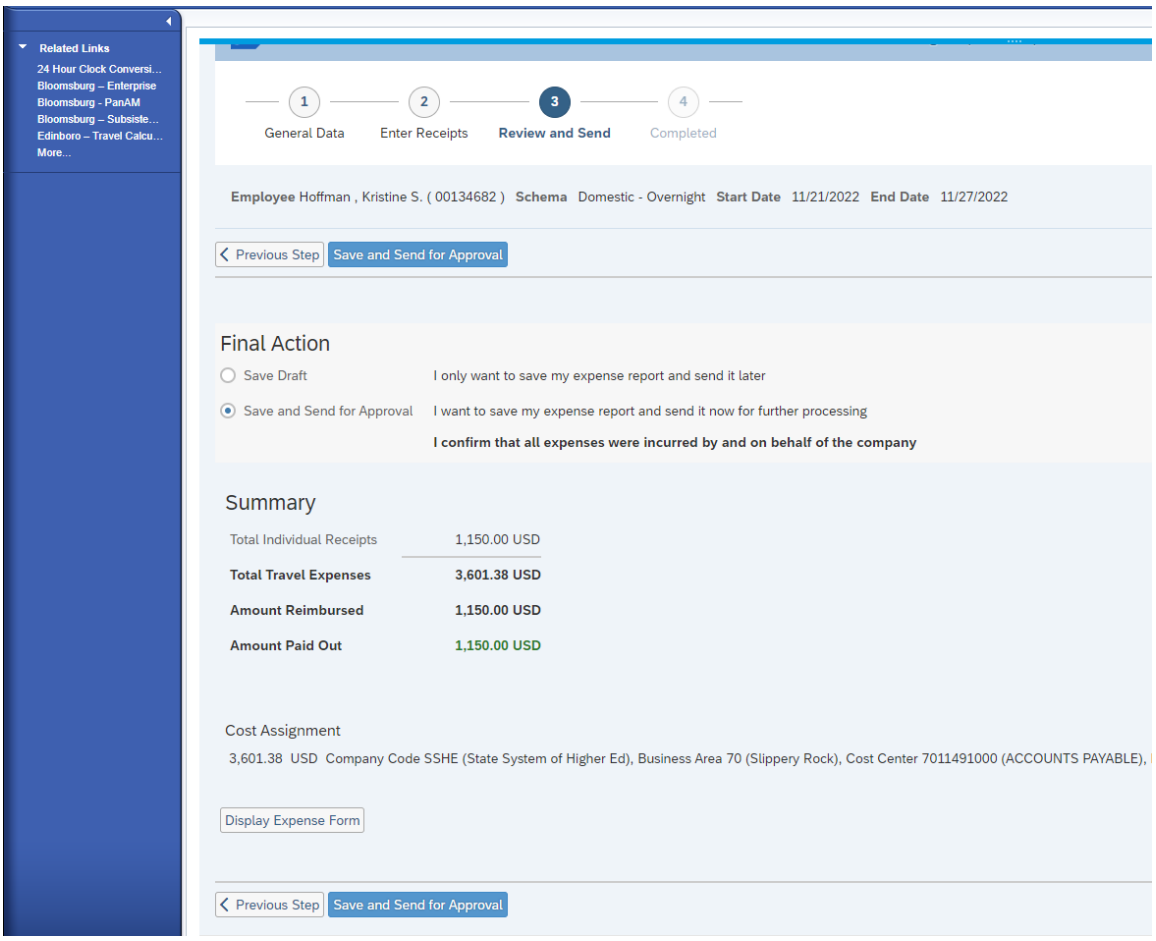


Click on the “Attachments” button and follow the steps to upload your receipts. After you have attached each of your receipts, be sure to click the Upload button.

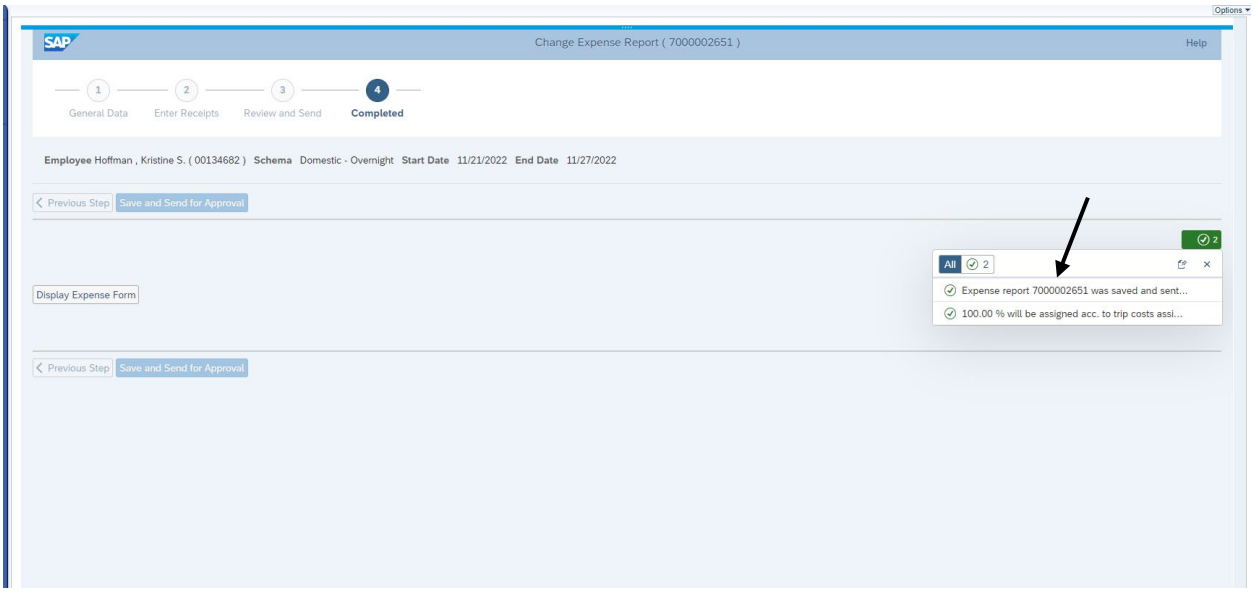


At this point the traveler can click on either the “Save a Draft” or “Save & Send for Approval”. Just click on the appropriate radio button and then either of the two Save buttons on this screen, (this button will change based on the radio button that is selected). The Travel Assistant will need to “Save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

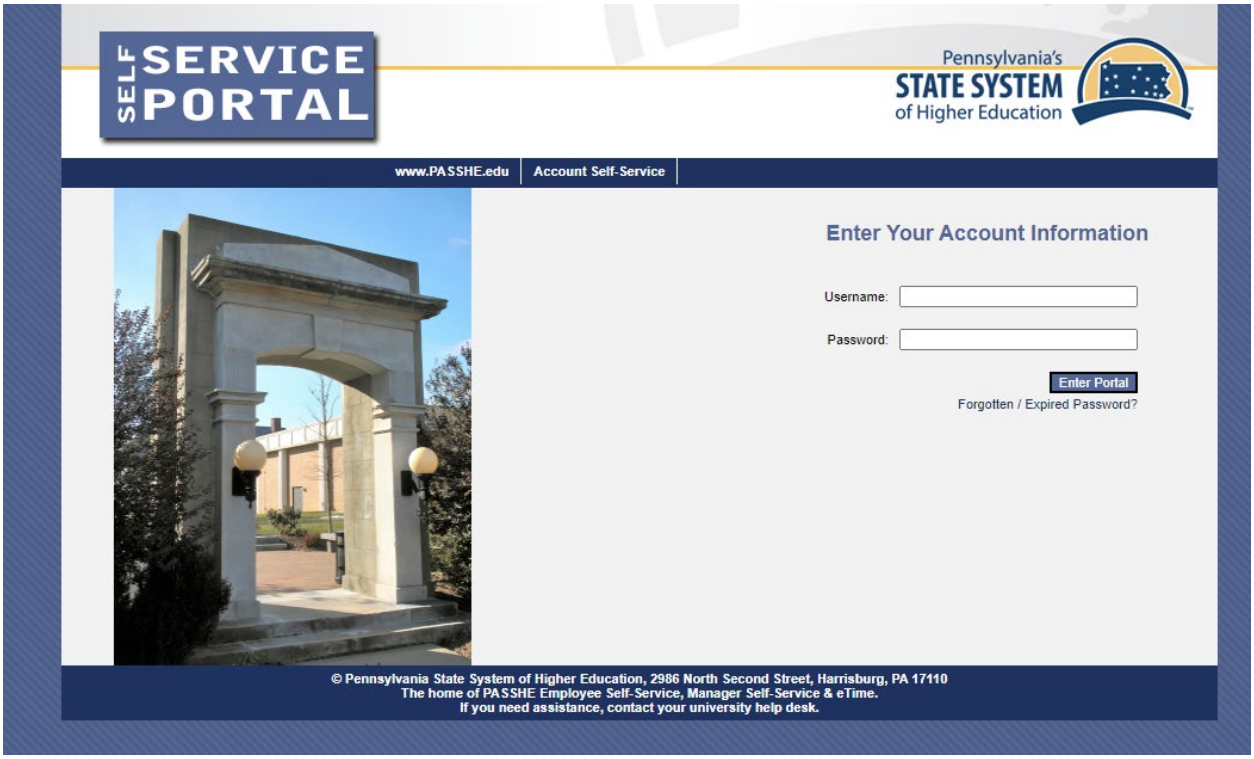


The following screen will appear acknowledging that the Expense Report was saved and will provide the trip number.

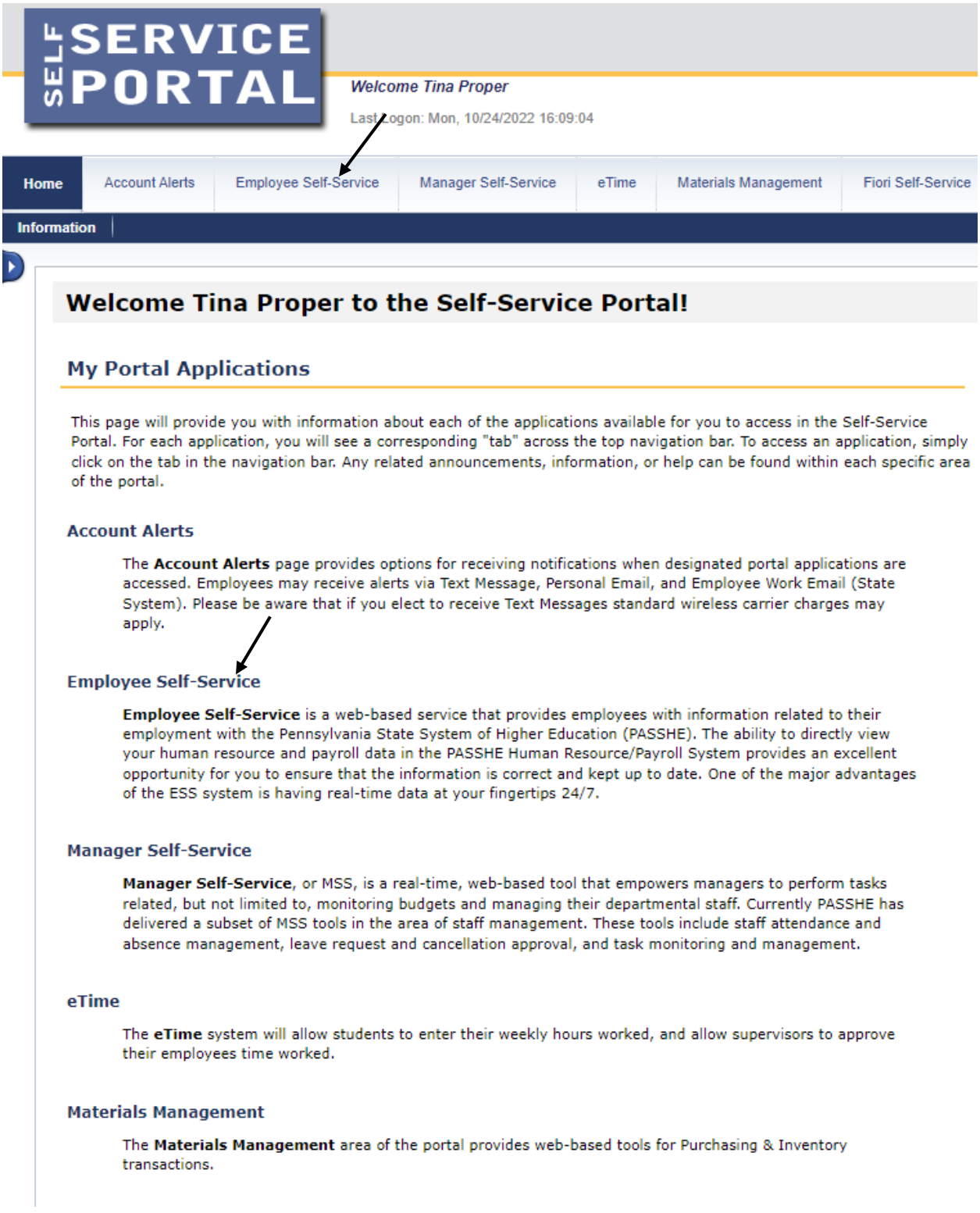


All Travel Expense Reports will be entered by either the Traveler or the Travel Assistant via the portal.

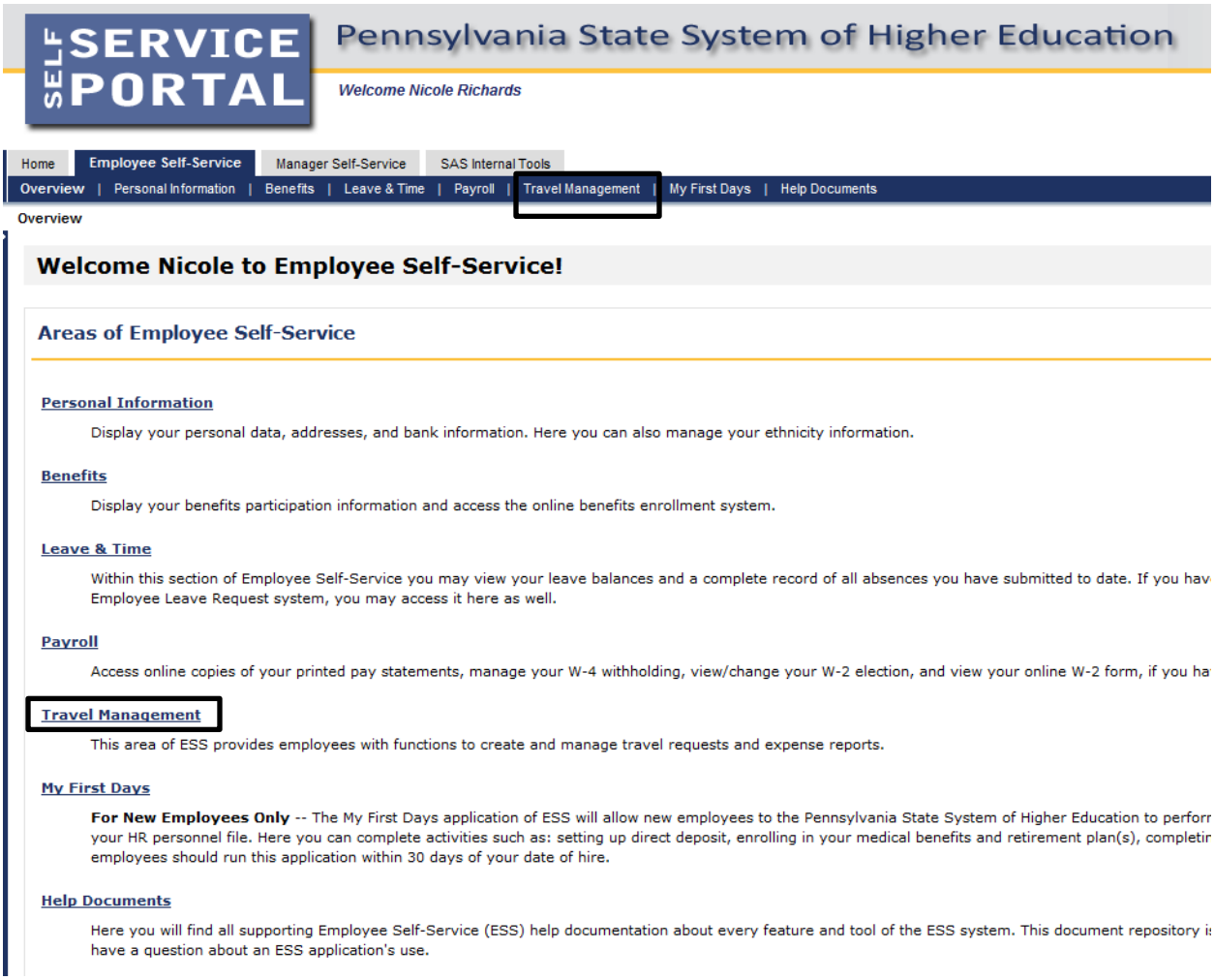
Log into the portal…



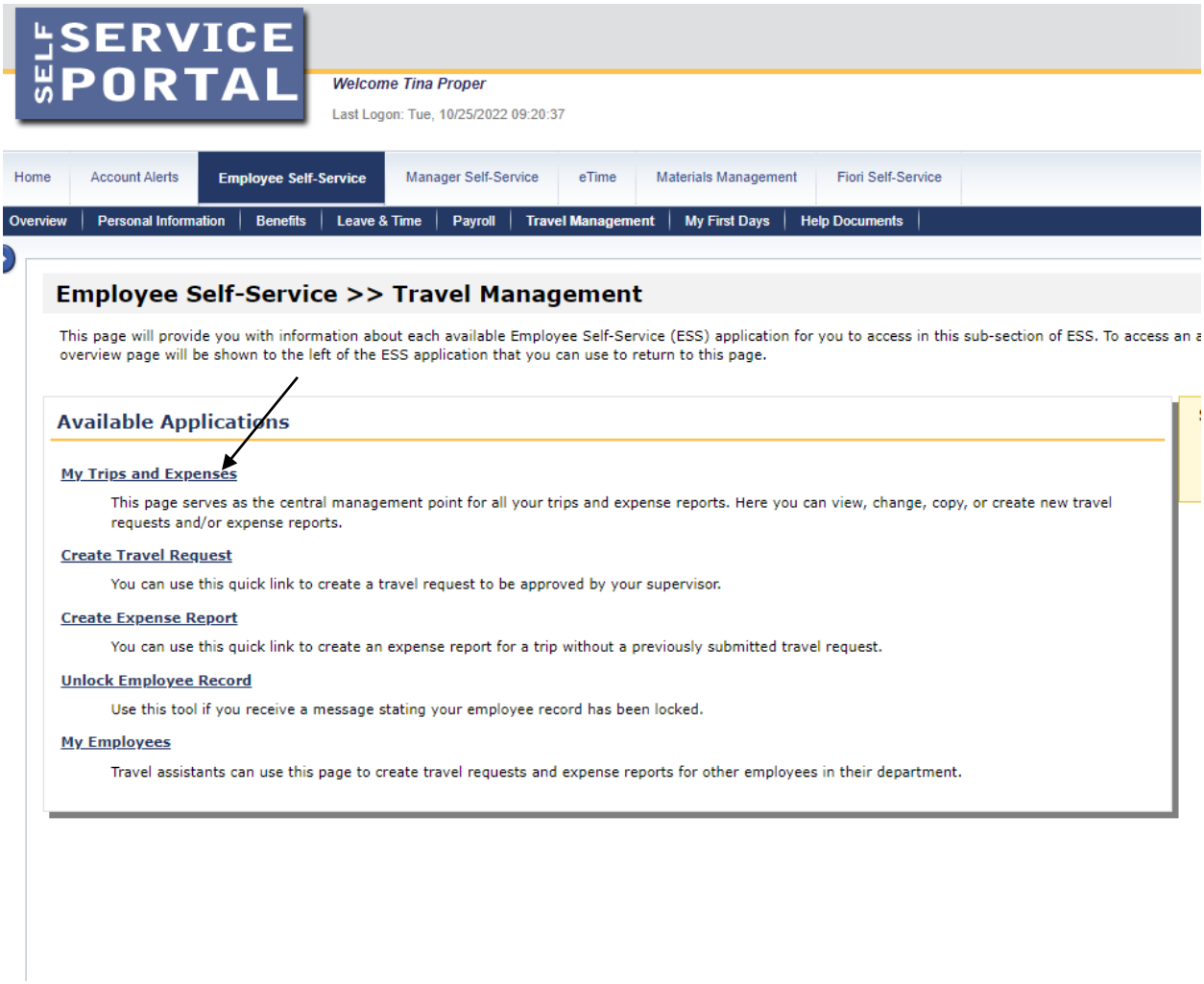
Click on “Employee Self Service”.



