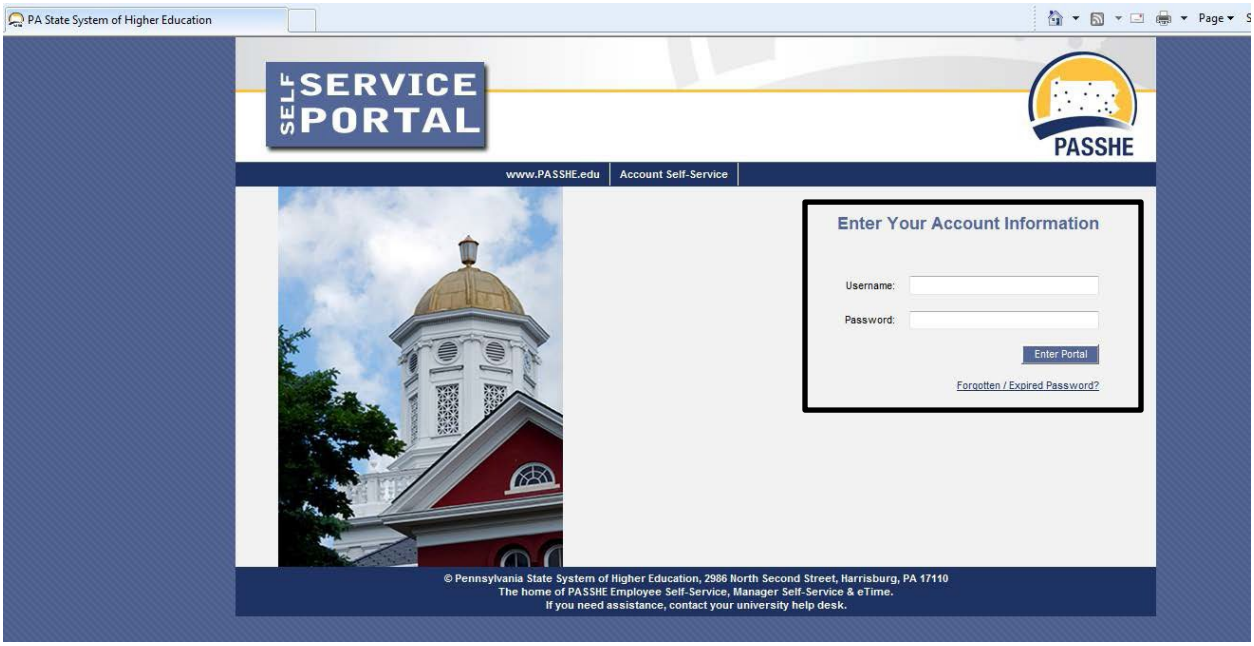
PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM – Travel Management
Create Travel Expense Report against a Request

