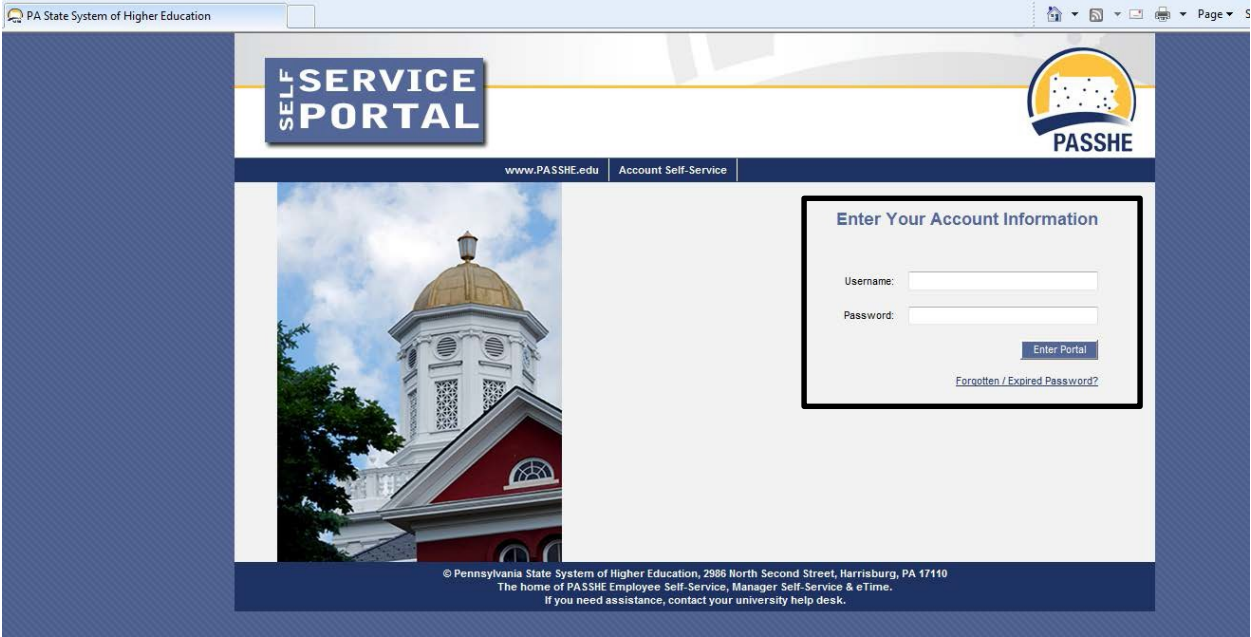


PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM – Travel Management
Create Travel Expense Report against a Request

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

Log into the portal...



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

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

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

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

Overview

Welcome Nicole to Employee Self-Service!

Areas of Employee Self-Service

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

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

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

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

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

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

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

TER from Approved Request

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Create Travel Expense Report against a Request

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.*

Allow page to refresh.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report against a Request

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

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

Click on Create Travel Expense Report to get started.

The screenshot shows the 'My Trips and Expenses' interface. It has tabs for 'All My Trips (4)', 'All My Travel Requests (2)', 'All My Expense Reports(2)', and 'Pending Exp. Reports(2)'. Below the tabs is a 'View:' dropdown set to 'Standard View' and two buttons: 'Create New Travel Request' and 'Create New Expense Report'. A table lists travel requests with columns for Start Date, End Date, Destination, Reason, and Recommended Actions. The row for Atlanta, GA is highlighted with a black border.

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

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

The screenshot shows the 'Create Expense Report based on Travel Request (4500000011)' form. It includes the employee name 'Employee Shaeffer' and a 'Start' button. Below the button is a 'Schema Selection' section with two radio button options: 'Domestic - Overnight' and 'International - Overnight'.

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

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

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

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Create Travel Expense Report against a Request



Alternatively, you can get started by clicking on Create Expense Report under Available Applications.

SELF SERVICE PORTAL

Pennsylvania State System of Higher Education

Welcome Nicole Richards

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

Travel Management Overview

Employee Self-Service >> Travel Management

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Available Applications

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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.

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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.