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

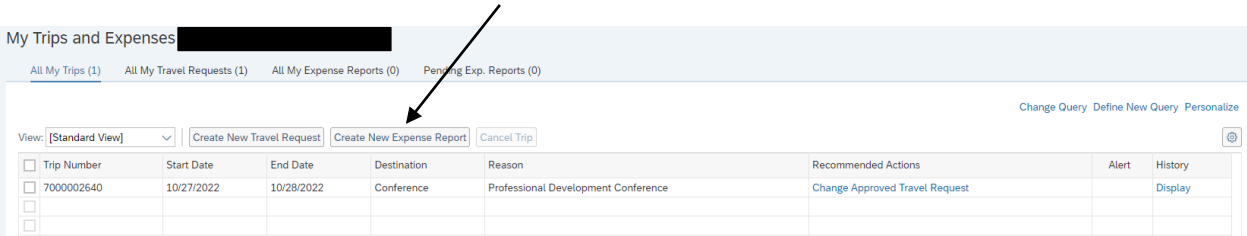


Click on Employee Self-Service and then “My Trips and Expenses”

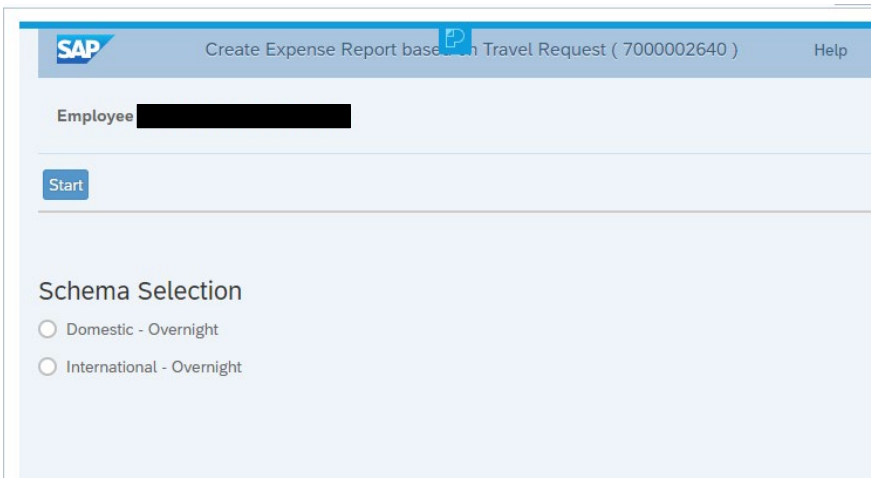


Note: Travel Assistants, the “My Employees” link will only be available to you. You will need to click on “My Employees”, on the next screen choose the specific employee to create travel request/expense report, then click on “Create New Request” or “Create New Expense Report”. From this point, directions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

At this screen click on “Create New Expense Report”.

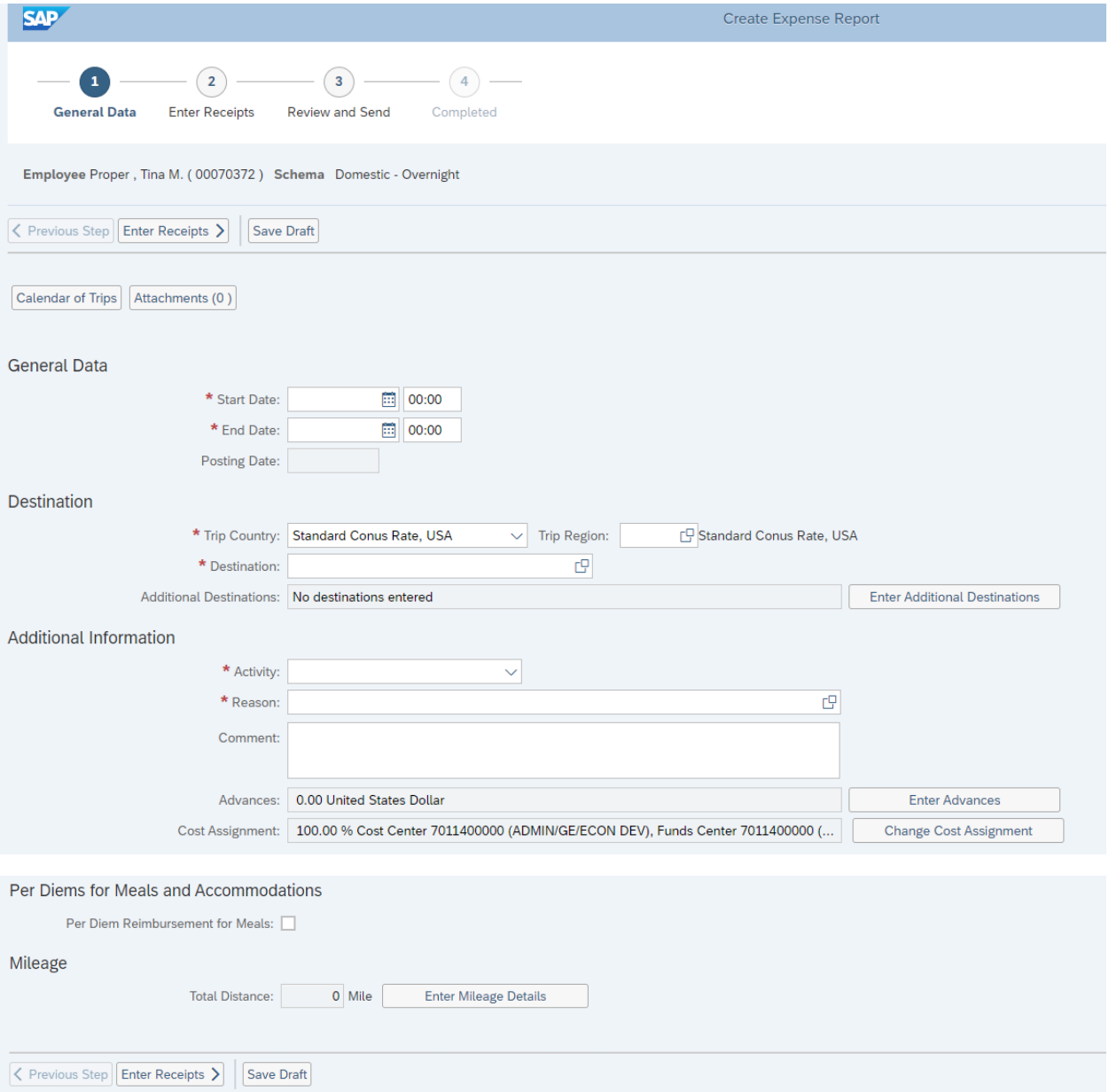


Choose an option on the Schema screen and click start.

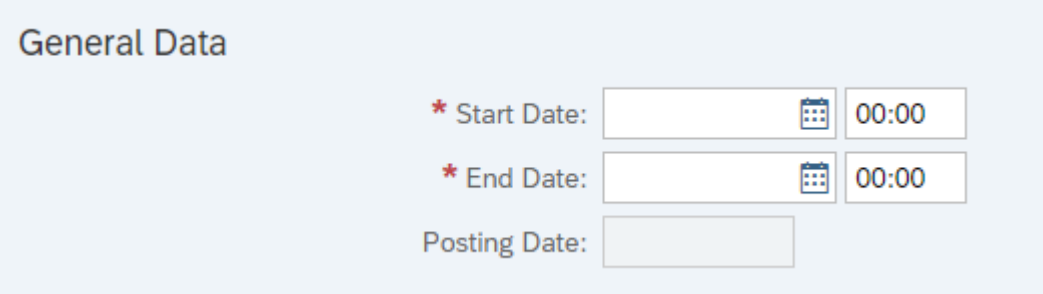


We are now ready to create our Expense Report for Domestic Travel. This next screen is very similar to the Travel Request screen with the exception of a few items.

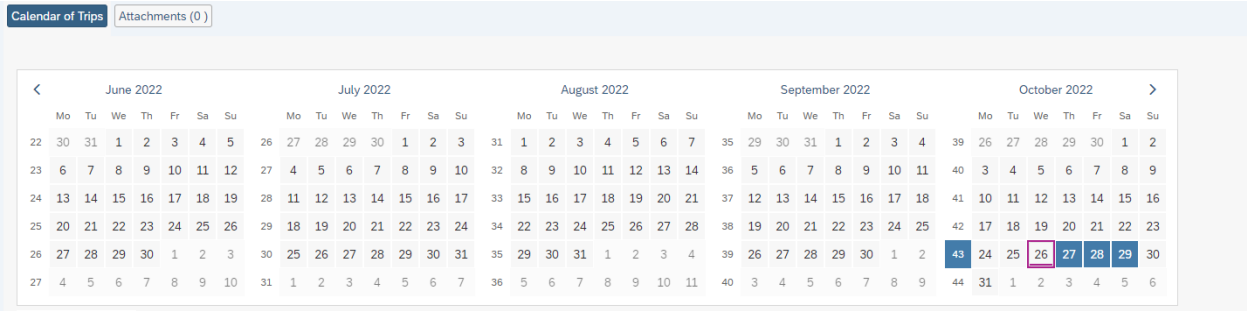
Required fields are marked with an (*)



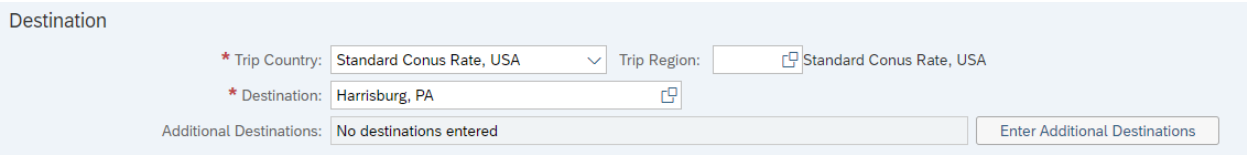
General Data:



- 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.

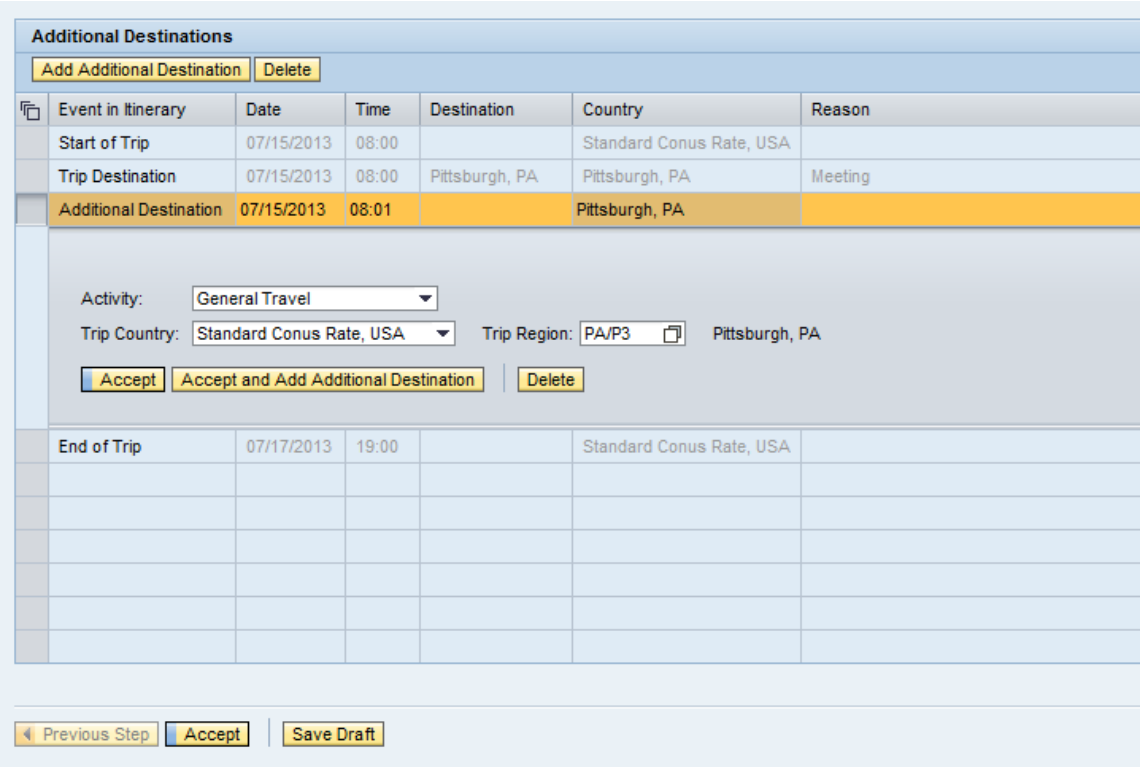


- Posting Date – This is the posting date for Funds Management and will default to the trip end date.

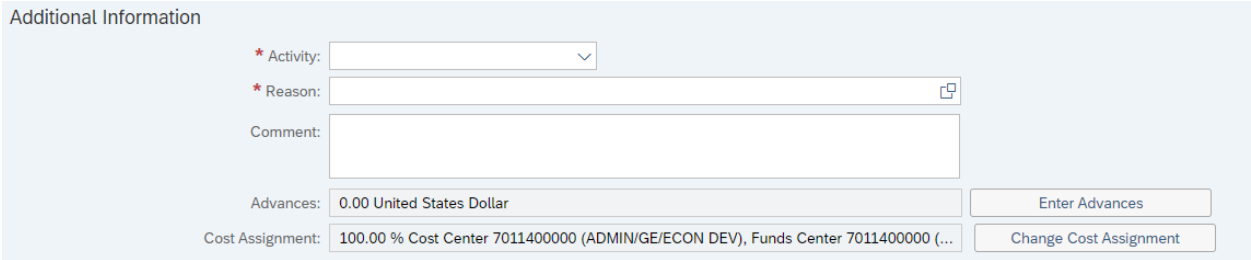


- Trip Country – This will default to the USA or you can choose from the drop-down list.
- Trip Region – Enter manually if you know the region code or use the search feature. Refer to page 62 for additional information.
- Destination –This is a free text field. Please enter the city and state, or country,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

- 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.

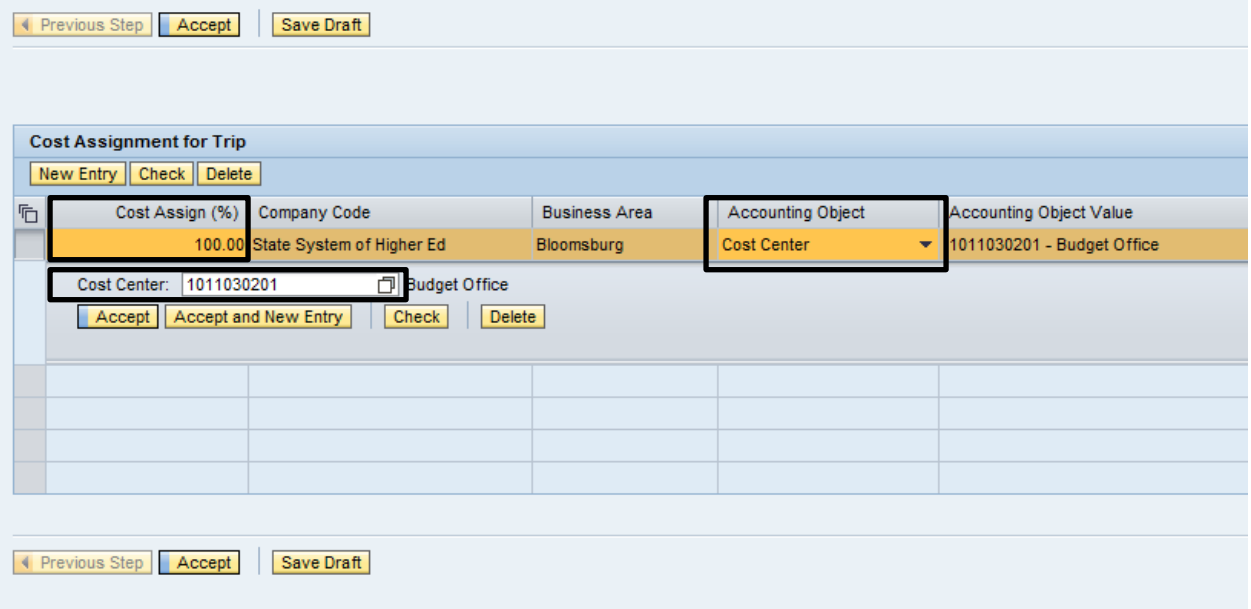


Additional Information:



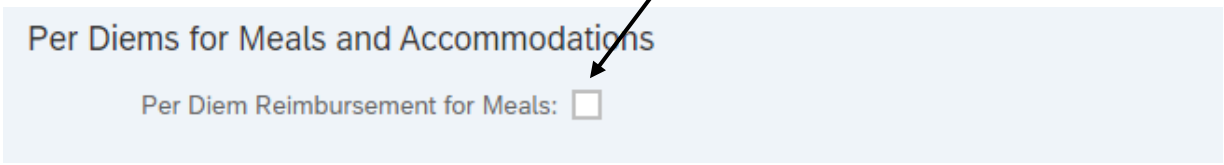
- Activity – This is the purpose of travel. Make a selection from the drop-down list. The General Ledger (GL) account is determined based on the "activity" selected.
- Reason – Free text. Please enter the event the traveler is attending.
- Comment – Free text.
- Advances – THIS FIELD IS NOT USED AND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

- 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)

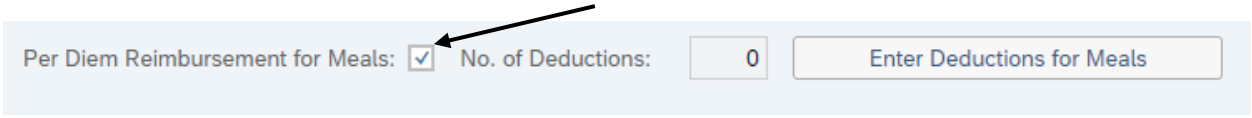


  - Many options are available to search for a cost object including searching for previously used objects.
  - Once you've entered the appropriate cost assignment info, click on Accept to return to the main screen.
  - Note: If the distribution does not total 100%, the portion not distributed will be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

