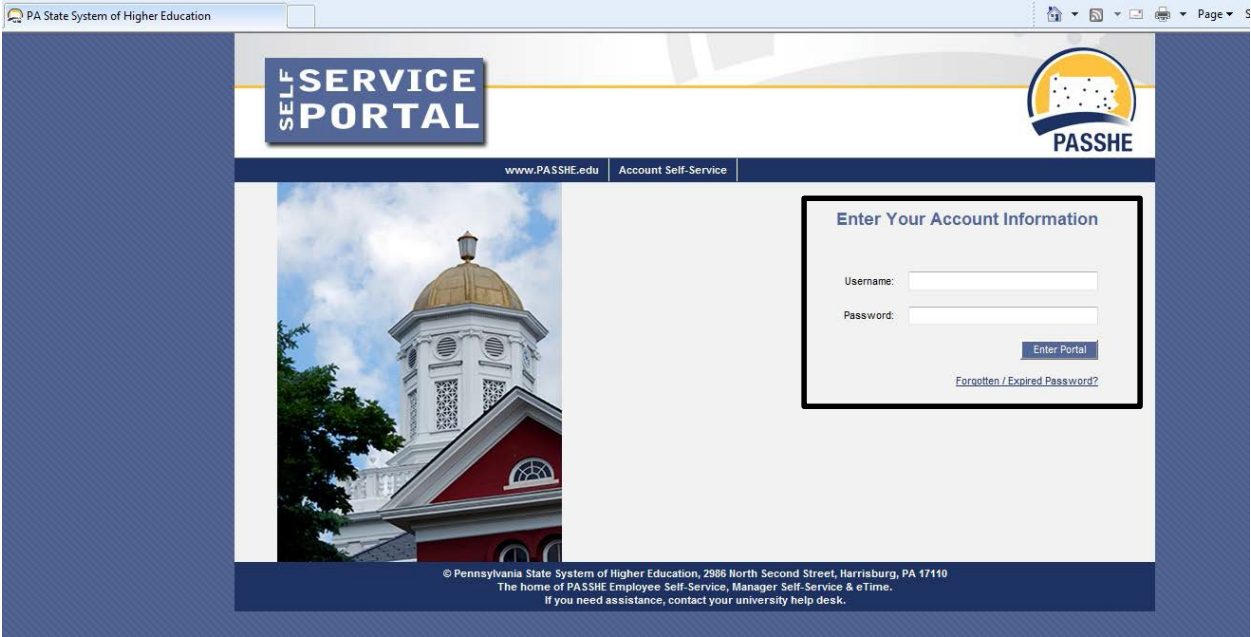


PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM – Travel Management
Create Travel Expense Report

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

Log into the portal...



PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

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 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.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

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

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

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

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

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

Travel Management Overview

Employee Self-Service >> Travel Management

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

Available Applications

My Trips and Expenses

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

[Create Travel Request](#)

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

[Create Expense Report](#)

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

[Unlock Employee Record](#)

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

[My Employees](#)

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

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

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

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.

Allow screen to “refresh”.

Here, we’ll create a new Travel Expense Report. **Creating an expense report without a travel approval request is only authorized for the following non-overnight trips:**

- Student Recruitment – Admissions Department;
- Student Teaching Supervisors;
- Off-Campus Teaching;
- Administrative Non-overnight meetings;

To Create Travel Expense Report, select “Create New Expense Report”:

The screenshot shows the 'My Trips and Expenses' dashboard. On the left, there is a sidebar with 'Detailed Navigation' (Travel Management Overview) and 'Related Links' (US Census Bureau, County Cheat Sheet). The main area has tabs for 'All My Trips(0)', 'All My Travel Requests(0)', 'All My Expense Reports(0)', and 'Pending Exp. Reports(0)'. Below the tabs, there is a 'View:' dropdown set to 'Standard View' and two buttons: 'Create New Travel Request' and 'Create New Expense Report', with the latter being highlighted by a red box. Below this is a table with columns: Start Date, End Date, Destination, and Reason.

Select Non-Overnight Travel schema and click Start:

The screenshot shows the 'Create Expense Report' form. It includes an 'Employee' field with a redacted name, a 'Start' button, and a 'Schema Selection' section with three radio button options: 'Domestic - Overnight', 'International - Overnight', and 'Non-Overnight Travel'.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

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

Employee [REDACTED] Schema Non-Overnight Travel

< 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: []

Cost Assignment: 100.00 % Cost Center 1011030202 (Fin & Bus Services), Funds Center 1011030202 (Fin & Bus) | Change Cost Assignment

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

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

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 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. (see below)
- Destination – enter specific locations, name of venue or any other relevant information.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System


TM – Travel Management


Create Travel Expense Report

Search Feature:

- To utilize the search feature , click 

Destination

*Trip Country: Trip Region: 

*Destination: 

- The following will appear. Click [All Values](#)

Search: Trip Region □ ×

Personal Value List: There are 1 entries for Trip Region [All Values](#) [Maintenance of Personal Value List](#) ?