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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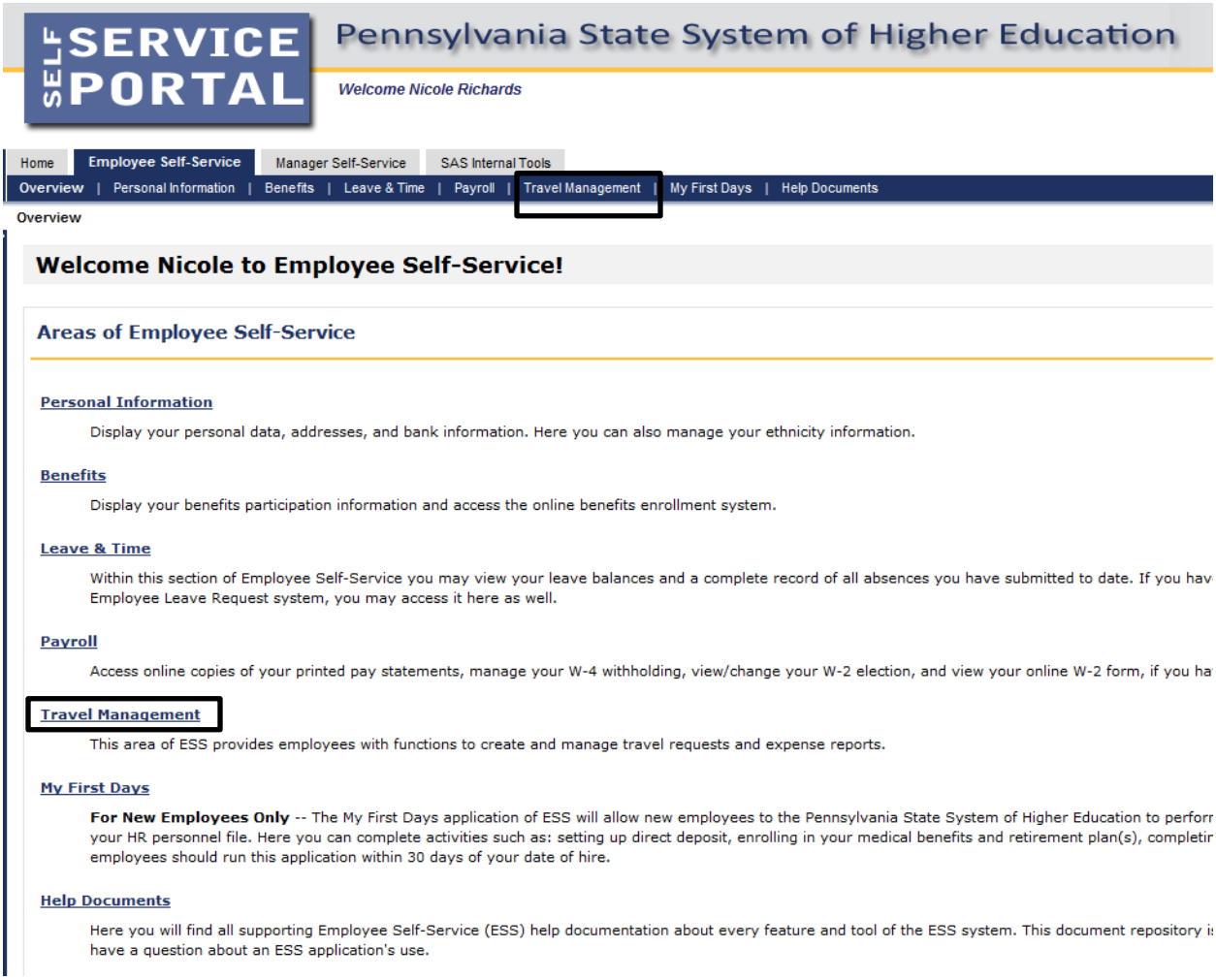