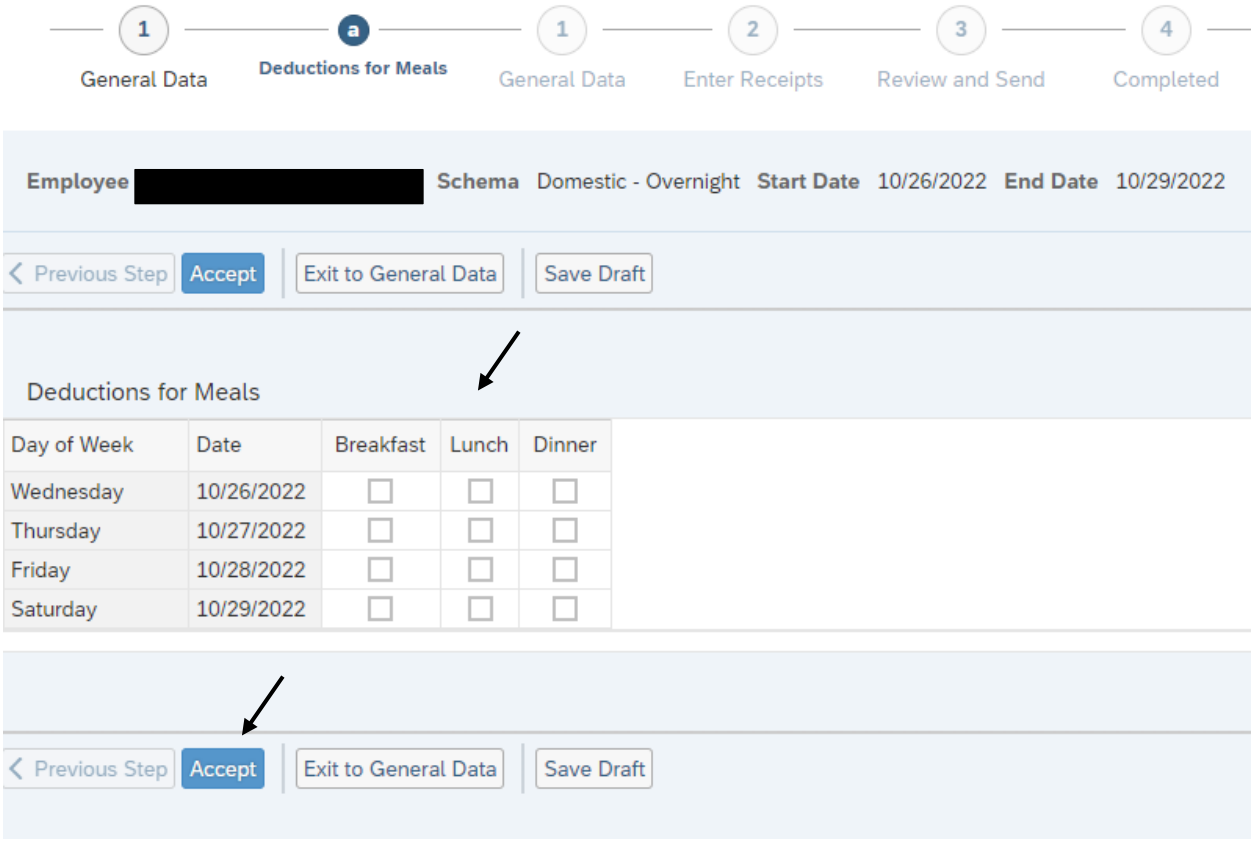
Per Diems for Meals and Accommodations



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

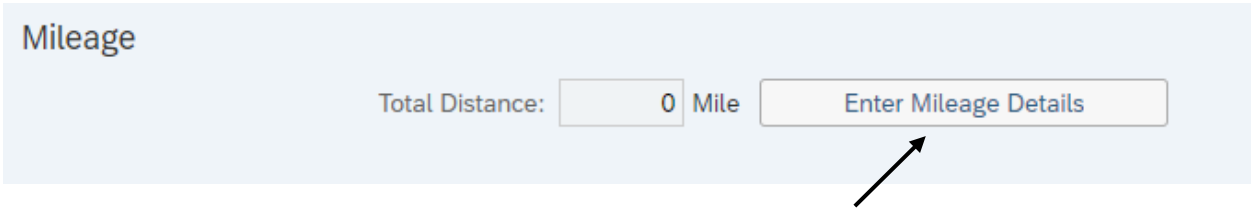


- If any meals were provided and are not to be reimbursed, click on "Enter Deductions for Meals" and the following will be displayed.

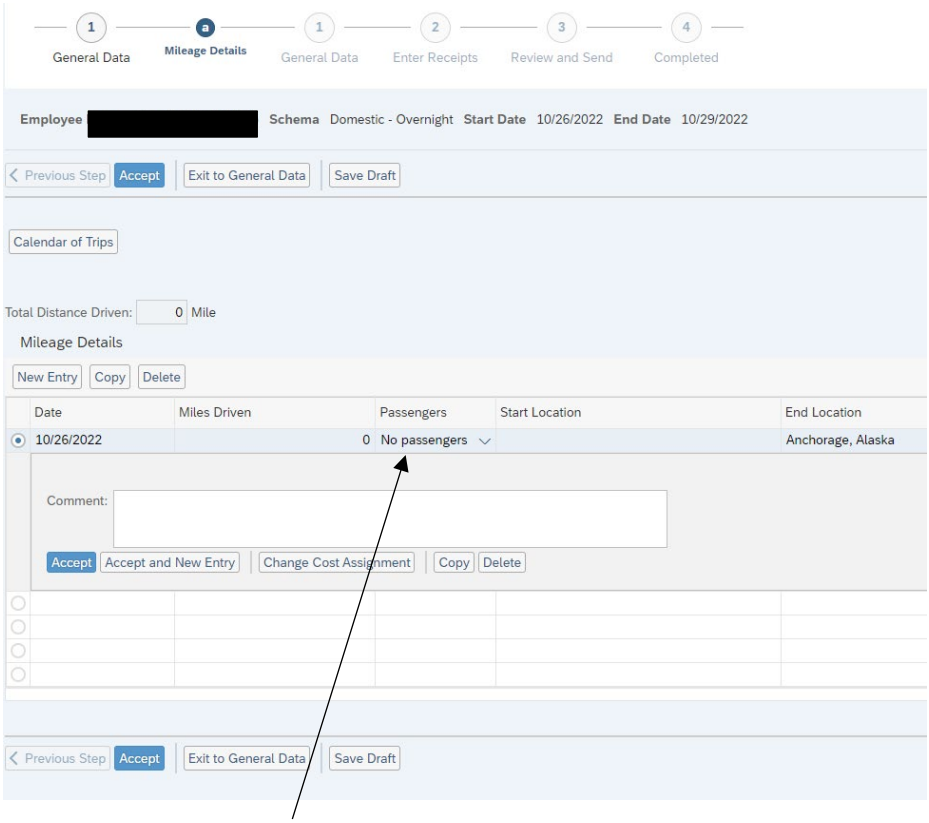


- Check the appropriate box for any provided meal. Then click on Accept to return to the main screen.

Mileage

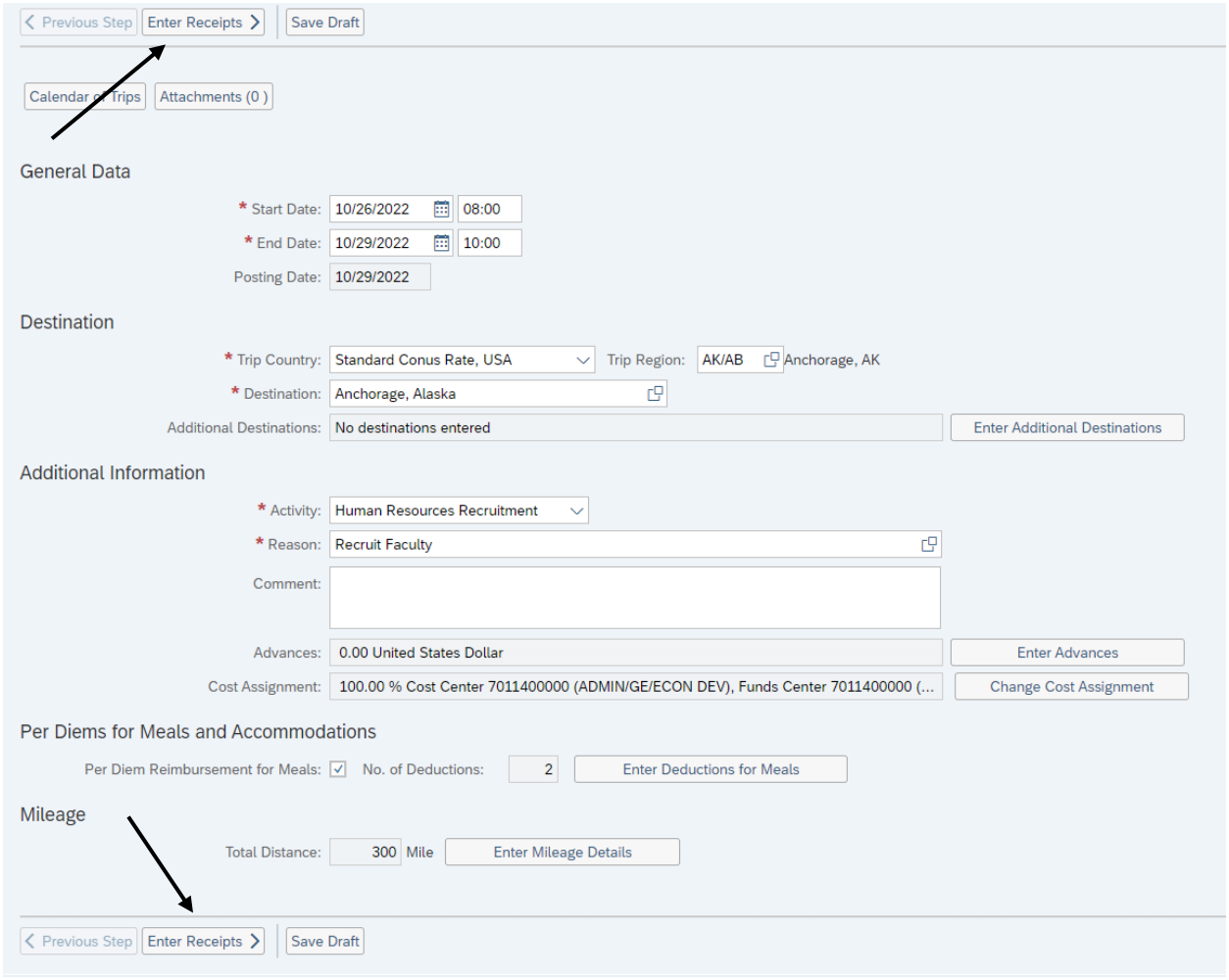


- Click on "Enter Mileage Details"
- You will be directed to the below screen.
- Enter mileage by date. If you have multiple days in your trip with mileage, you will click on "New Entry" to add mileage for each trip date.
- Faculty who supervise student teachers or other employees who have **multiple 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.

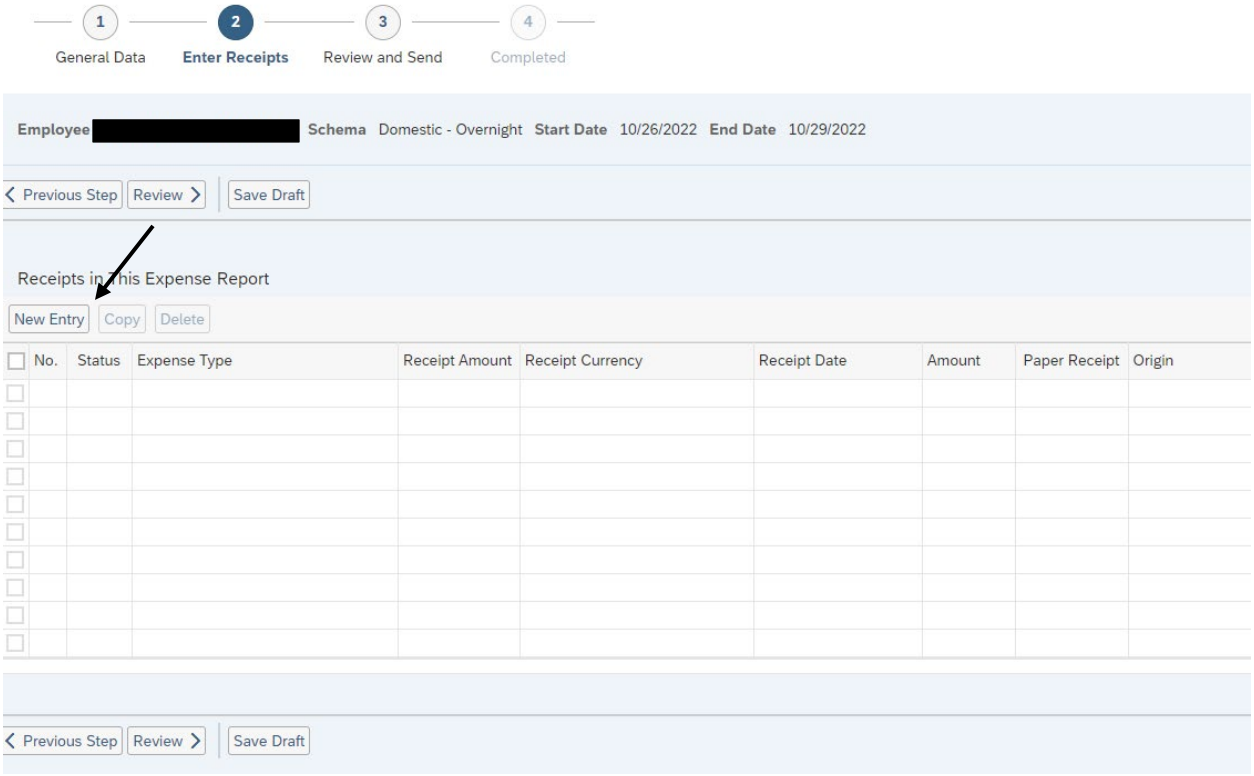


Note: You can add Passengers with the drop down.

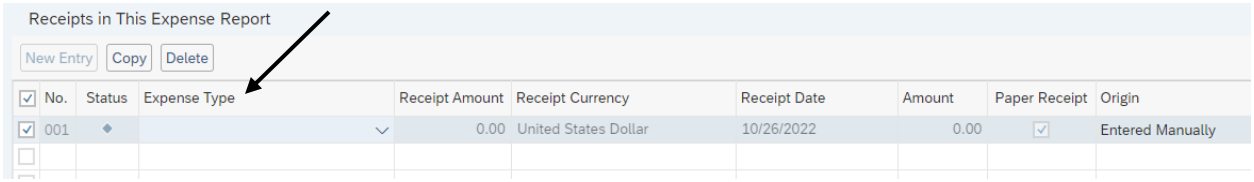
The next step is to Enter Receipts. You can also Save Draft on this screen by clicking that option. We will begin to enter receipts. Click on either of the "Enter Receipts" tabs below.


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 Diems 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

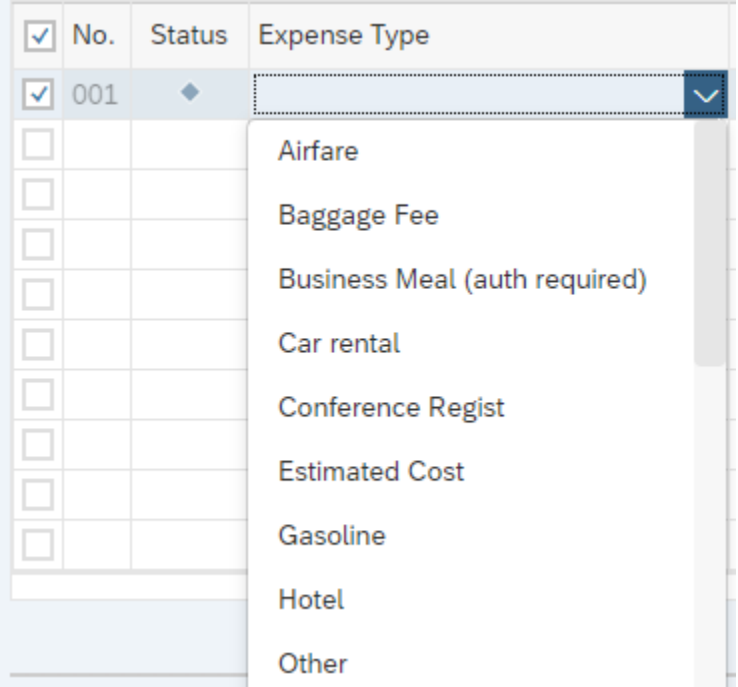
Click on “New Entry” to start adding receipts.

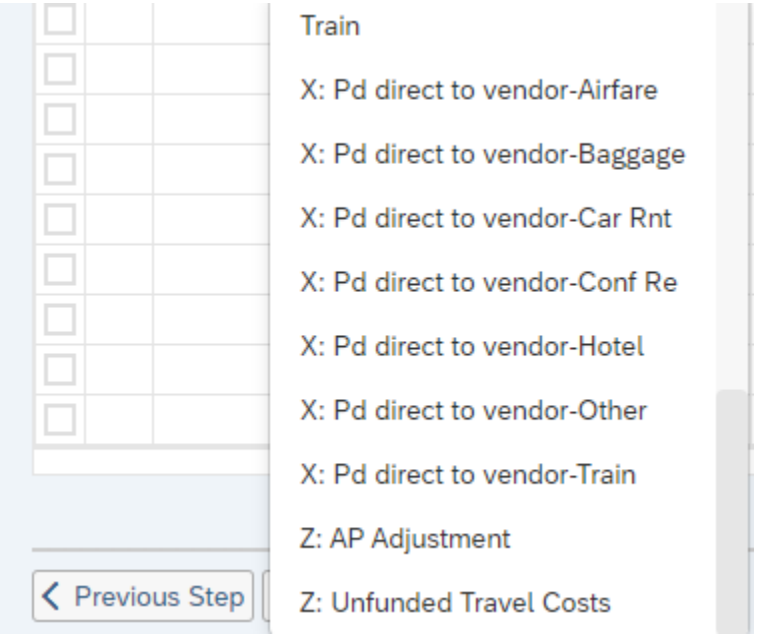


The screen will now look like the below. You will add an “Expense Type” by clicking the dropdown list.



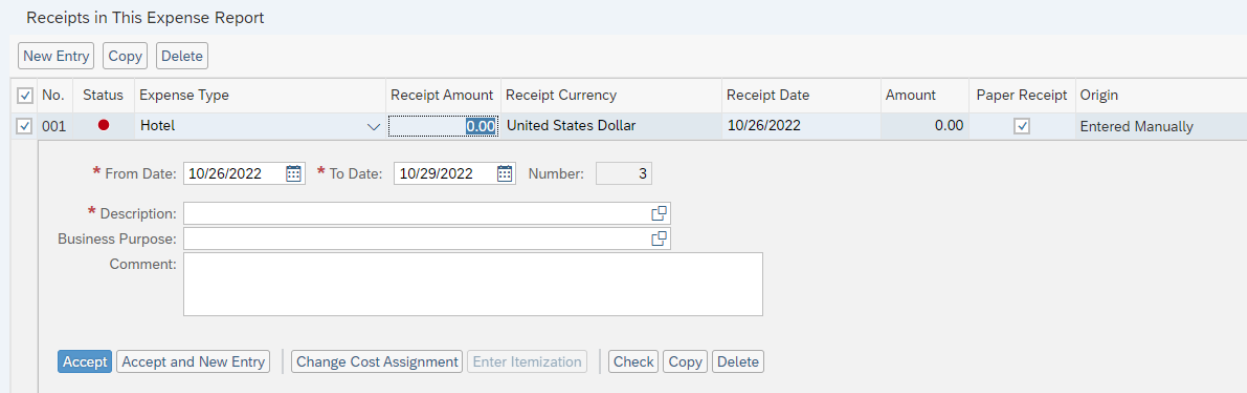
Below are just a few examples of the choices available in the dropdown list. Fields that are displayed are based on the Expense Type chosen here.