Trip Country	Trip Region	Country
US	PA/AK	Allentown, PA

- Click [Show Search Criteria](#)

Search: Trip Region □ ×

Results List: There are more than 500 results for Trip Region [Personal Value List](#) [Show Search Criteria](#) ⚙️ ?

Trip Country	Trip Region	Country
US	AL/JAB	Abbeville, AL
US	AL/JAA	Aberfoil, AL
US	AL/JAC	Abernant, AL
US	AK/AD	Adak, AK
US	AL/JAD	Addison, AL
US	AL/JAE	Akron, AL
US	AL/JAF	Alabaster, AL
US	AL/JAG	Alherta, AL

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

- The highlighted fields need to be filled in:

Search: Trip Region □ ×

Search Criteria Personal Value List Hide Search Criteria 🔑 ?

Trip Country	is	US	🔍	⊖
Trip Region Code	is		🔍	⊖
Name of Trip Region	is		🔍	⊖

- On the row “**Trip Region Code**” click the second column drop down and select “contains”
- In the box to the right, enter your state abbreviation and “*” (PA*)
 - NOTE: It is important to use all CAPS and a “*” in this field

Search: Trip Region □ ×

Search Criteria Personal Value List Hide Search Criteria 🔑 ?

Trip Country	is	US	🔍	⊖
Trip Region Code	contains	PA*	🔍	⊖
Name of Trip Region	contains		🔍	⊖

Maximum Number of Results:

- On the row “**Name of Trip Region**”, click the second column drop down and select “contains”
- In the box to the right, enter the first few letters of the desired city and “*” (Pitt*)
 - NOTE: Be sure to capitalize the first letter and include the “*” in this field
 - If your city is not listed, you will need to use the county
- Click search

Search: Trip Region □ ×

Search Criteria Personal Value List Hide Search Criteria 🔑 ?

Trip Country	is	US	🔍	⊖
Trip Region Code	contains	PA*	🔍	⊖
Name of Trip Region	contains	Pitt*	🔍	⊖

Maximum Number of Results:

- Your search results will appear below
- Double click on the desired location to select and return to the main screen
In this example, Pittsburgh was chosen


PA STATE SYSTEM OF HIGHER EDUCATION








Shared Administrative System

TM – Travel Management

Create Travel Expense Report

Search: Trip Region □ ×

Search Criteria [Personal Value List](#) [Hide Search Criteria](#) 

Trip Country	is	US	  
Trip Region Code	contains	PA*	 
Name of Trip Region	contains	Pitt*	 

Maximum Number of Results:

Results List: 3 results found for Trip Region

Trip Country	Trip Region Code	Name of Trip Region
US	PA/P3	Pittsburgh, PA
US	NH/PA	Pittsburg, NH
US	PA/P4	Pittston, PA

- Additional Destinations –
 - **Note:** All required fields in the [additional information section](#) must be populated on the main screen before you can enter additional destinations!

See page 12 for this information.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

Additional Information

Additional Information

* Activity (Expenses):

* Reason:

* Estimated Costs: USD

Comment:

Advances:

Cost Assignment:

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

Additional Information

* Activity:

* Reason:

Comment:

Cost Assignment:

Mileage

Total Distance:

- Reason – Provide reason for travel.
- Comment – Provide the following relevant information:
 - Purpose of Travel;
 - Provisions for Classes;
 - Passengers;
 - Details/Justifications for Expenses;
- Note: Information from websites, emails and word documents can be attached for additional information.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel 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.

The screenshot shows the 'Cost Assignment for Trip' interface. At the top, there are navigation buttons: '< Previous Step', 'Accept', and 'Save Draft'. Below this is a table with the following data:

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
100.00	State System of Higher Ed	Bloomsburg	Cost Center	1011030202

Below the table, there is a 'Cost Center' dropdown menu set to '1011030202' and buttons for 'Accept', 'Accept and New Entry', 'Check', and 'Delete'.

- Cost Assign (%) allows the traveler to distribute costs by percentage among several Cost Centers or WBS's;

For Example: If 75% of your reimbursement is funded from Cost Center 1011030201 and 25% of your reimbursement is funded from Cost Center 1011030202 you would change the 100% to 75% and enter the new cost center in the Cost Center box, then click Accept and New Entry, you will notice the remaining 25% appears you can then enter the corresponding cost center for the remaining percentage and click Accept.