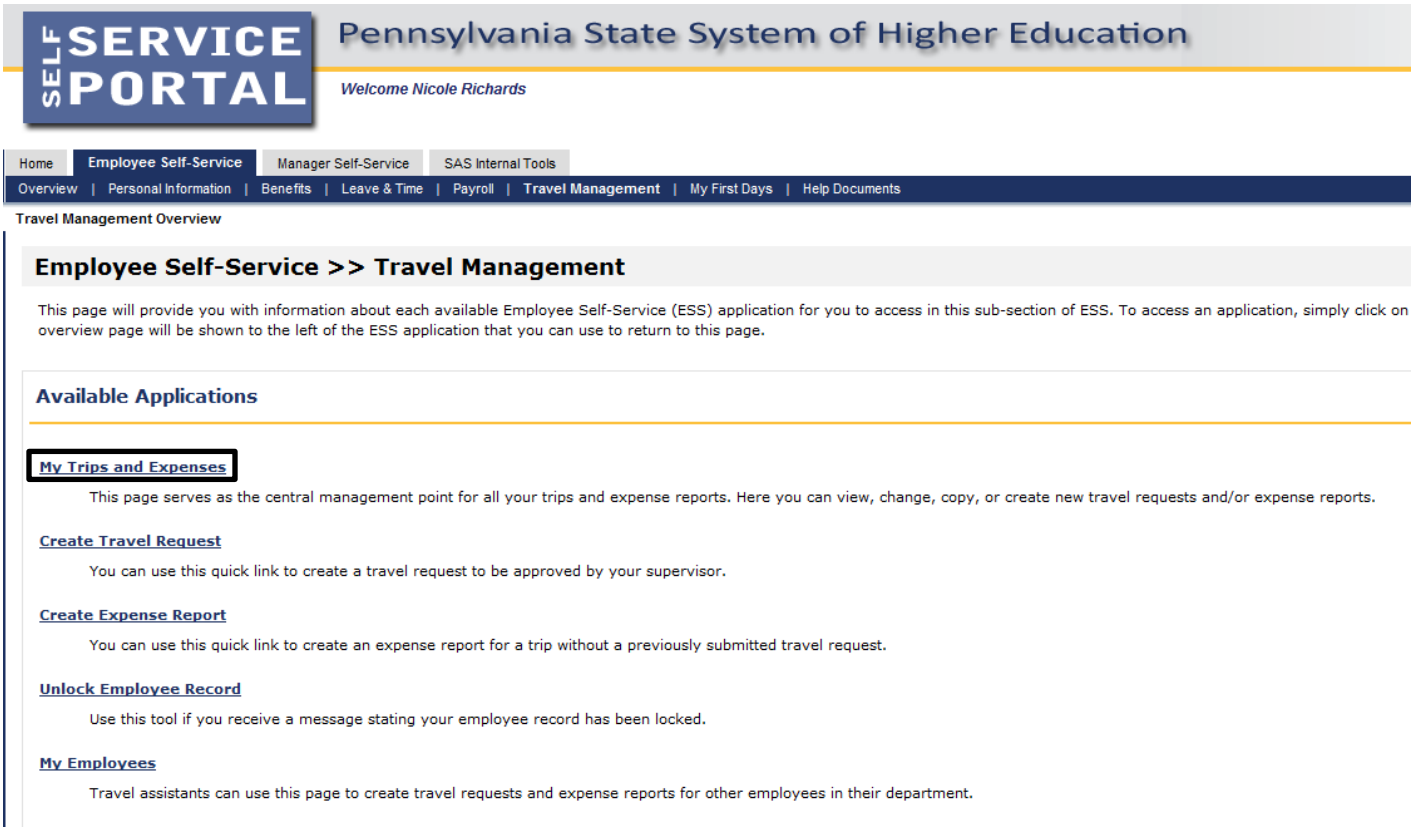
TM – Travel Management
Create Travel Expense Report against a Request