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

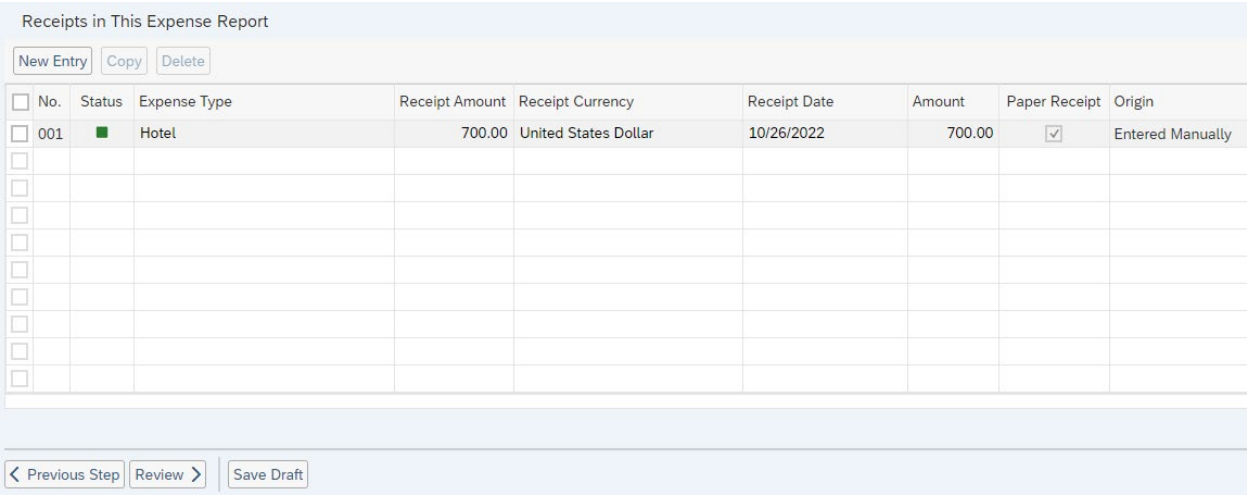
- Below is an example for “Hotel”



- You also can change your cost assignment for any/each individual receipt by clicking on “Change Cost Assignment”. Your receipts can be broken down by either dollars or percentage.

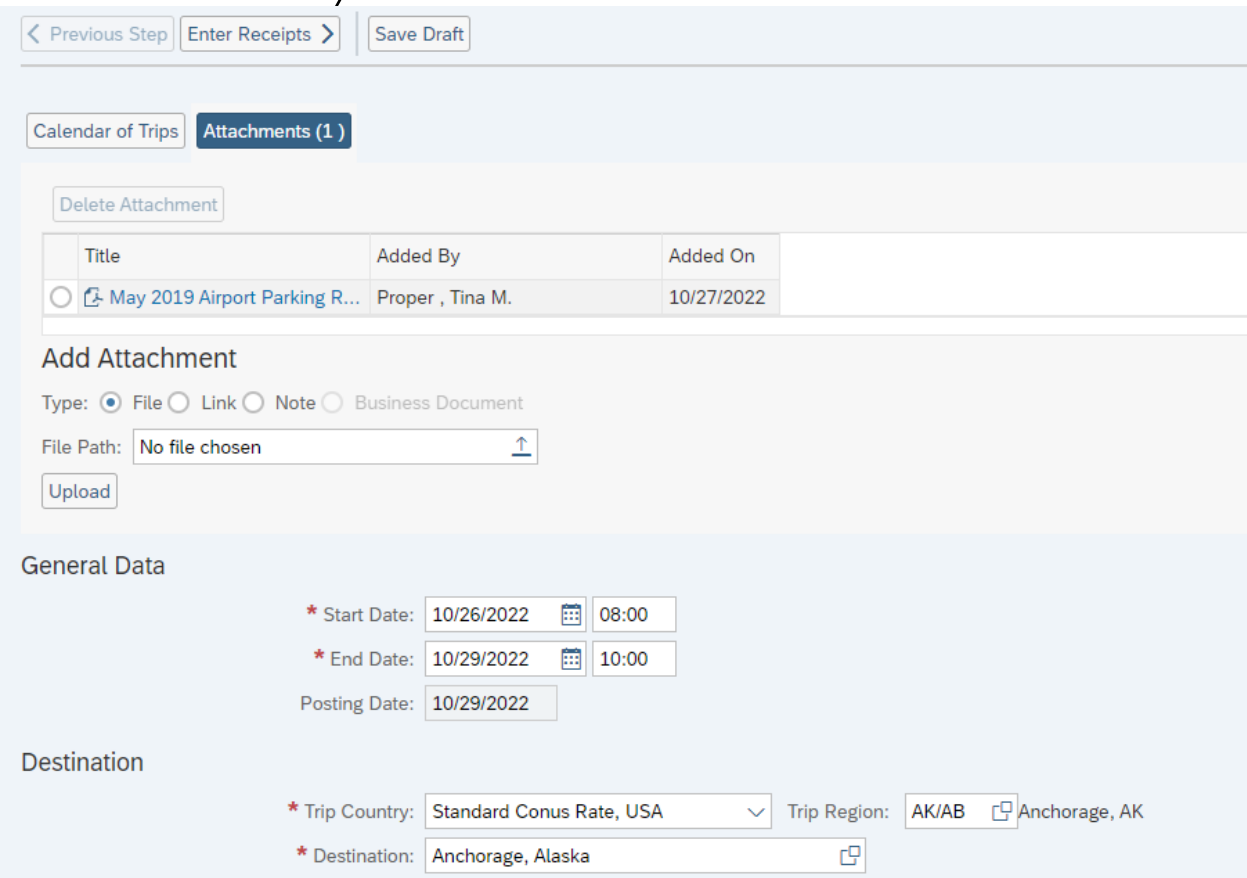
- Once your data has been entered on all the (*) required fields, click on either Accept or Accept and New Entry (If you have additional receipts to enter). Your actual receipts will be added in a later step.

- You will be directed to the below screen.

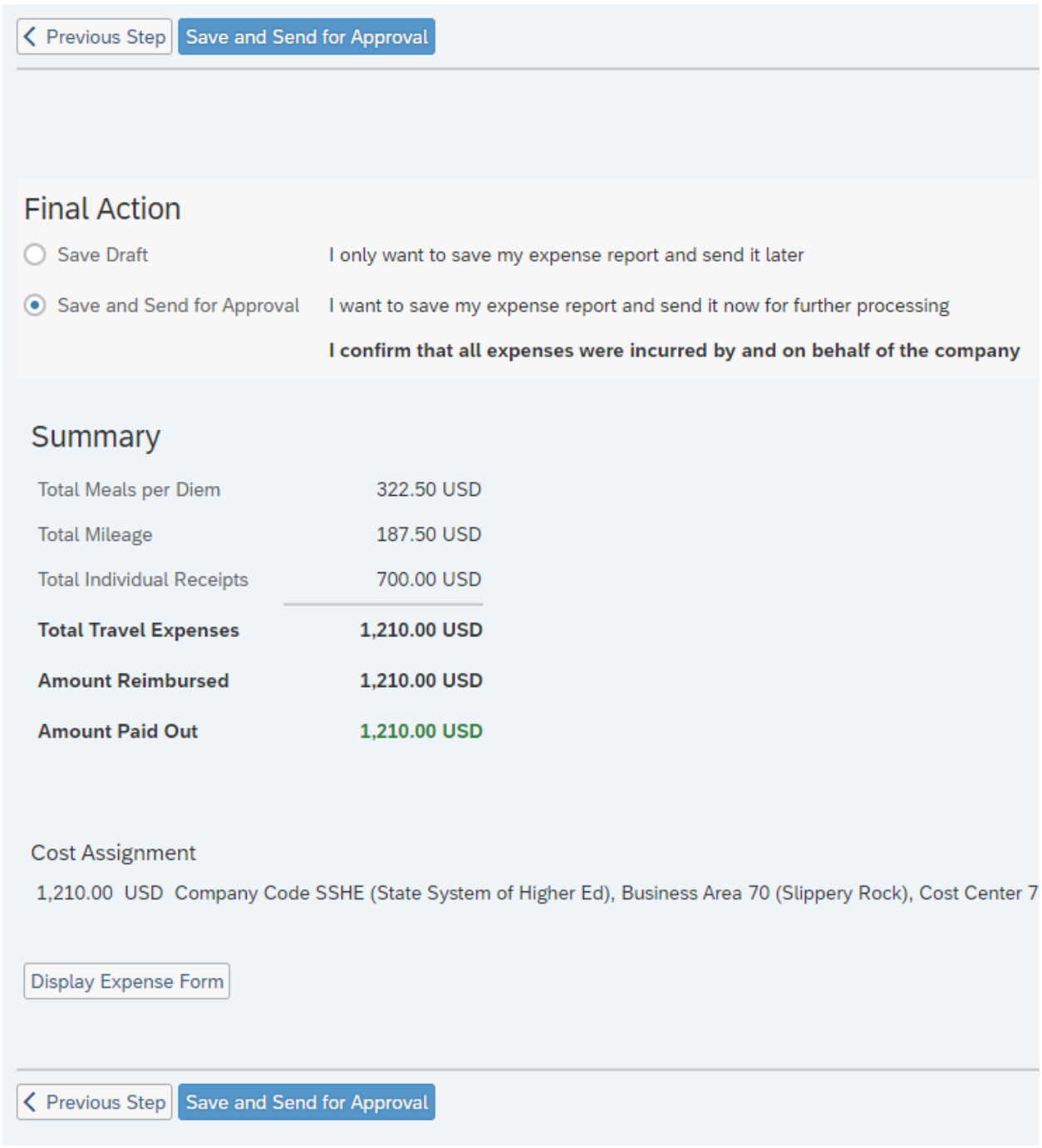


- You will need to attach any receipts/backup documentation for the expenses you are claiming. Click on either of the two “Previous Step” buttons to take you back to the General Data screen where you can attach your receipts.

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.

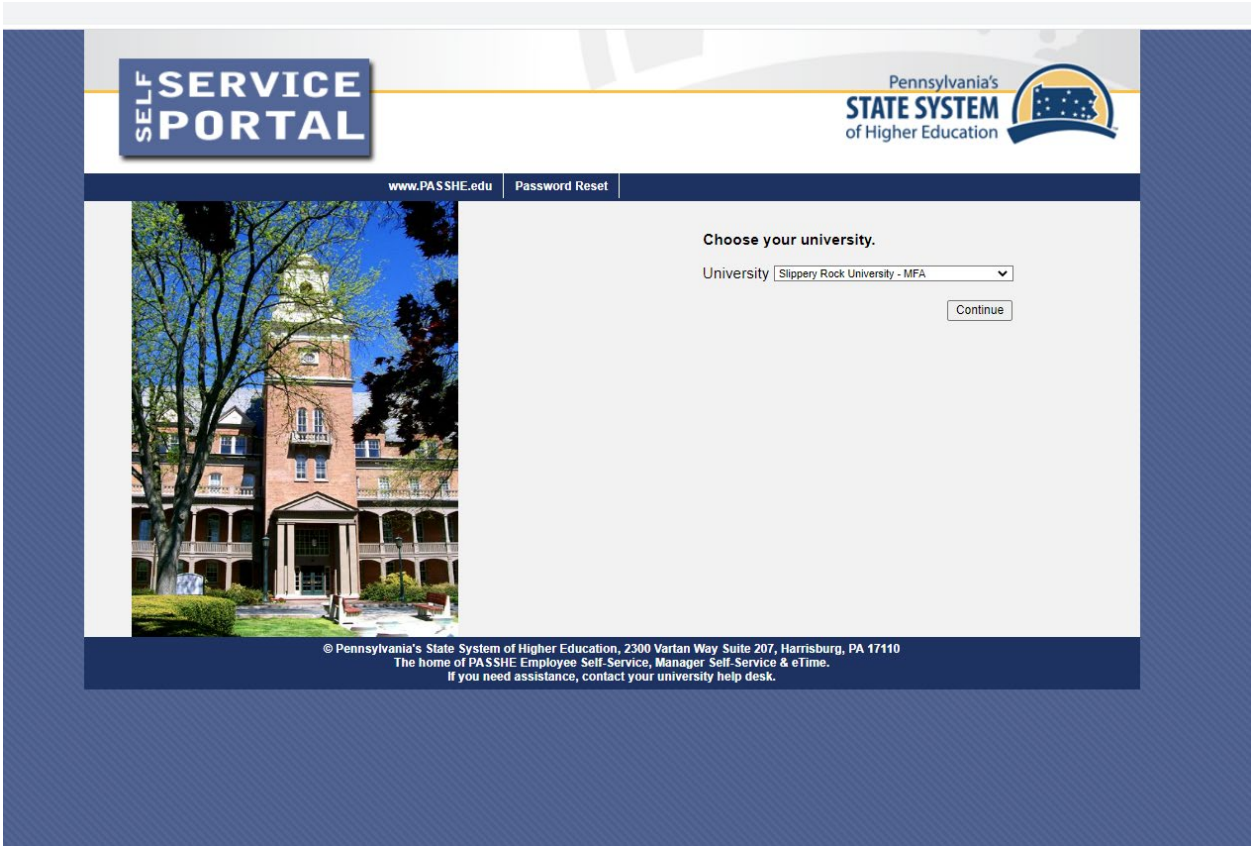


- If everything looks correct on the below screen, the ***Traveler*** can "Save and Send for Approval". If you are a ***Travel Assistant*** you can only "Save a Draft" and then notify the traveler to Approve.
- If you find you need to make changes click on "Previous Step".
- You can also click on "Display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

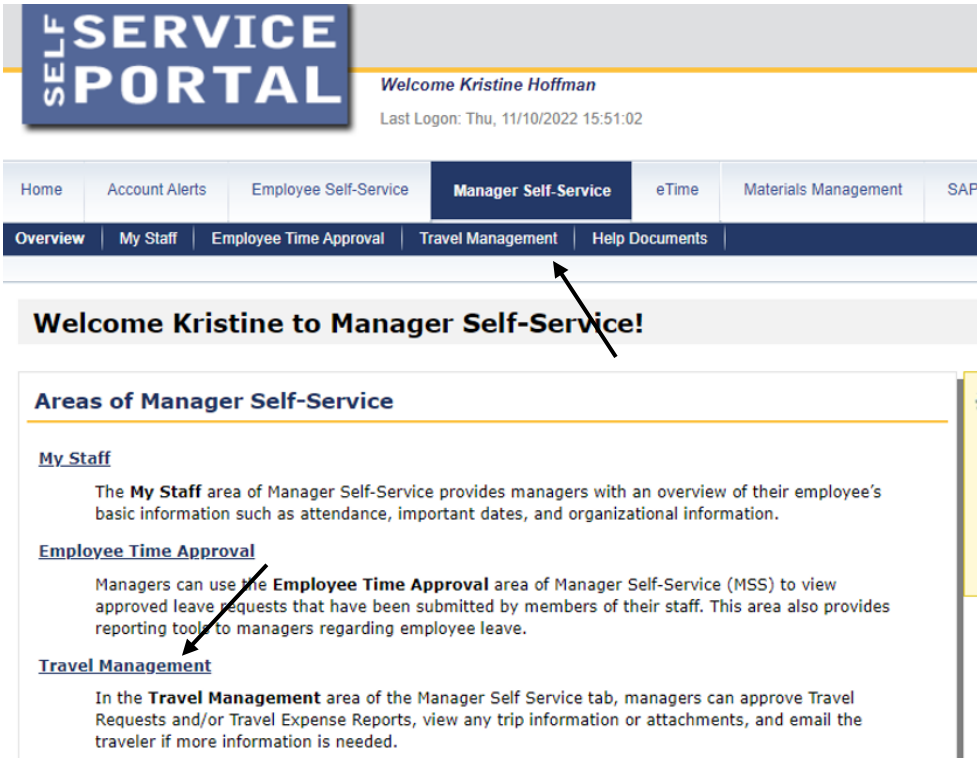

Previous Step
Save and Send for Approval
Final Action
Save Draft
I only want to save my expense report and send it later
Save and Send for Approval
I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company
Summary
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

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

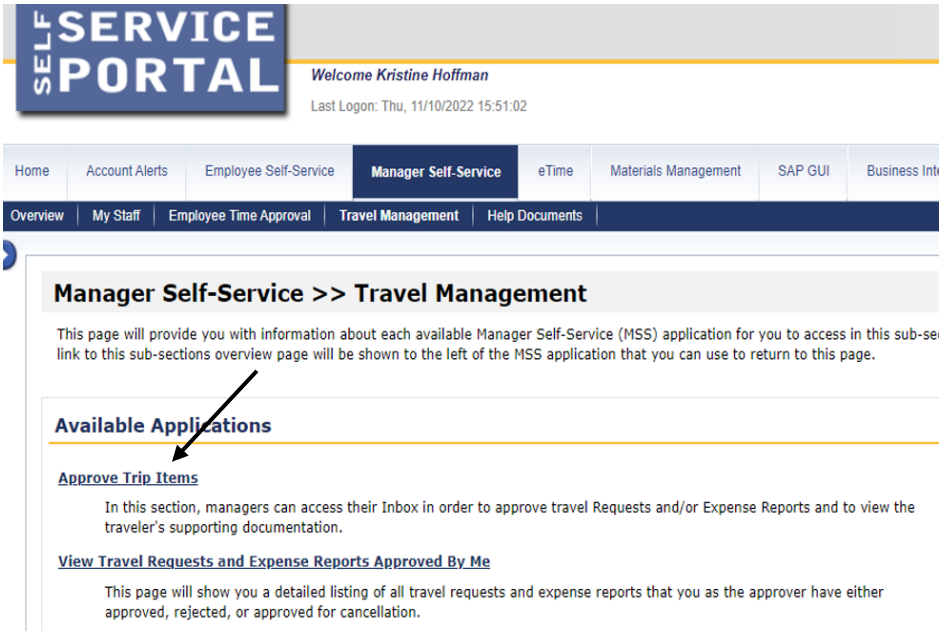
Log into the portal:



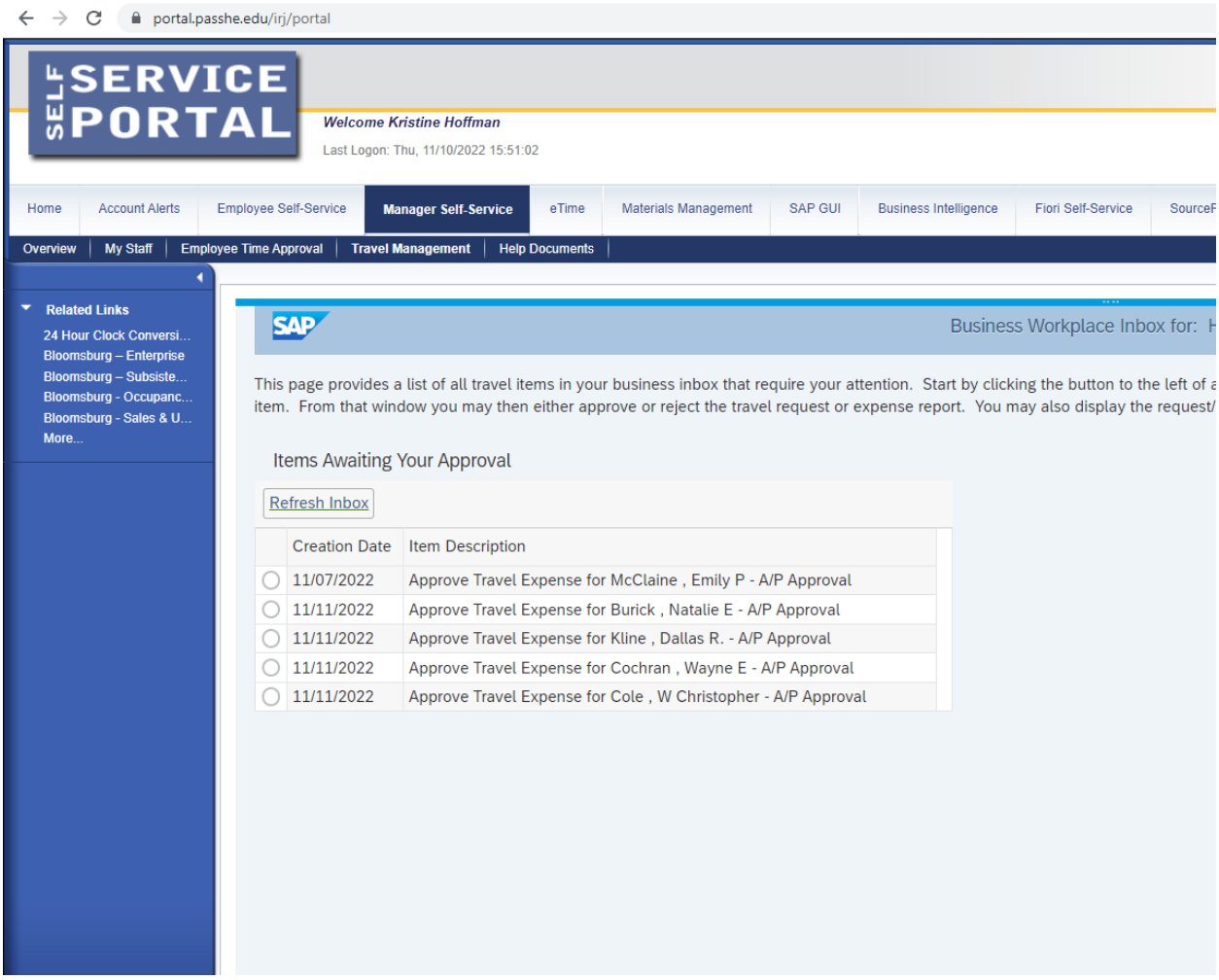
From the Manager Self-Service tab, click on either of the 2 provided Travel Management links.