The screenshot shows the 'Cost Assignment for Trip' interface with two entries. The first entry is highlighted in green:

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
75	State System of Higher Ed	Bloomsburg	Cost Center	1011030203 - Business Office

The second entry is highlighted in blue:

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
25.00	State System of Higher Ed	Bloomsburg	Cost Center	1011030203 - Business Office

Below the second entry, there is a 'Cost Center' dropdown menu set to '1011030201' and buttons for 'Accept', 'Accept and New Entry', 'Check', and 'Delete'.

- Accounting Object selections include Cost Center, WBS, and (Internal) Order;
- Many options are available to search for a cost object including searching for previously used objects or creating a Personal Value List.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

- 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.

Additional Destinations

- **Note: All required fields in the additional information section must be populated on the main screen before you can enter additional destinations!**

The screenshot displays the 'Create Travel Expense Report' form. At the top, there are buttons for 'Calendar of Trips' and 'Attachments (0)'. The form is organized into three main sections:

- General Data:** Includes fields for Start Date (01/14/2015, 08:00), End Date (01/17/2015, 08:00), and Posting Date (01/17/2015).
- Destination:** Includes Trip Country (Standard Conus Rate, USA), Trip Region (PA/P3, Pittsburgh, PA), and Destination (empty field).
- Additional Destinations:** A text box containing 'No destinations entered' and a button labeled 'Enter Additional Destinations' which is circled in red.
- Additional Information:** Includes Activity (Expenses) (General Travel), Reason (Conference), Estimated Costs (597.00 USD), and a Comment field.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

- o Additional Destination data initially defaults from the Main Destination. You must change the Date, Time, Destination and Reason fields (see blue line). You may also need to change the Activity and Trip

Event Category	Date	Time	Destination	Country	Reason
Start of Trip	01/14/2015	08:00		Standard Conus Rate, USA	
Trip Destination	01/14/2015	08:00	Conference on Sex	Pittsburgh, PA	Conference
Additional Destination	01/14/2015	08:01		Pittsburgh, PA	

Activity: General Travel
Trip Country: Standard Conus Rate, USA
Trip Region: PA/P2

Accept Accept and Add Additional Destination Delete

Event Category	Date	Time	Destination	Country	Reason
End of Trip	01/17/2015	08:00		Standard Conus Rate, USA	

Region as well (use tool shown below as in previous selection). Click on Accept to record your new entries. If everything looks correct, click on Accept again to return to the main screen.

Additional Destination	01/14/2015	08:01		Pittsburgh, PA	
------------------------	------------	-------	--	----------------	--

Activity: General Travel
Trip Country: Standard Conus Rate, USA
Trip Region: PA+SL

Accept Delete

- o **Note: All required fields must be populated on the main screen before you can enter additional destinations!**

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

- 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;

< 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
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="1"/>	90	No passengers	Bethlehem	Bloomsburg Univ

Comment:

Accept **Accept and New Entry** | **Change Cost Assignment** | Copy Delete

< Previous Step **Accept** | Save Draft

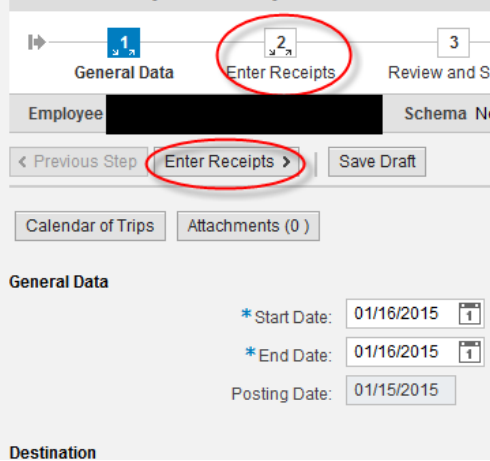
PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