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



Click on one of the "Available Applications" to get started.

We'll start from the "My Trips and Expenses" overview screen.



**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
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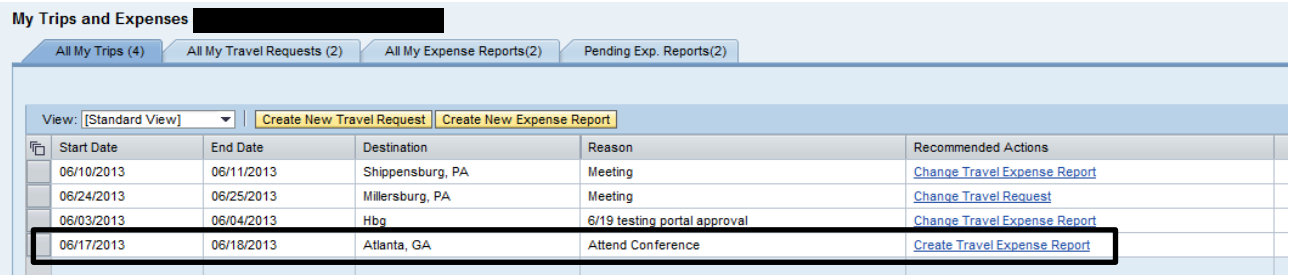
Create Travel Expense Report against a Request