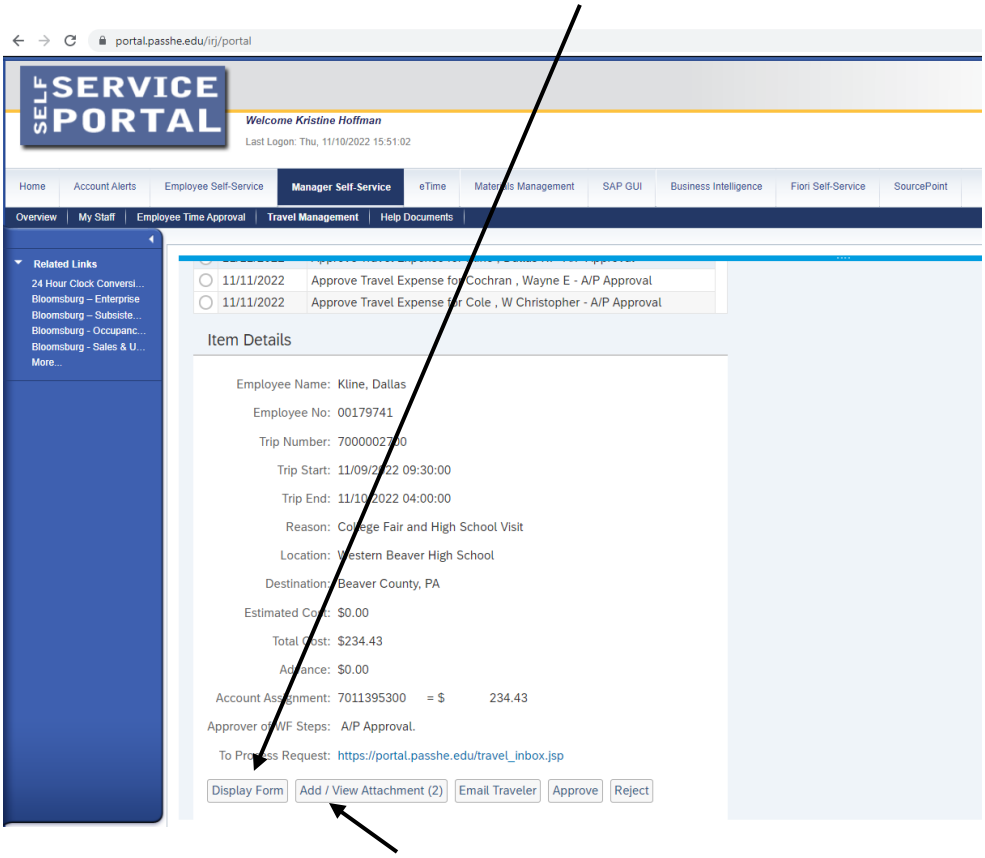
Next, click on Approve Trip Items



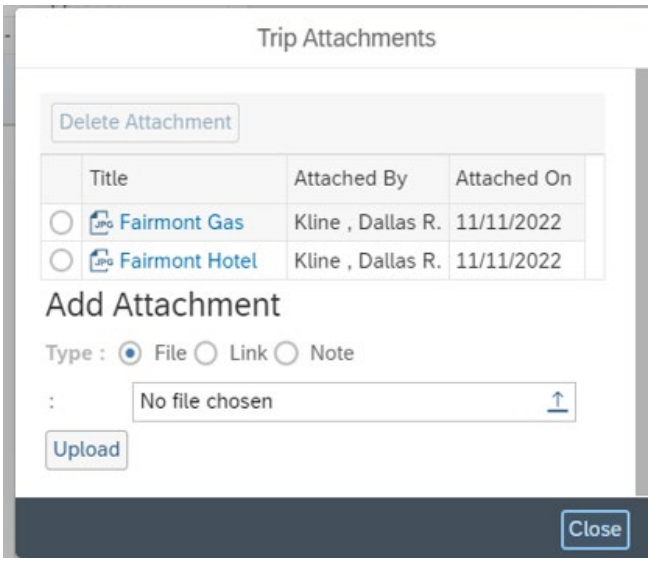
All trips that are awaiting your approval will be listed in the “Business Workplace Inbox”.



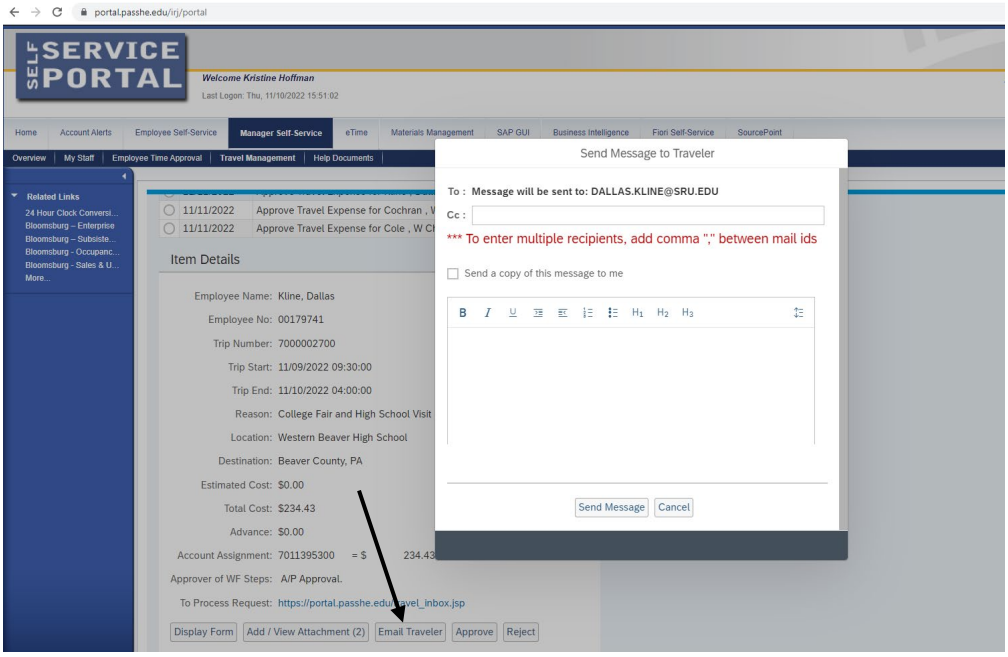
Click on the line you wish to review and approve; additional details will be displayed. If you wish to view the Request/Expense Report, click on the "Display Form" button.



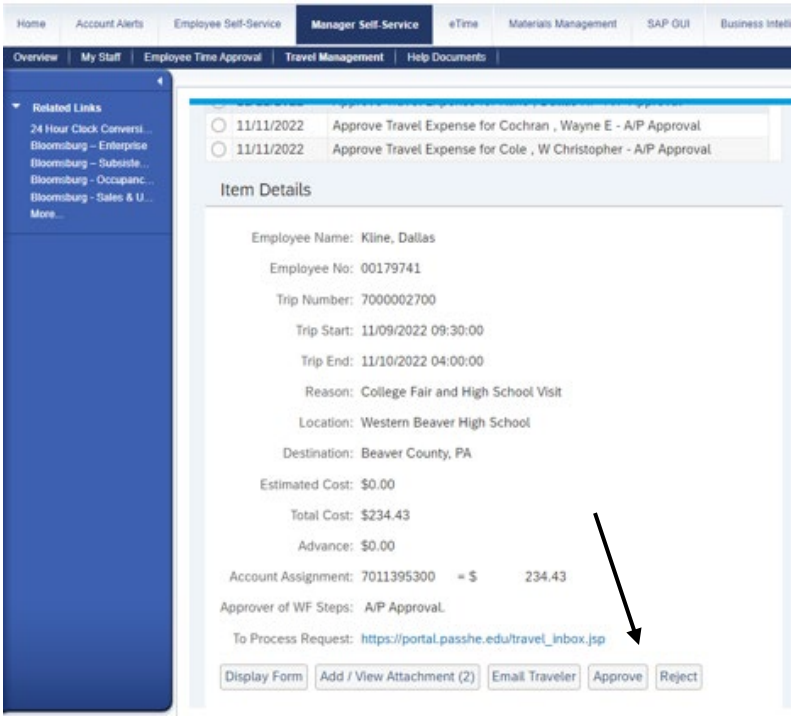
You can display any attachments that the traveler added to the trip by clicking the Add/View Attachments tab and the below will display.



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.



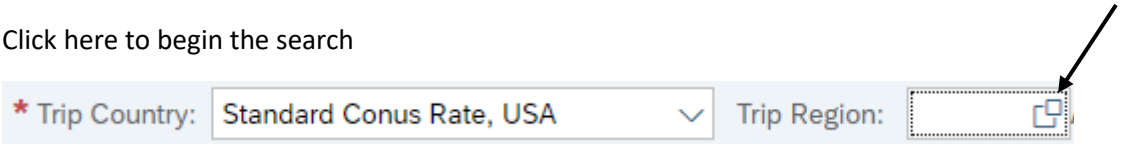
Next you can either “Approve” or “Reject” the trip by clicking the appropriate tab.



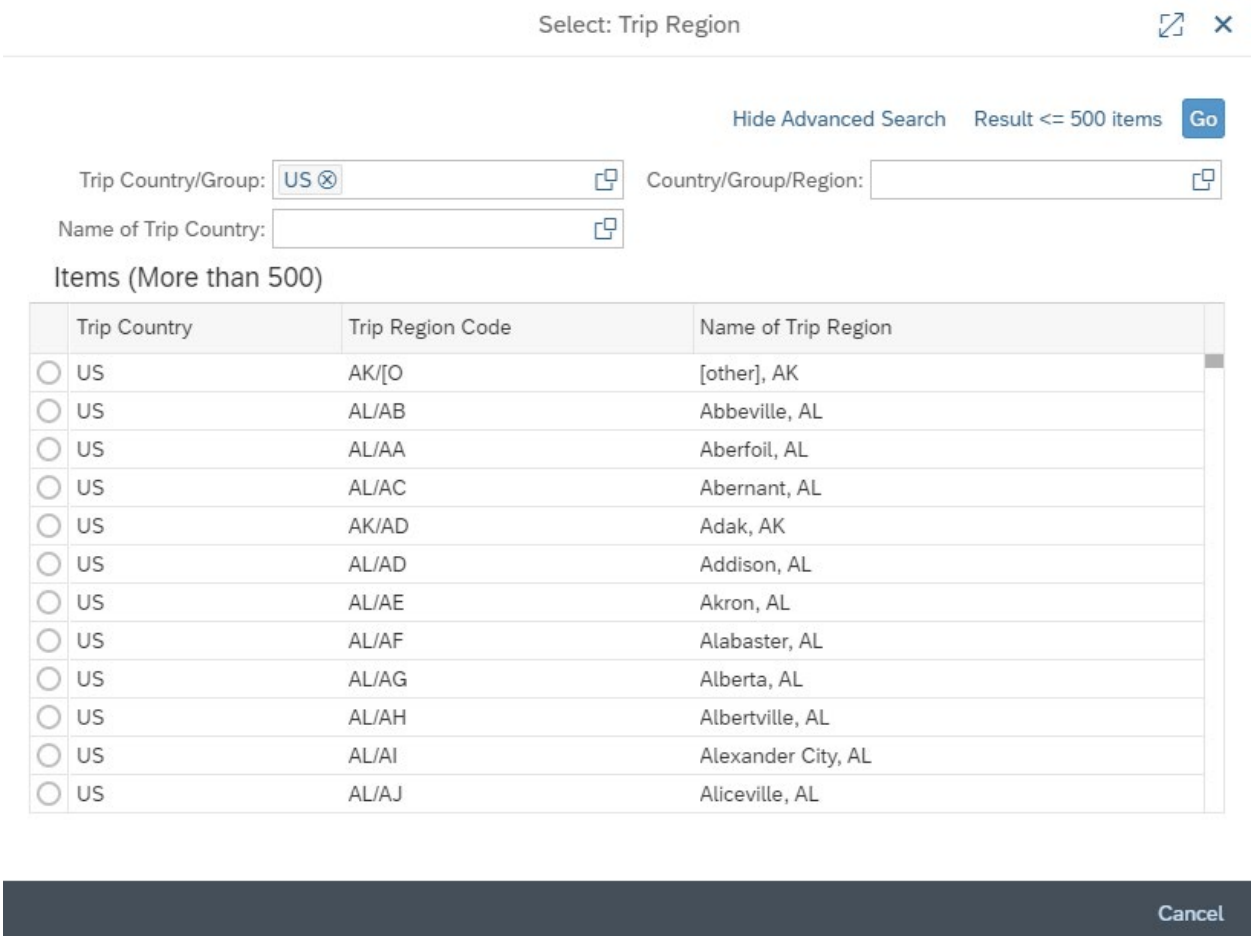
Once you approve or reject the item, it will disappear from your inbox.

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

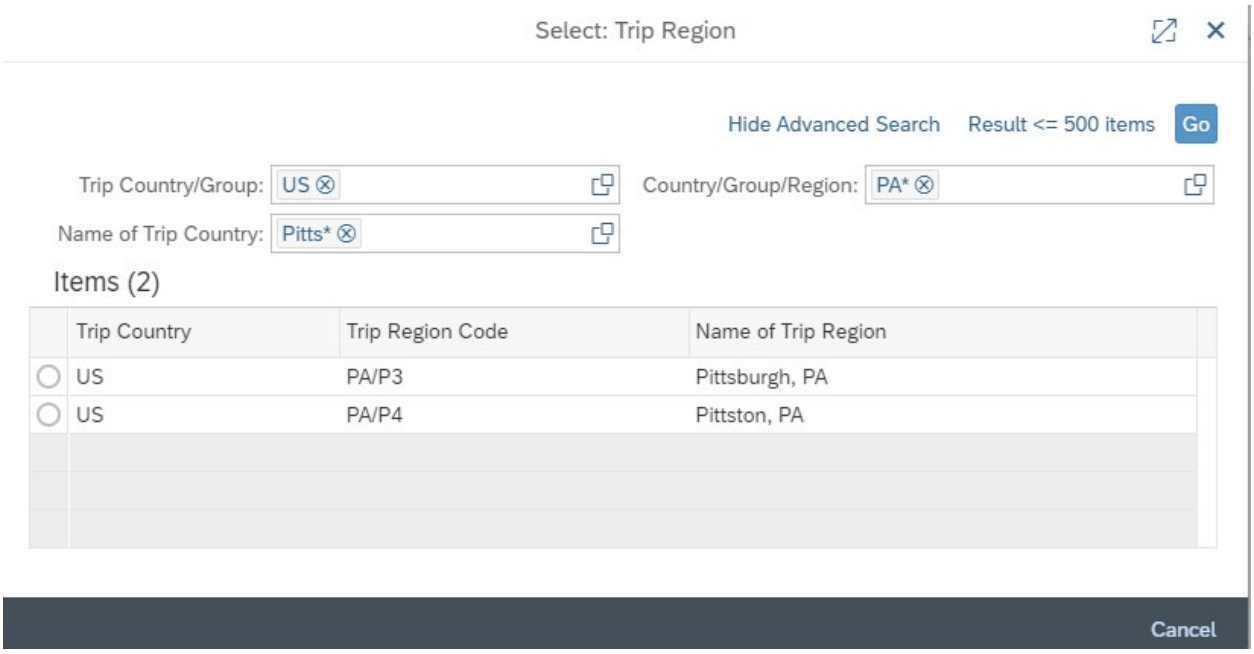


The below screen will be displayed.