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

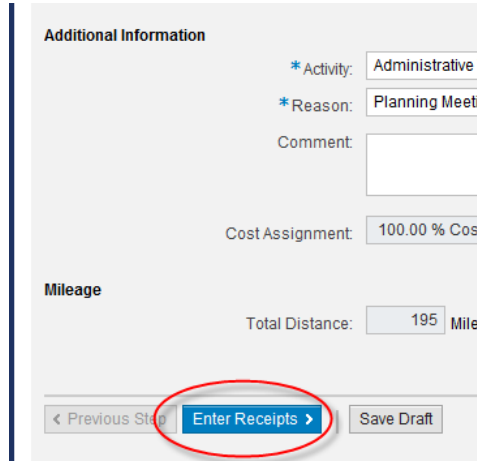


General Data

* Start Date: 01/16/2015

* End Date: 01/16/2015

Posting Date: 01/15/2015



Additional Information

* Activity: Administrative

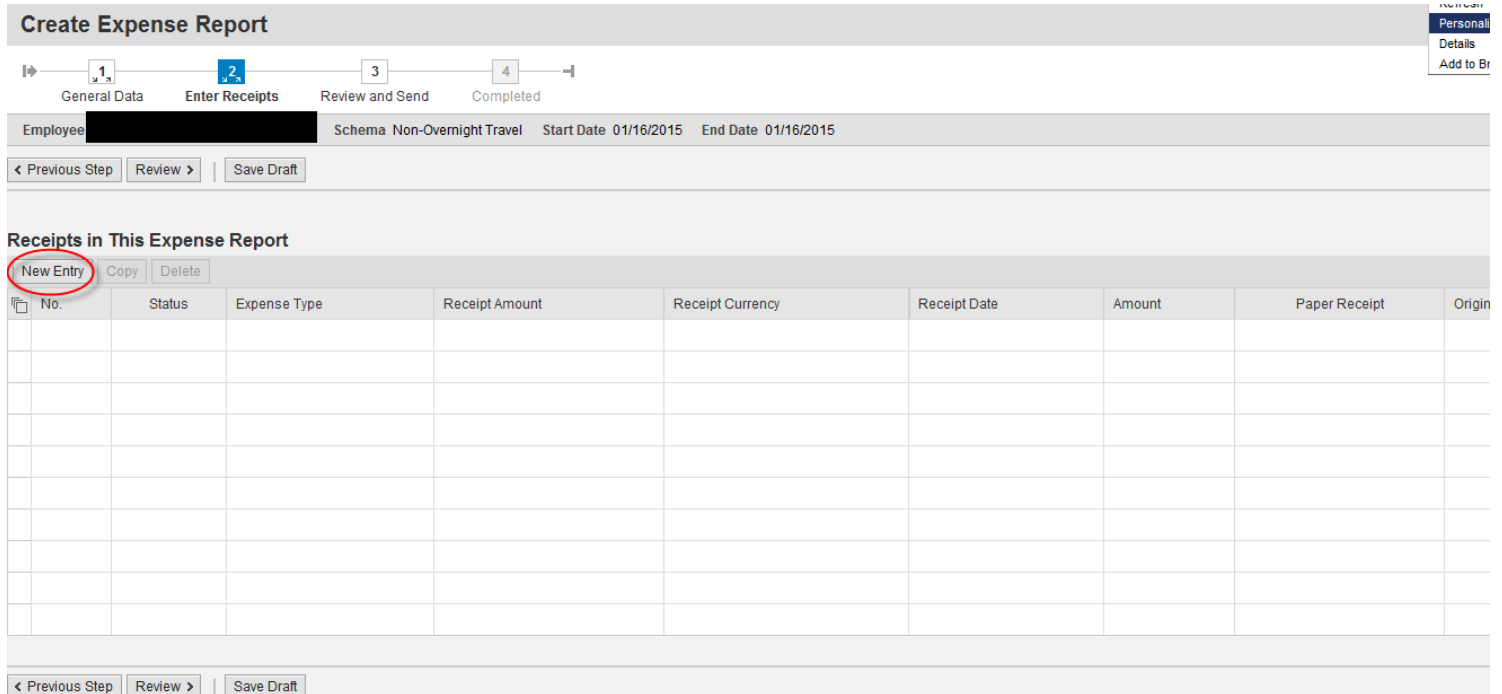
* Reason: Planning Meet

Cost Assignment: 100.00 % Cos

Mileage

Total Distance: 195 Mile

Click "New Entry" to start adding receipts



Create Expense Report

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

Receipts in This Expense Report

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

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

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	◇	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"> v </div> <ul style="list-style-type: none"> Business Meal (auth required) ▲ Car rental Conference Regist Estimated Cost Gasoline Other Parking Subsistence, AFSCME Lunch Subsistence, Non-Overnight Subsistence, Student Teacher ▼ 	0.00	United States Dollar

← Previous Step
 Review > |
 Save Draft

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

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.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

- 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:

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

- 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 'Peters, Danielle Marie (00070086)' and the schema 'Domestic - Overnight' are displayed. 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 features a 'Delete Attachment' button and 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 with radio buttons for 'File', 'Link', 'Note', and 'Business Document'. The 'File' option is selected. There is a 'File Path:' input field and a 'Browse...' button circled in red. An 'Upload' button is also present.

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

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

Employee ██████████ 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

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

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

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 XXXXXXXXXX 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

Finally, Print the TER and attach original receipts, send this to Accounts Payable (WAB18) to process your reimbursement.

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Create Travel Expense Report

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

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

Details of Trip: Lehigh University (1000000210)

Expense Report

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

Buttons: Display/Print, Change, Copy, Delete

Trip Number	Travel Request	Start Date	End Date	Destination	Reason	Advance	Paid by Company	Reimbursement	Trip Total	Processing Status	Action
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.