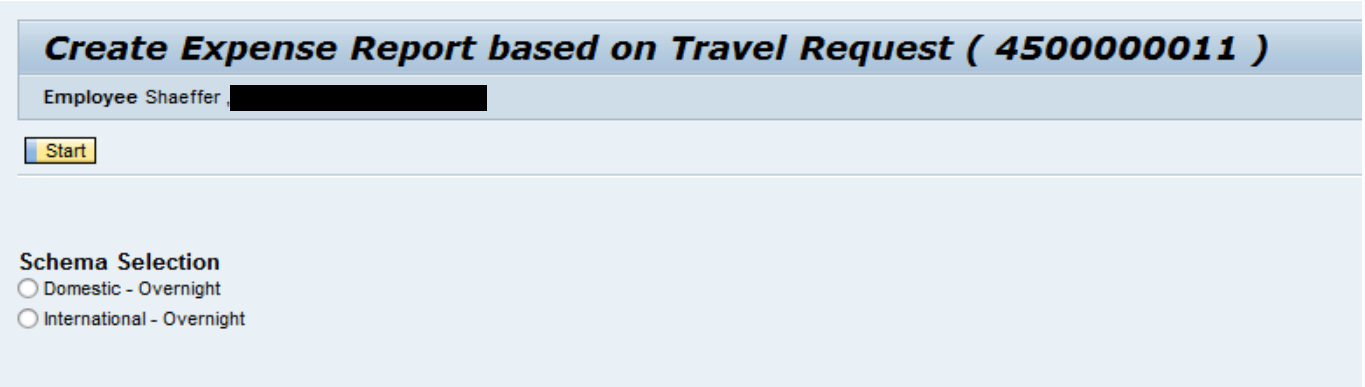
This screen provides you with an overview of trips previously entered and allows you to create a new Travel Request or Expense Report, change existing Travel Requests or Expense Reports, and create a Travel Expense Report against a Request.

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.



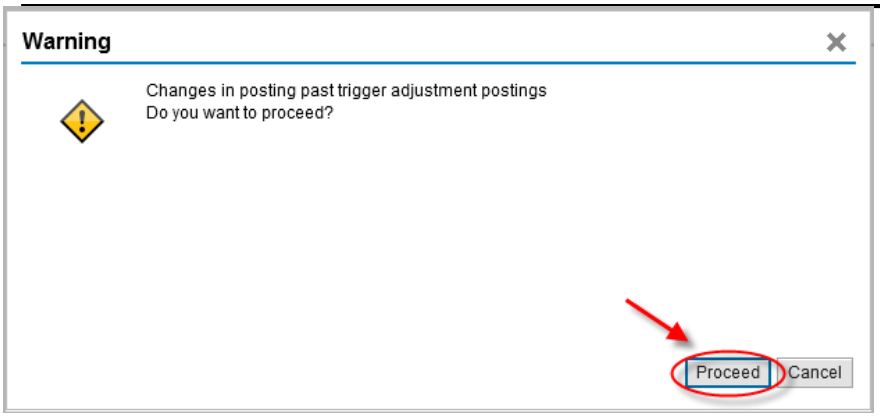
Select a schema from the list and then click on Start.