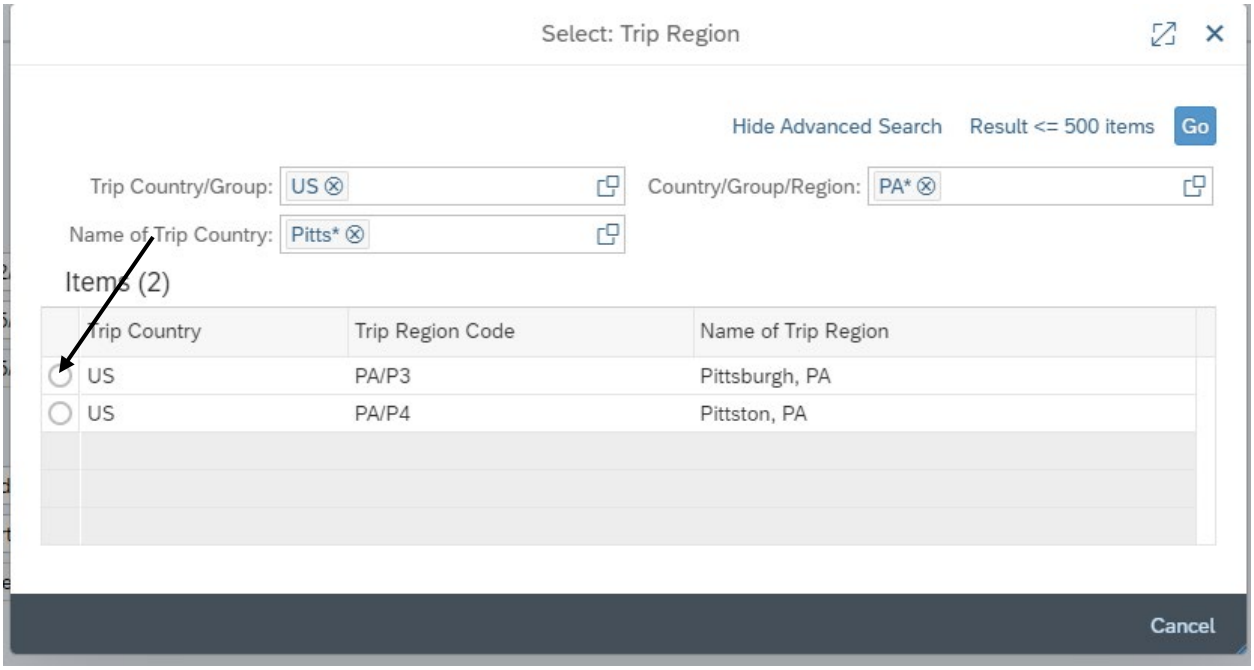


In this example, we will search for the Region code for Pittsburgh, PA

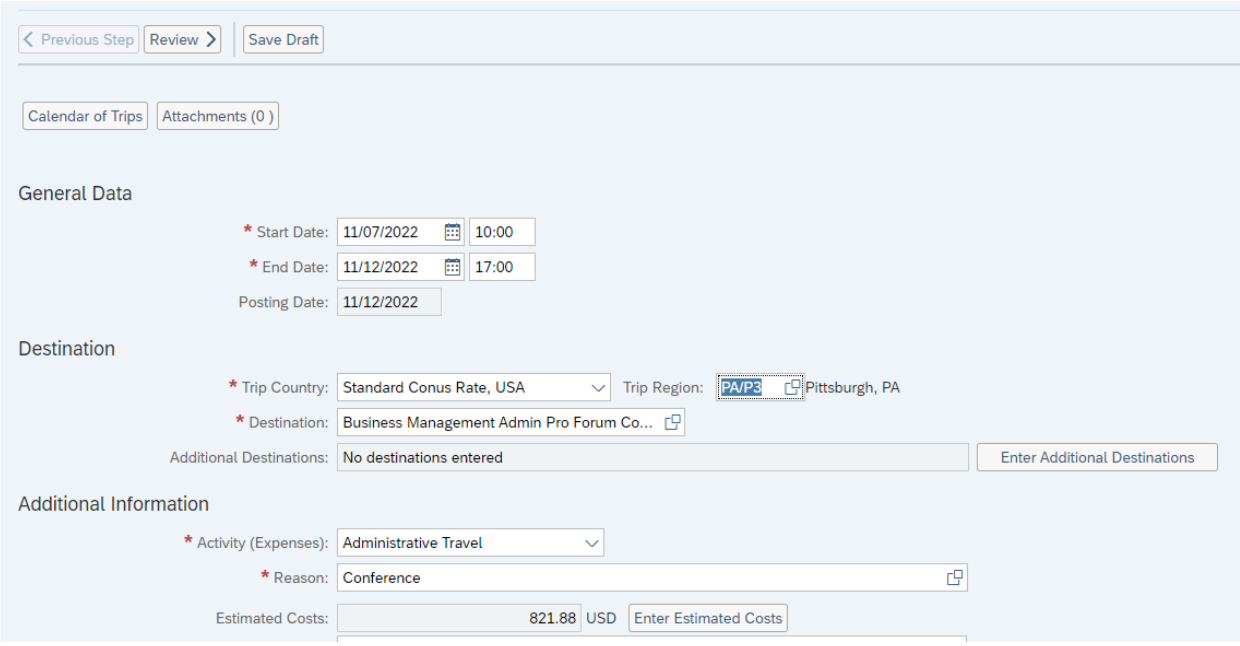
- Trip Country/Group will default to the US.
- Country/Group/Region = in the US, the Region code will always begin with the state abbreviation, so PA* is entered. The asterisk (*) represents a wildcard.
- Name of Trip Country = in the US, this will be the city or county name.
    - This field is case 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.



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

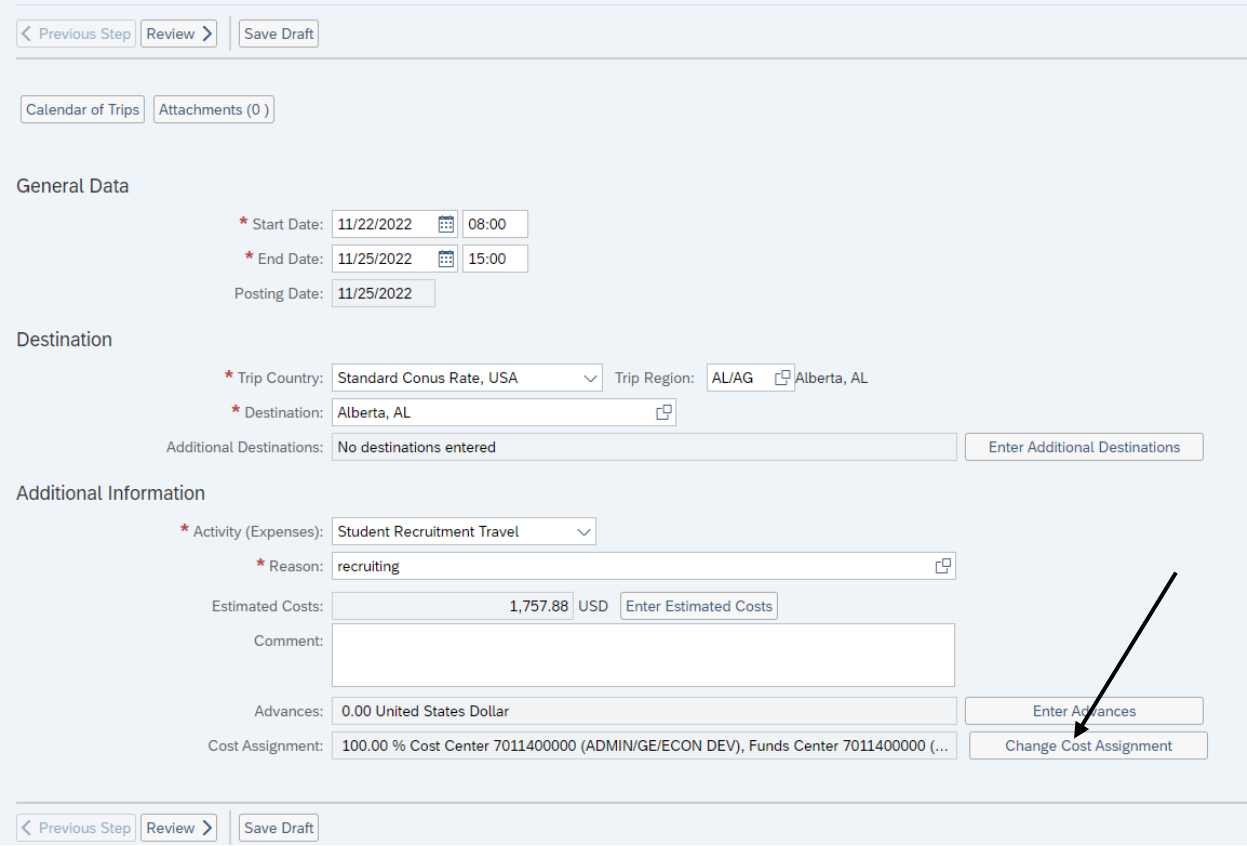


- The form will populate the trip region code and return you to the main screen.

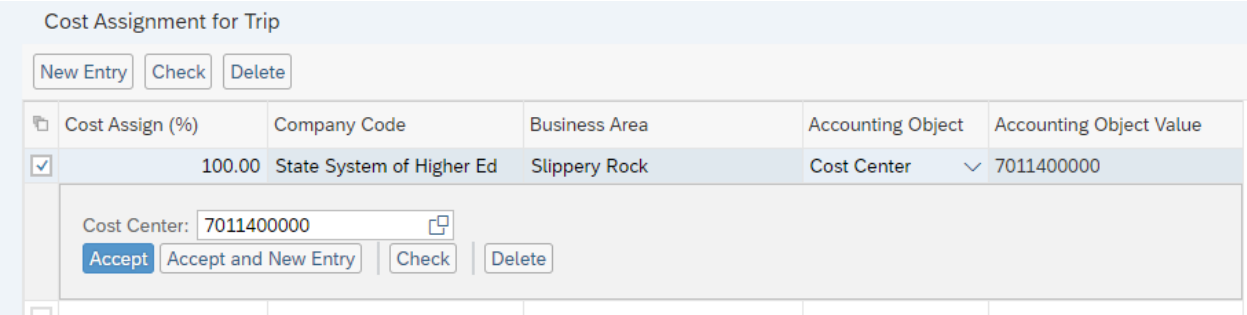


In some cases, travel expense is incurred in a cost center other than a person's home cost center. For example, if an employee is on a department's accreditation committee, and that certain accreditation has its own budget, then travel related to that accreditation should be charged to its budget. Travel 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.

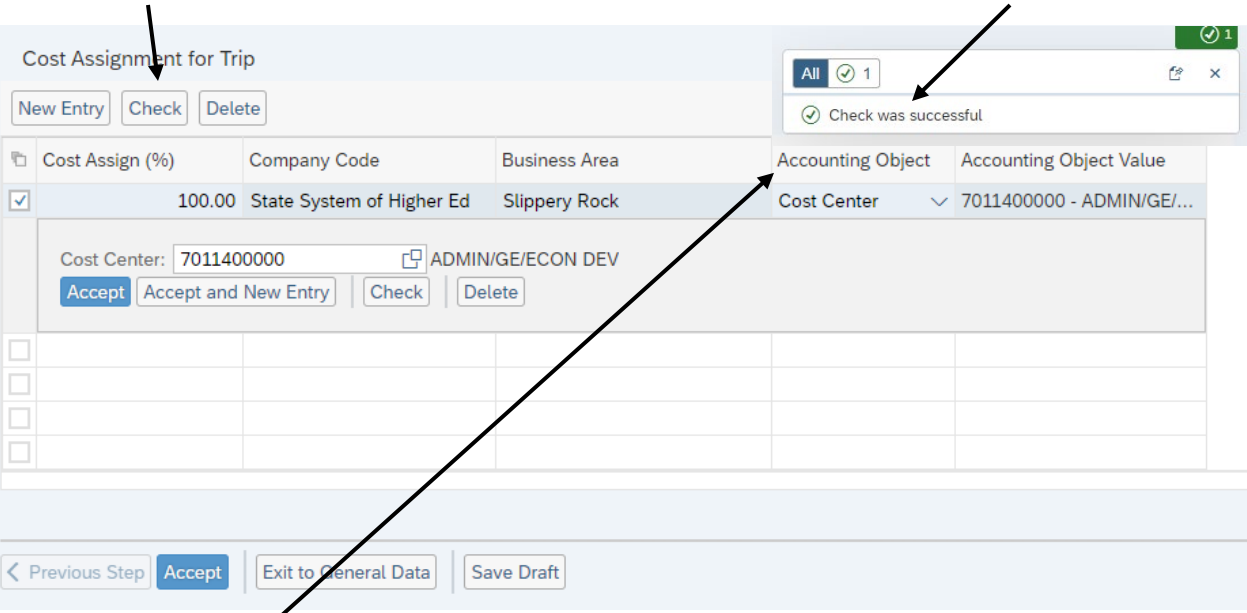
- As the traveler creates a Travel Request (TR), the home cost center will automatically populate in the first step, General Data. To change the cost assignment simply click on the "Change Cost Assignment" tab.



- 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.



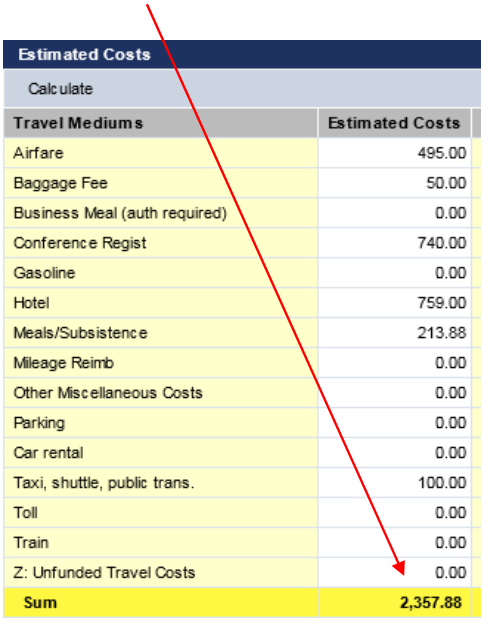
- Enter the ten-digit cost center where the trip expense should be charged and click the "Check" box to see if the correct number was entered. In this case, the number is correct.



- 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.

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.

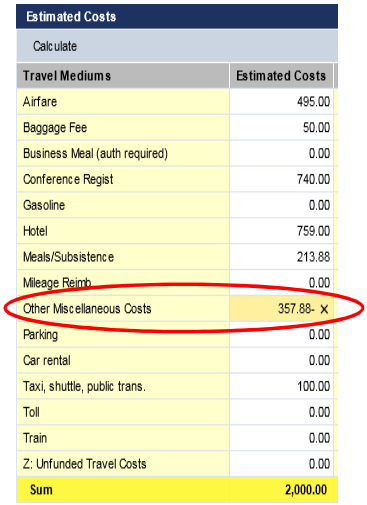


Estimated Costs

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.

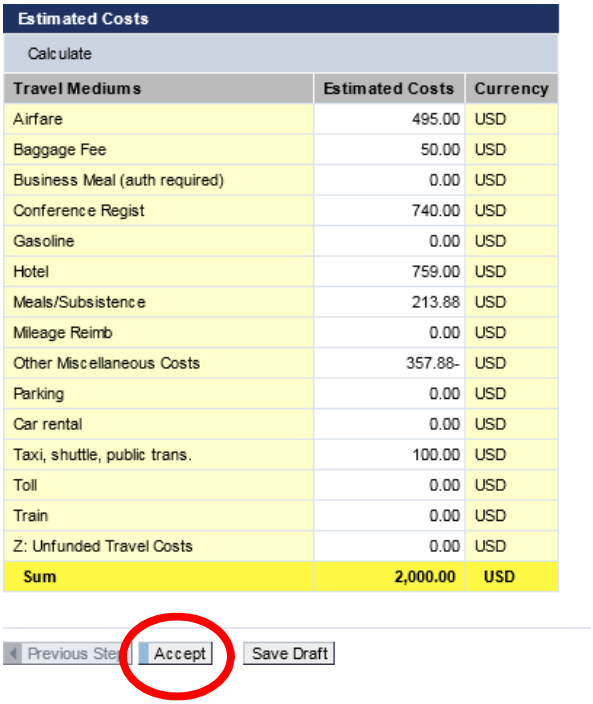


Estimated Costs

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-
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**

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



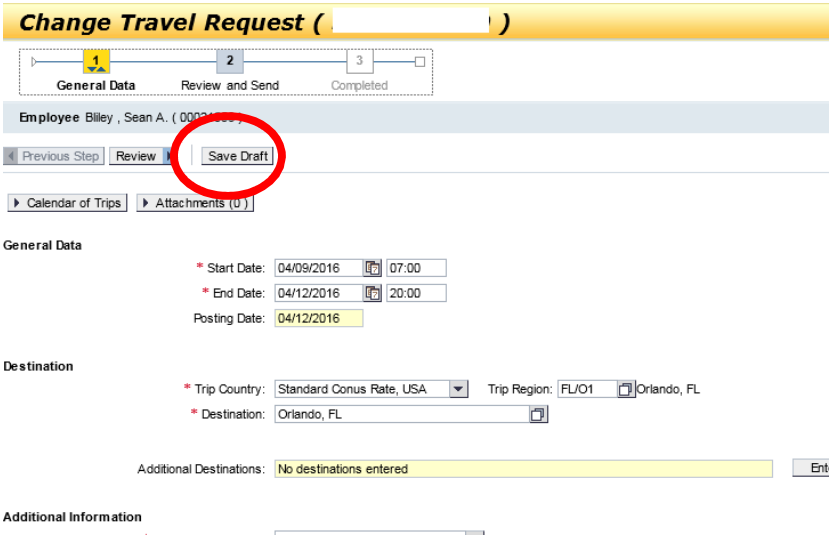
Estimated Costs

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 Bliley , Sean A. ( )

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

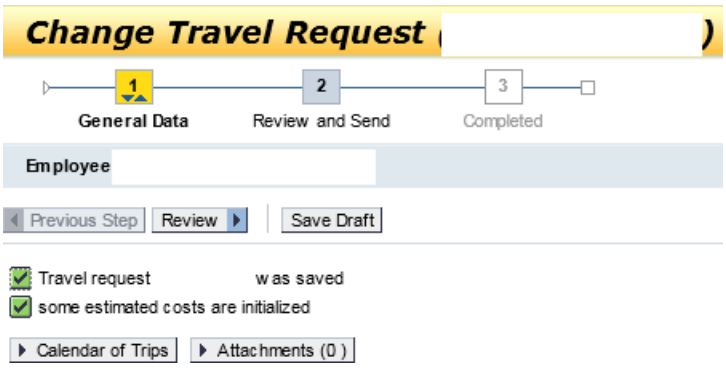
Destination

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

Additional Destinations: No destinations entered

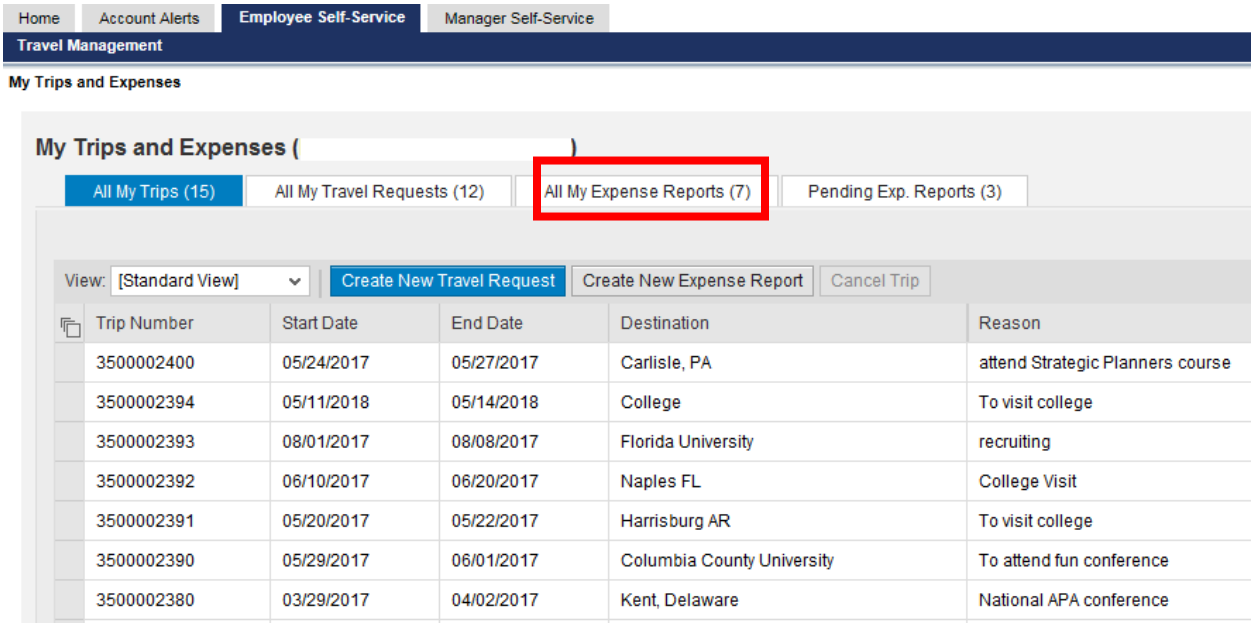
Additional Information

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

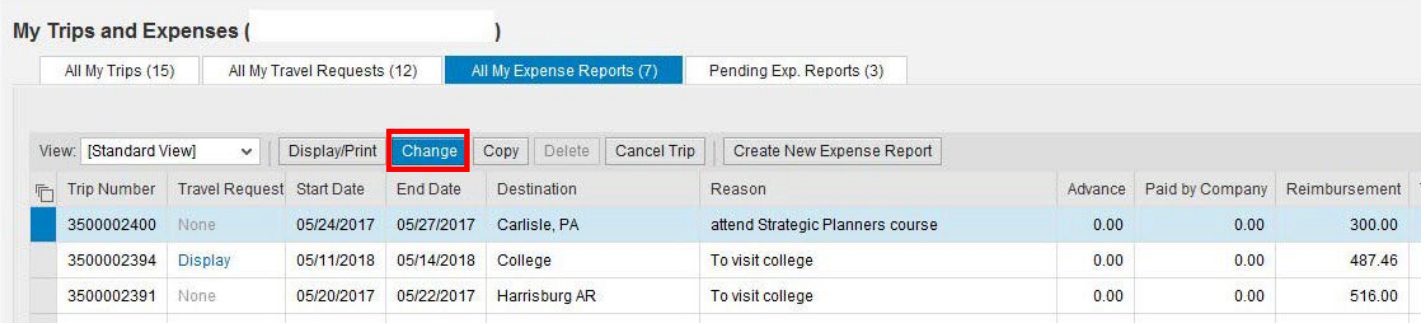


Due to funding limitations for professional development, most travel is capped at a certain level and reimbursement is limited to that amount. However, as the fiscal year ends, Deans and the Provost may find additional funds that can be applied to travel already completed. Once identified, the individual 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.