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

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

Create Expense Report

Employee XXXXXXXXXX

Available Travel Requests / Plans

Trip Number	Trip Begins On	Trip Ends On	Destination	Trip Country	Reason
1000000209	01/11/2015	01/12/2015	University of Pittsburgh	US	SAP Training Conference
1000000206	12/18/2014	12/18/2014	Planning Meeting	US	Planning Meeting

Schema Selection

Domestic - Overnight

International - Overnight

Non-Overnight Travel

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Create Travel Expense Report against a Request

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

The screenshot shows a multi-step process with 'Enter Receipts' selected. The form contains the following fields and sections:

- General Data:** * Start Date: 01/11/2015 08:00; * End Date: 01/12/2015 16:30; Posting Date: 01/11/2015
- Destination:** * Trip Country: Standard Conus Rate, USA; Trip Region: PAP3 Pittsburgh, PA; * Destination: University of Pittsburgh
- Additional information:** * Activity: Training/Development Travel; * Reason: SAP Training Conference; Comment: (empty); Advances: 0.00 United States Dollar; Cost Assignment: 2 Assignments: 75.00 % Cost Center 1011030202 (Fin & Bus Services), Funds Center 1011030
- Per Diems for Meals and Accommodations:** Per Diem Reimbursement for Meals:
- Mileage:** Total Distance: 0 Mile

Per Diems for Meals and Accommodations

This close-up shows the 'Per Diem Reimbursement for Meals' checkbox and the 'Mileage' section with a 'Total Distance' of 0 Mile and an 'Enter Mileage Details' button.

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

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Create Travel Expense Report against a Request

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

No. of Deductions:

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

Create Expense Report

Create Expense Report based on Travel Request (1000000209)



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

Deductions for Meals

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

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

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- 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;

|

Total Distance Driven: Mile

Mileage Details

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

Comment:

| |

|

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TM – Travel Management

Create Travel Expense Report against a Request

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

The left screenshot shows the 'General Data' section with the following fields:

- * Start Date: 01/16/2015
- * End Date: 01/16/2015
- Posting Date: 01/15/2015

The right screenshot shows the 'Additional Information' section with the following fields:

- * Activity: Administrative
- * Reason: Planning Meet
- Comment: [Empty]
- Cost Assignment: 100.00 % Cos

The 'Mileage' section shows:

- Total Distance: 195 Mile

Click "New Entry" to start adding receipts

The 'Create Expense Report' screen shows the following information:

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

The 'Receipts in This Expense Report' table is currently empty:

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin

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Create Travel Expense Report against a Request

Create Expense Report



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

< Previous Step Review > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

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

< Previous Step Review > Save Draft

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Create Travel Expense Report against a Request

Select an Expense Type from the drop down list.

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

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

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

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Create Travel Expense Report against a Request

- Below is an example for “Parking”

Receipts in This Expense Report

New Entry Copy Delete

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

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

Description: Parking at University

Comment:

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

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

Cost Assignment for Receipts □ ×

Check was successful

Assign Using Dest: No destination assigned

Input Mode: Absolute Percentage

Cost Assignment for Receipt

New Entry Check Delete

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

Accept Cancel

Receipts in This Expense Report

New Entry Copy Delete

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

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

Description: Parking at University

Comment:

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Create Travel Expense Report against a Request

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

The screenshot shows a progress bar with four steps: 1. General Data, 2. Enter Receipts, 3. Review and Send, and 4. Completed. Below the progress bar, the employee name is listed as 'Peters, Danielle Marie (00070086)' and the schema as 'Domestic - Overnight'. Navigation buttons include '< Previous Step', 'Enter Receipts >', and 'Save Draft'. At the bottom, there are two buttons: 'Calendar of Trips' and 'Attachments (1)', with the latter circled in red.

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

The screenshot shows the 'Attachments (1)' dialog box. It has a 'Delete Attachment' button at the top. Below it is a table with the following data:

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

Below the table is the 'Add Attachment' section. It has radio buttons for 'File', 'Link', 'Note', and 'Business Document'. The 'File' option is selected. There is a 'File Path:' label followed by a text input field and a 'Browse...' button, which is circled in red. There is also an 'Upload' button at the bottom left.

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Create Travel Expense Report against a Request

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

Create Expense Report

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

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

< Previous Step **Review >** Save Draft

Receipts in This Expense Report

New Entry Copy Delete

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

< Previous Step **Review >** Save Draft

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Create Travel Expense Report against a Request

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

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

← Previous StepSave and Send for Approval

Final Action

Save Draft

Save and Send for Approval

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

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

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

Summary

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

Cost Assignment

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

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

Display Expense Form

← Previous StepSave and Send for Approval

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Create Travel Expense Report against a Request

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

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

Create Expense Report

1 2 3 4

General Data Enter Receipts Review and Send Completed

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

< Previous Step Save and Send for Approval

Expense report 1000000210 was saved

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

Display Expense Form

< Previous Step Save and Send for Approval

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Create Travel Expense Report against a Request

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

The screenshot shows the 'My Trips and Expenses' overview screen. The table below represents the data shown in the screenshot:

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

The screenshot shows the 'Details of Trip: Lehigh University (1000000210)' page. The 'Expense Report' section contains the following information:

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

Buttons at the bottom include: Display/Print, Change, Copy, Delete.

The screenshot shows the 'My Trips and Expenses' overview screen with a different table view. The table below represents the data shown in the screenshot:

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

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

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