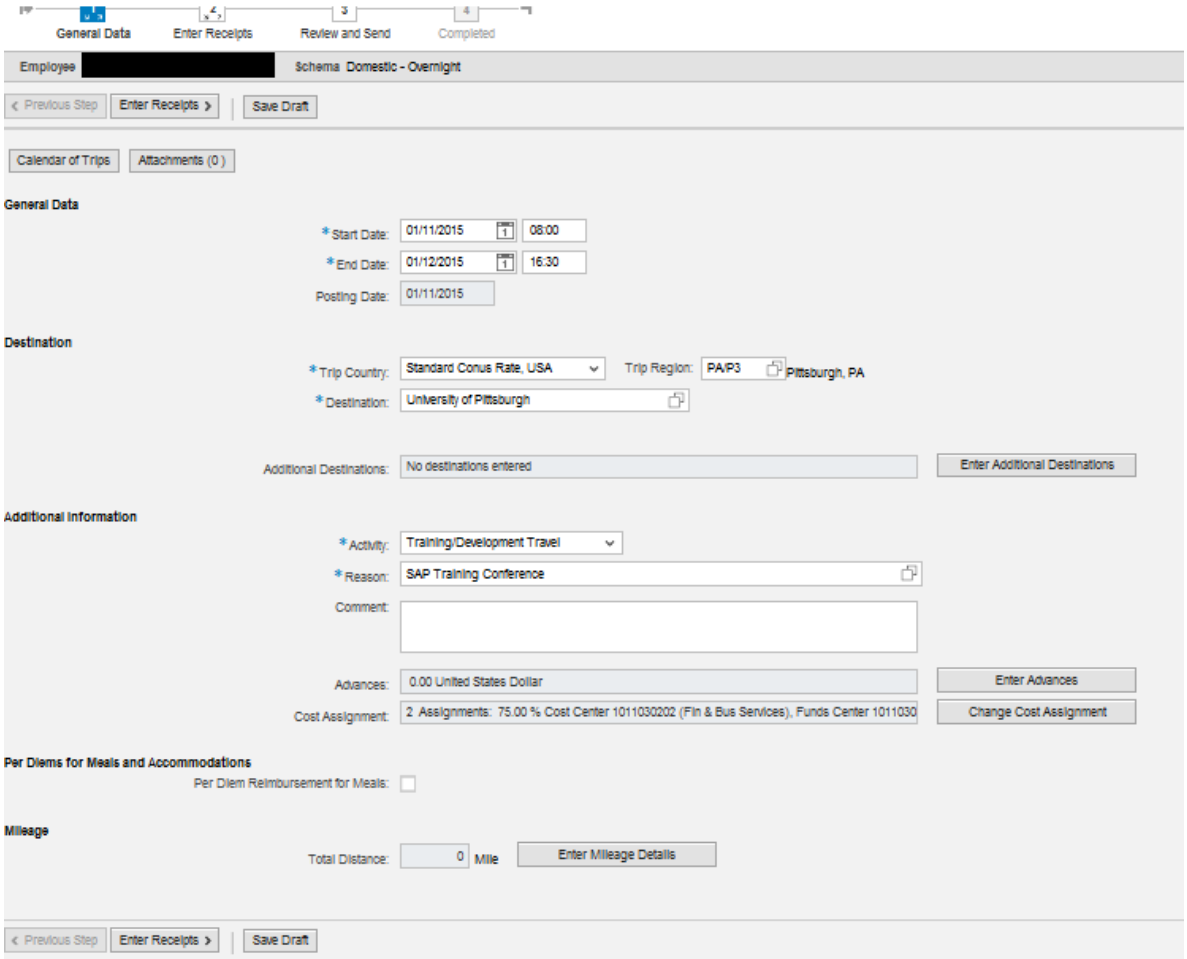
Domestic – Overnight: this option will be used for any travel within the United States, including overnight trips and non-overnight trips.

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

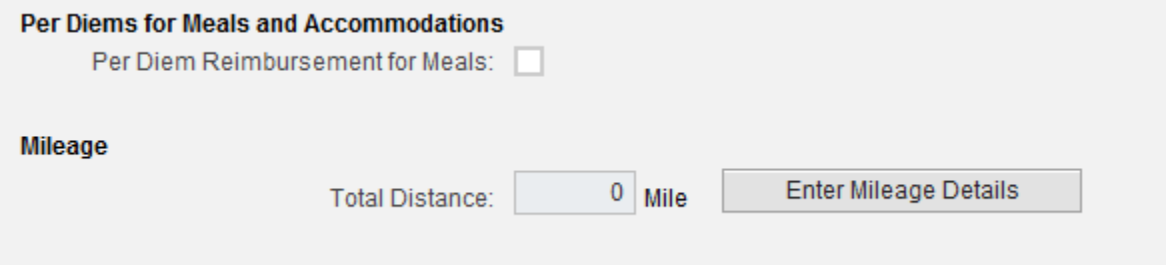
Once the schema is selected you will receive a warning, click Proceed.