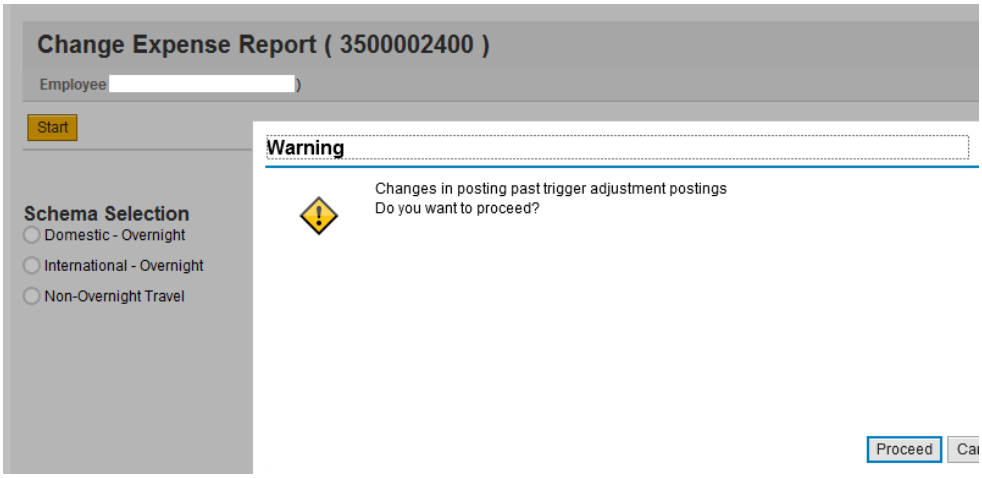
Requesting additional reimbursement for a trip already completed and reimbursed is a simple procedure. The traveler needs to go back into the Travel Expense Report (TER) for the trip designated for additional funding. He/she then enters the additional amount, whether the amount represents an expense 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.



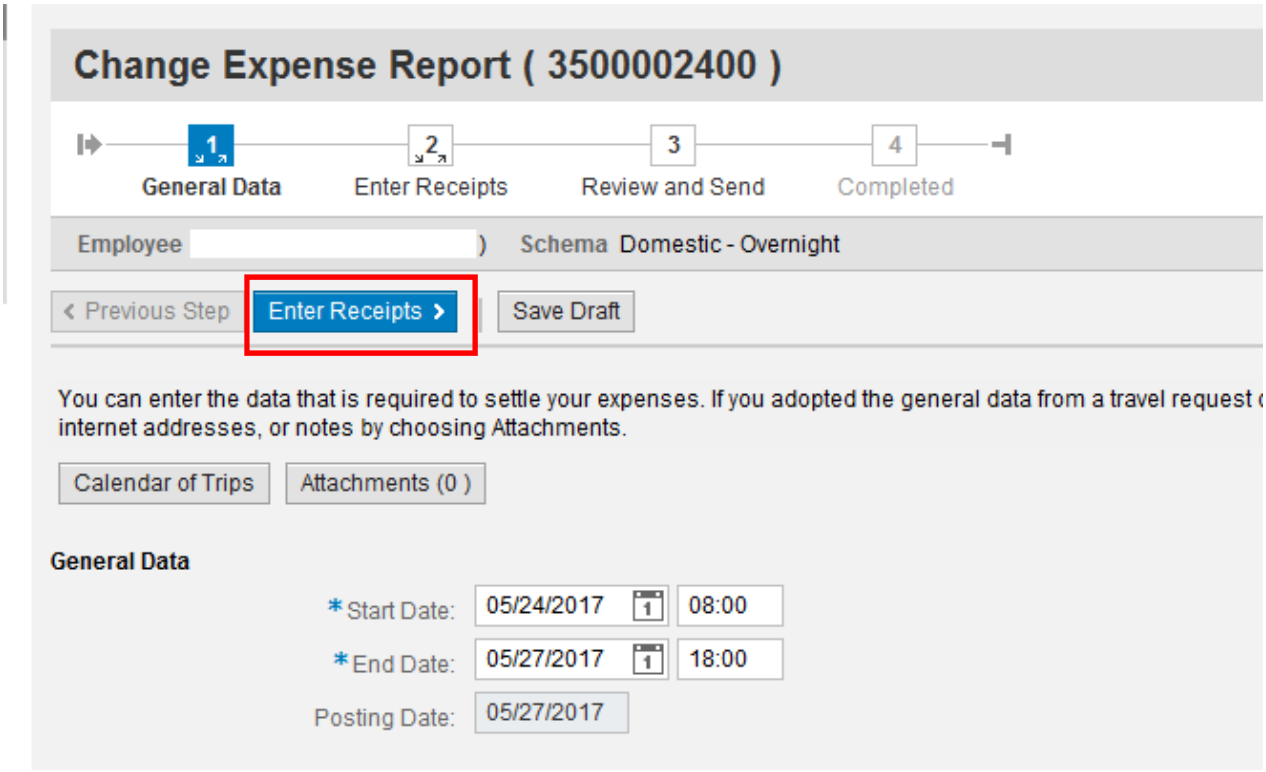
This step isolates Travel Expense Reports. Select the trip for the additional funding by clicking on the grey button to the left of the Trip Number. In this example, trip # 350002400 has been selected. The reimbursement for that trip was$300. In this example, an additional $300 in funding has been identified.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



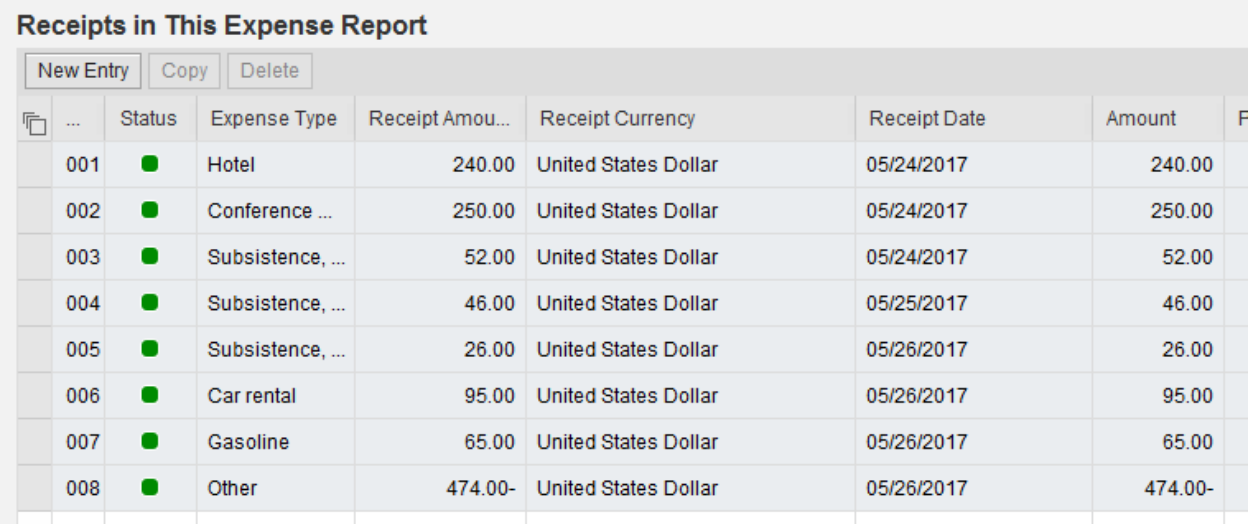
You are now in the change mode. Click on Proceed and select the correct Schema.



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



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.

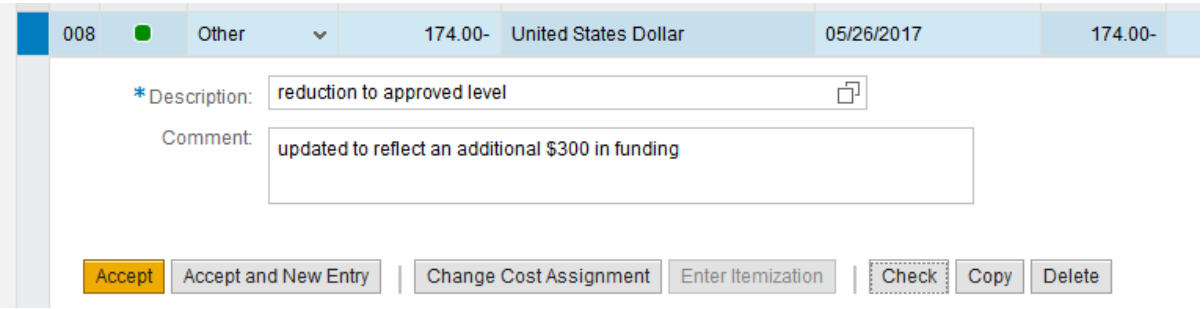


Receipts in This Expense Report

New Entry | Copy | Delete

...	Status	Expense Type	Receipt Amou...	Receipt Currency	Receipt Date	Amount
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”.



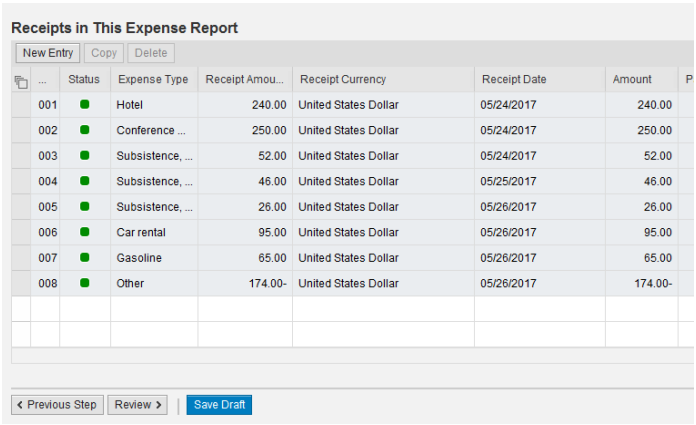
008		Other	174.00-	United States Dollar	05/26/2017	174.00-

*Description: reduction to approved level

Comment: updated to reflect an additional $300 in funding

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

The receipts summary is now updated. Click on “Save Draft”.



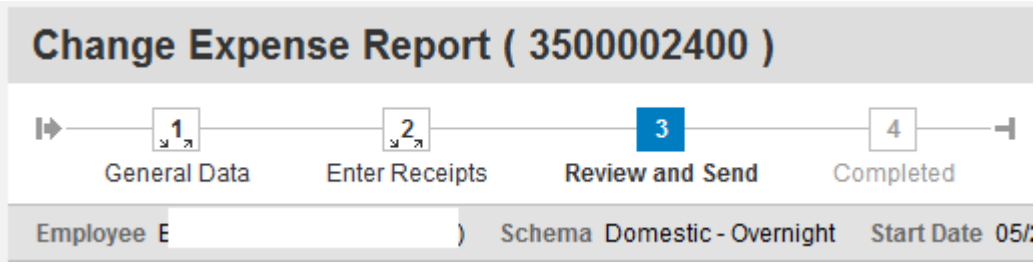
Receipts in This Expense Report

New Entry | Copy | Delete

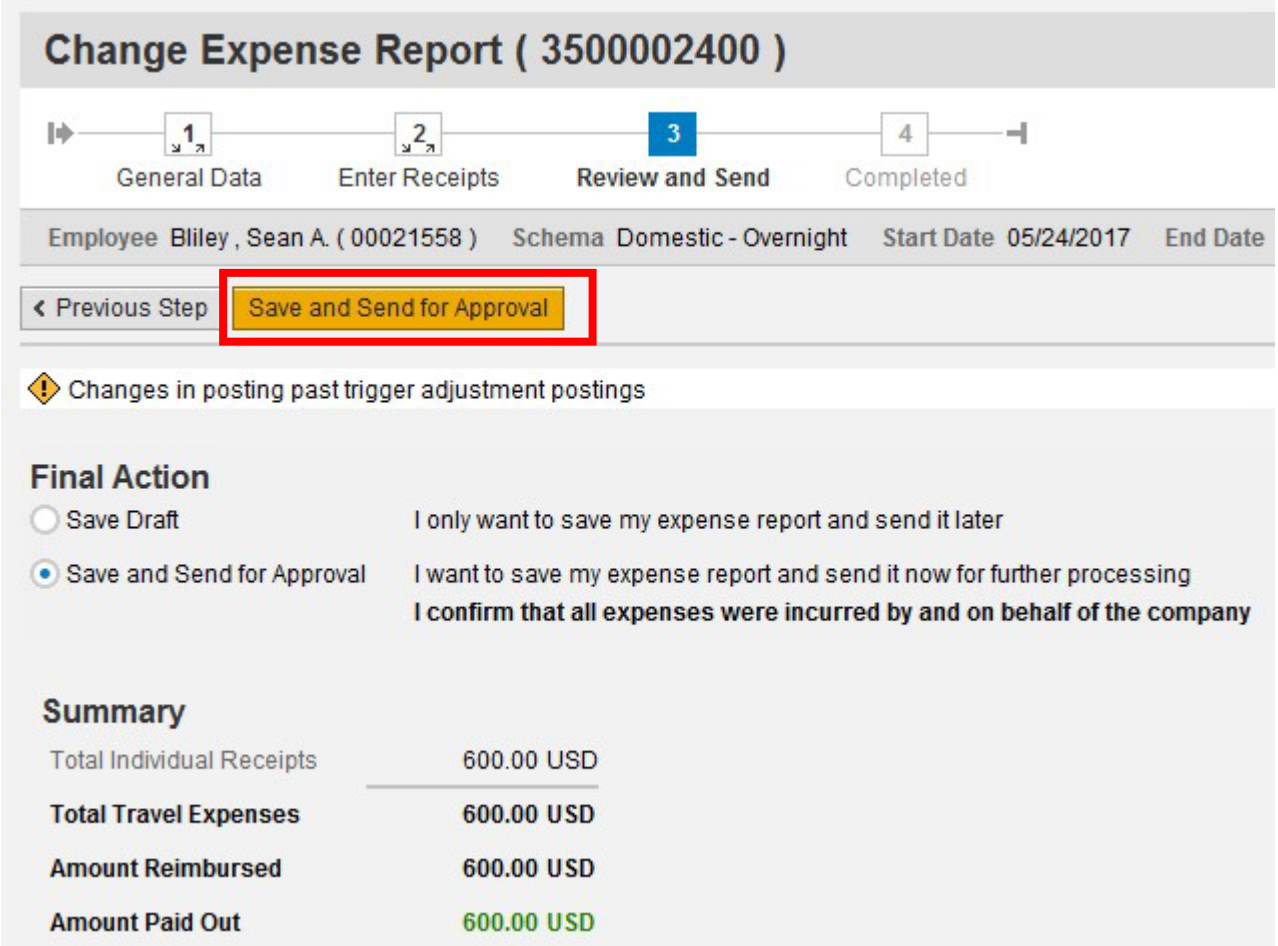
...	Status	Expense Type	Receipt Amou...	Receipt Currency	Receipt Date	Amount
001		Hotel	240.00	United States Dollar	05/24/2017	240.00
002		Conference ...	250.00	United States Dollar	05/24/2017	250.00
003		Subsistence, ...	52.00	United States Dollar	05/24/2017	52.00
004		Subsistence, ...	46.00	United 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-

‹ Previous Step | Review › | Save Draft

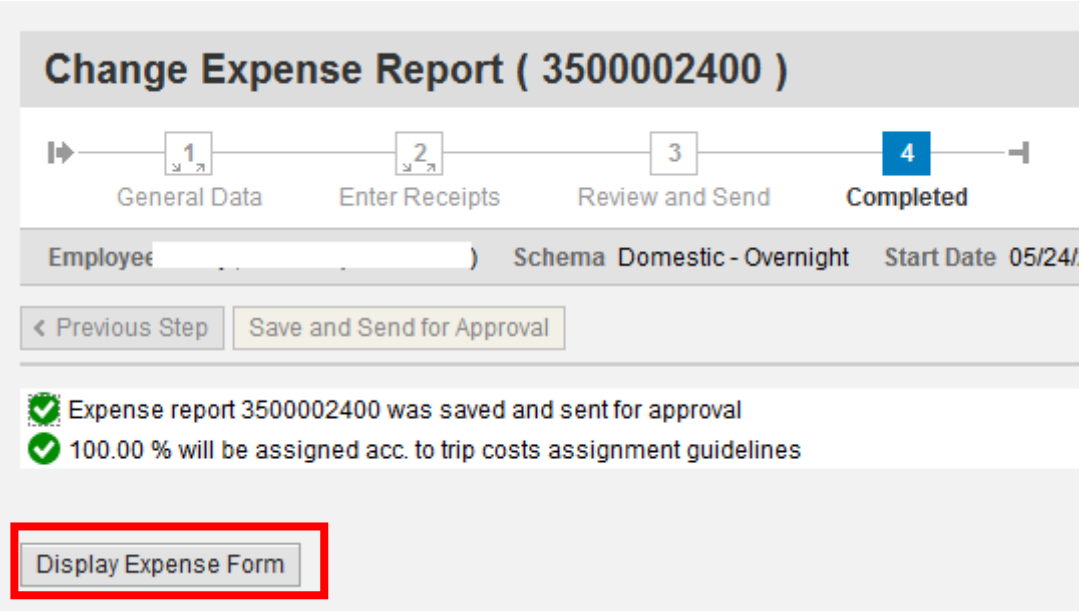
Go to the top of the screen and click on “Review and Send”.



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”.



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

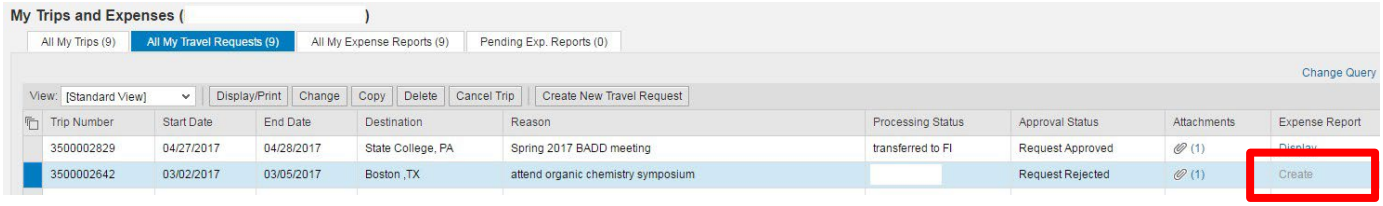


A PDF will display the details of the updated information. In this example, TM will show that the total amount of the reimbursement is $600 and that $300 had already been reimbursed leaving an additional reimbursement of $300. This will now need to go through the approval process.

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

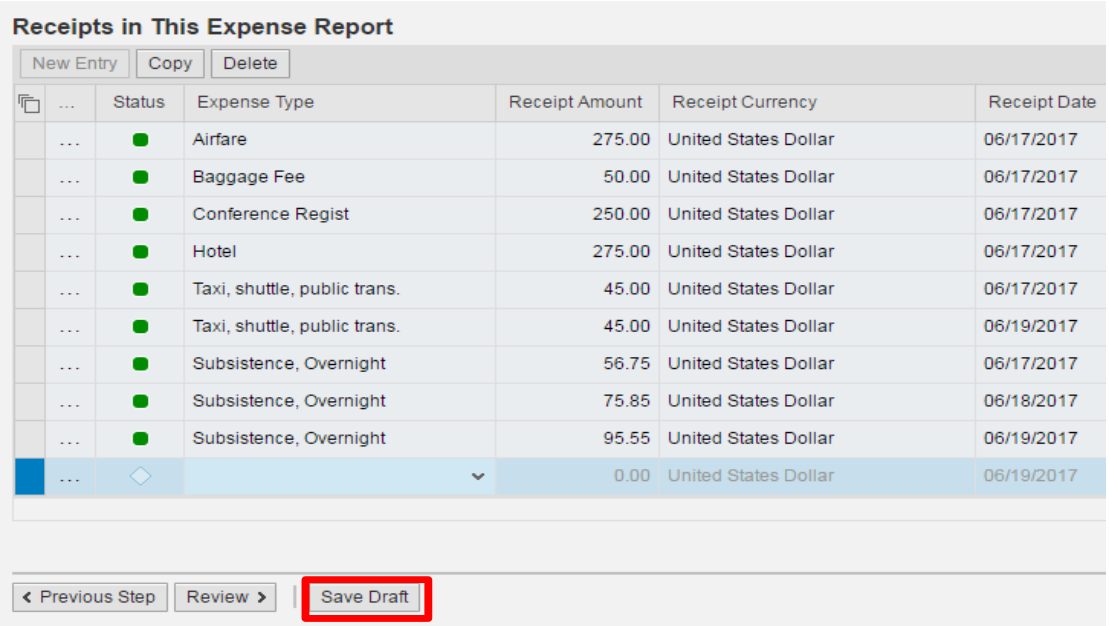
Due to fiscal pressure, most travel for continuing professional education is not fully funded. Academic Affairs, requests that all expenses related to travel be captured should additional funds be made available. The following provides instruction on how to adjust a TER to the approved funding level.

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.

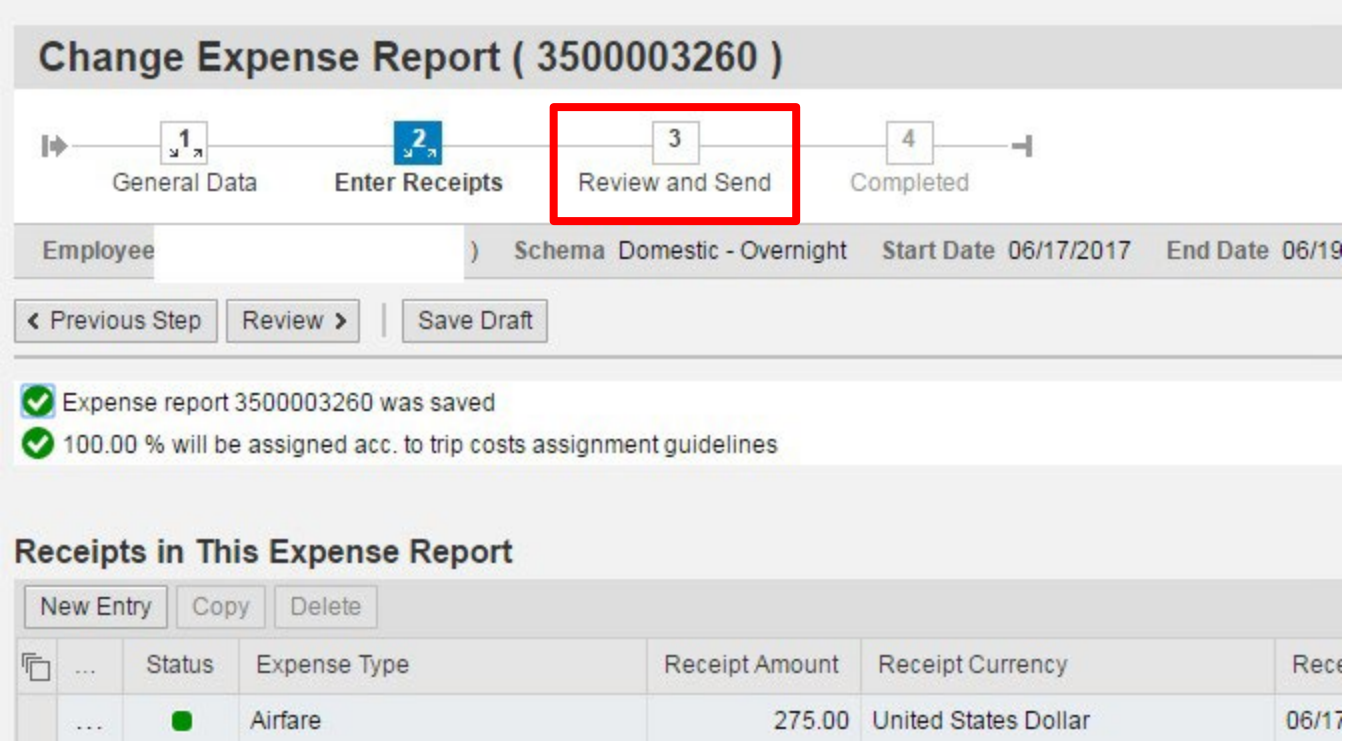


2. The Create feature will bring over data from the TR. It will first ask for you to select a Schema (non-overnight, domestic overnight, international). Select the correct option.

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.**

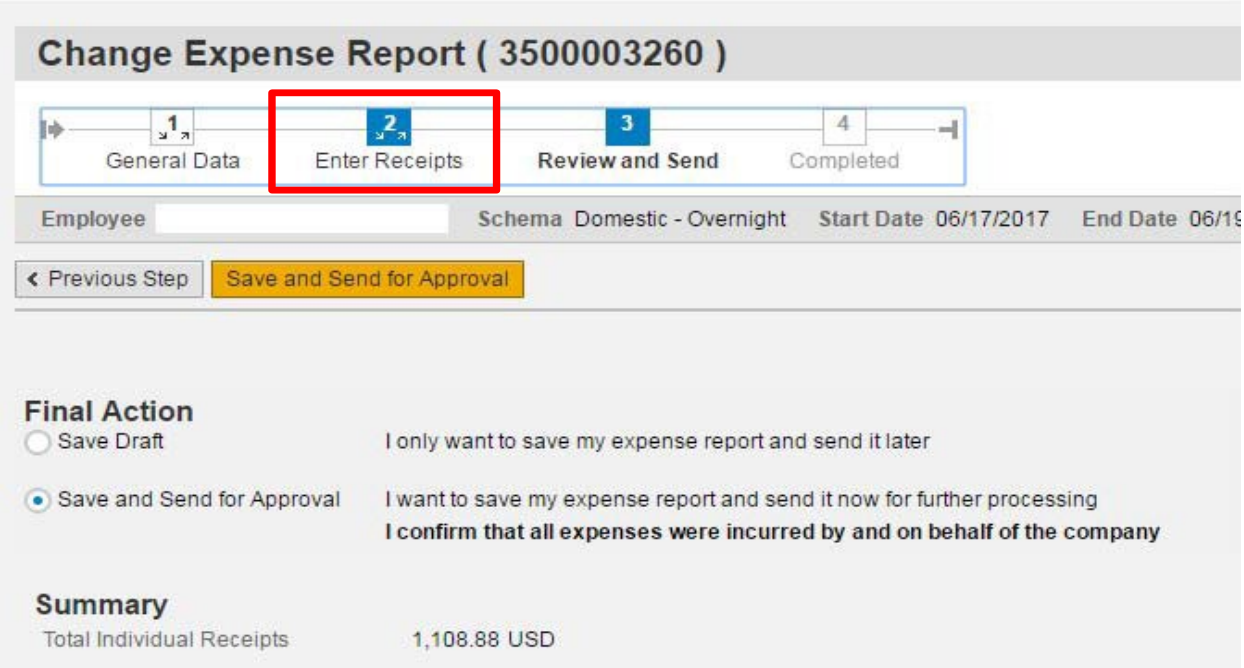


4. Review the TER by clicking on "Review and Send".

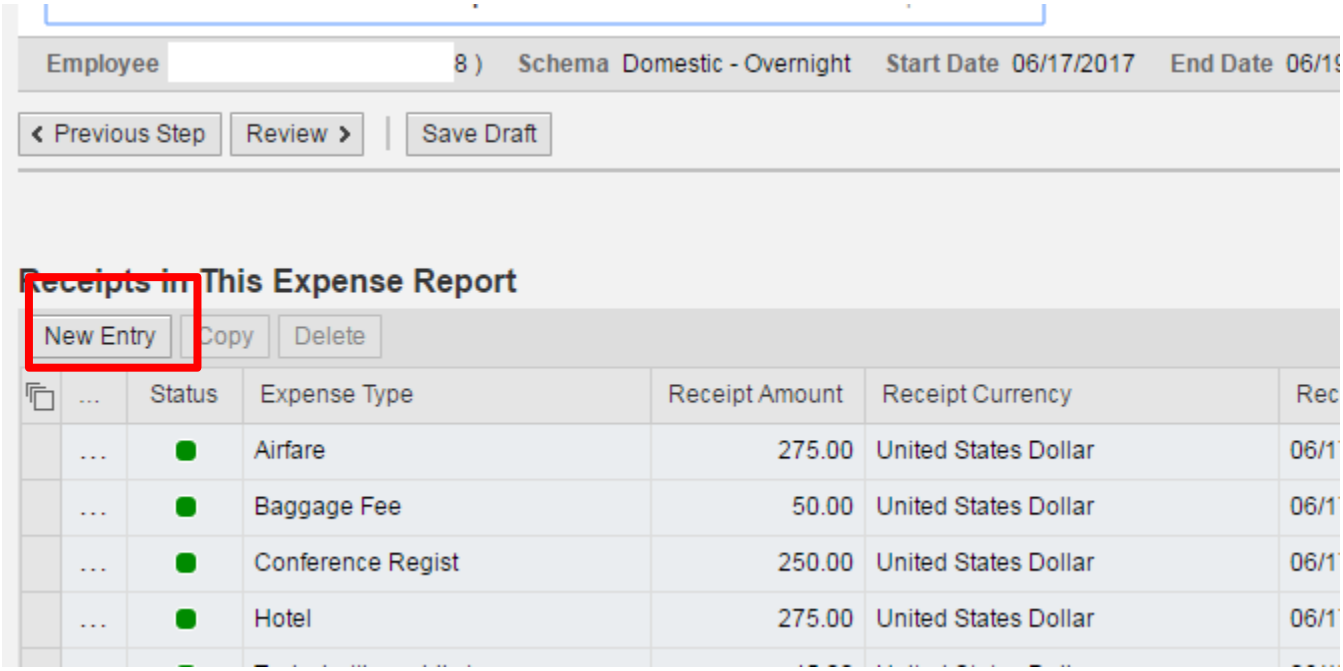


5. TM will provide the current expenses as entered. In this case expenses totaled $1,108.88. However, only $500 in funding is available. The TER needs to be reduced by $608.88. This is done by going back to the **Receipts** and enter a negative -$608.88 in the **Other** expense type.

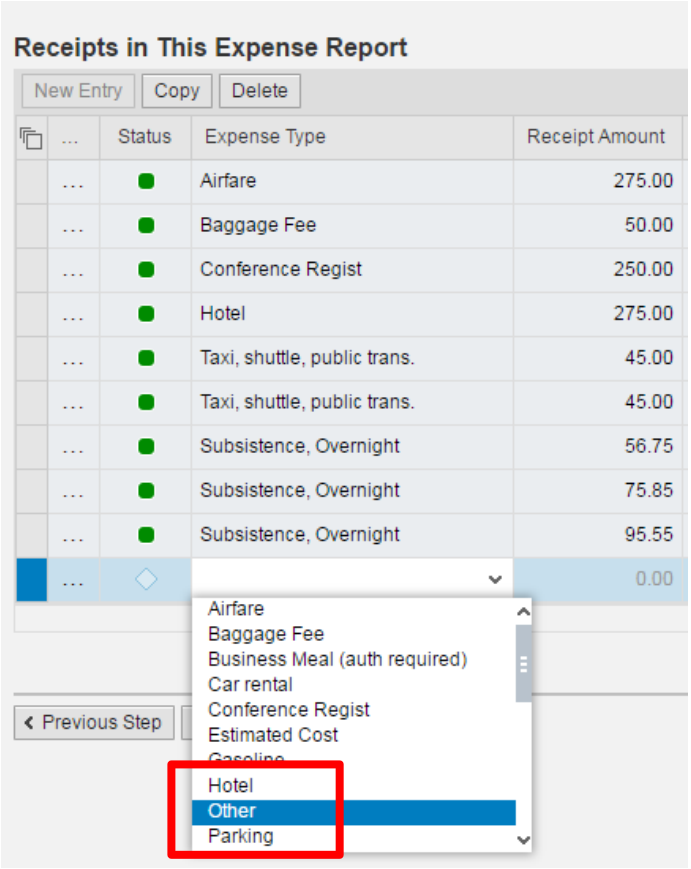
6. Click on “Enter Receipts”.



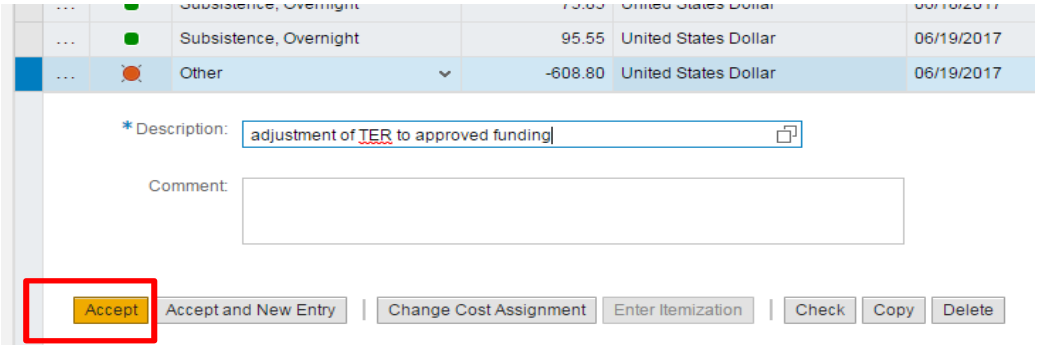
7. Click on “New Entry”.



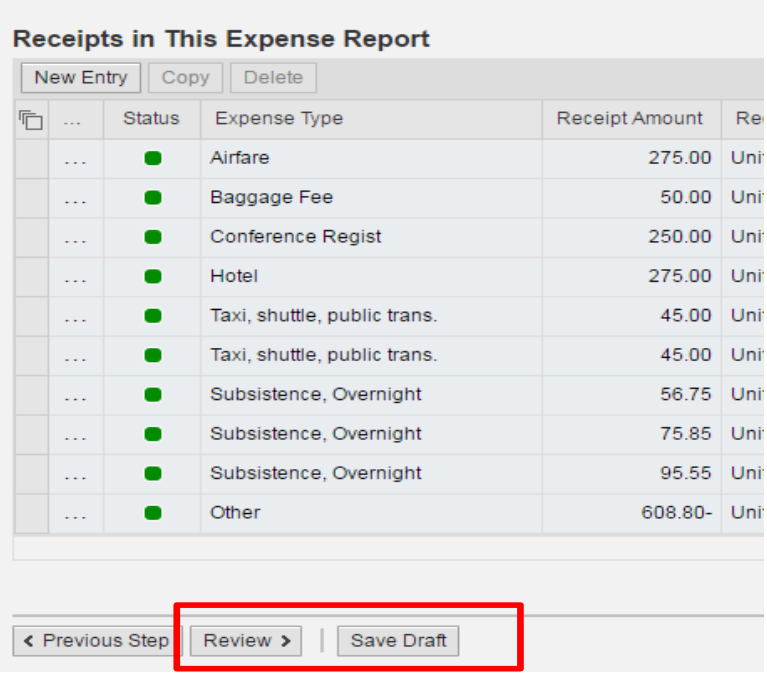
8. Choose the expense type “Other”.



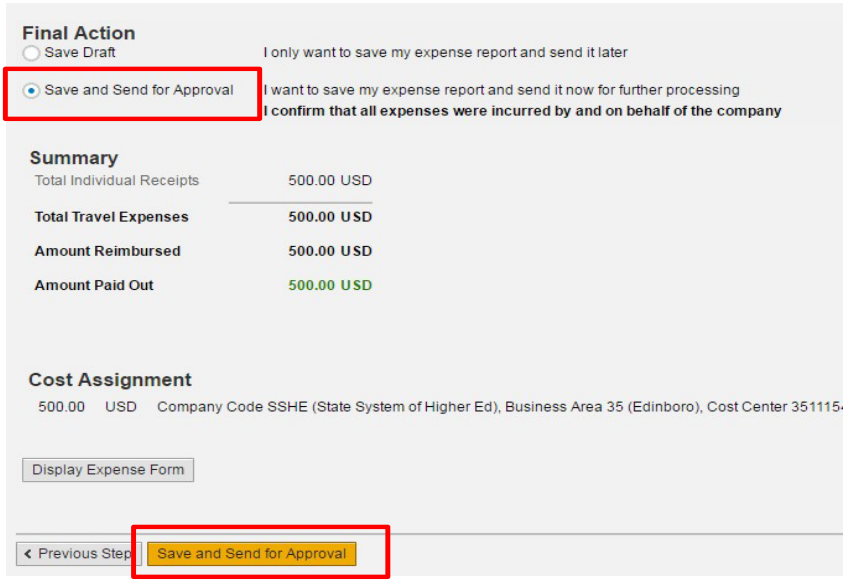
9. Enter the amount (as a negative) needed to bring the TER to the funded level, add a description and then click “Accept”.



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



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.



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

University or City	*County*	*SAP Trip Region*
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.*