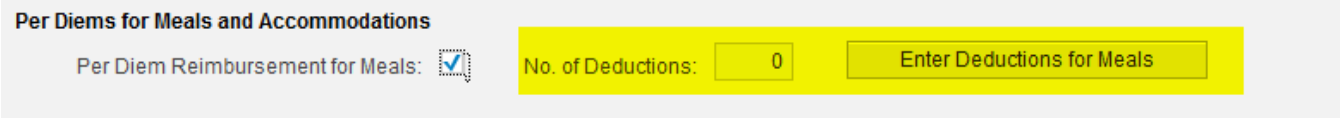
The system will automatically populate all fields on the main screen from the Travel Request. You may override any field as necessary.



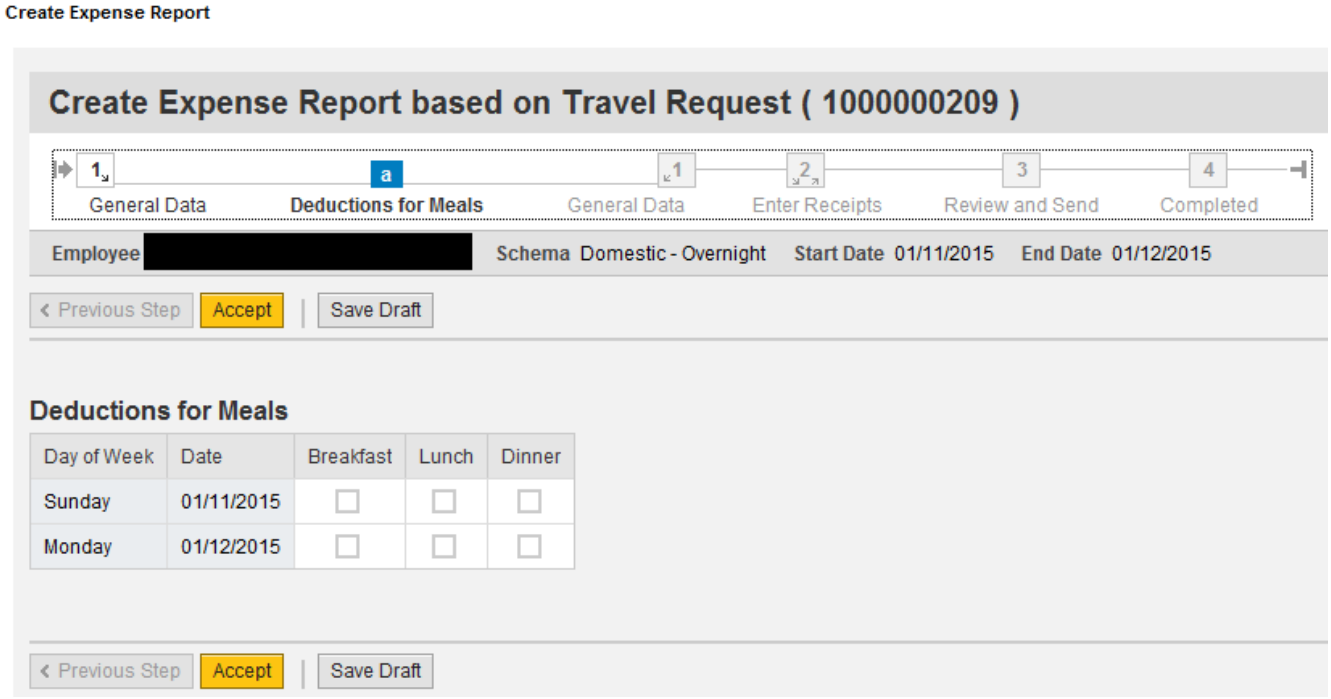
Per Diems for Meals and Accommodations



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

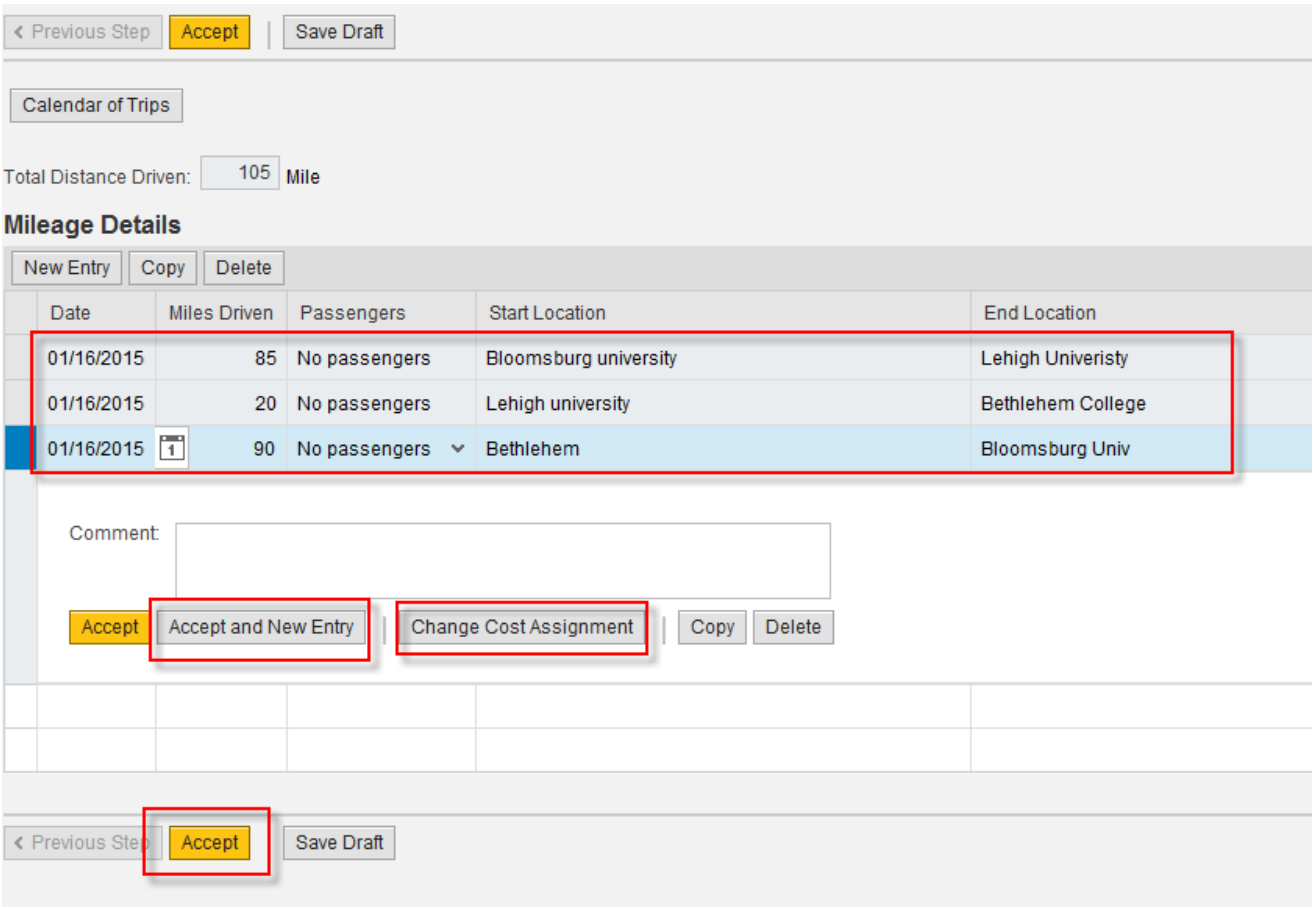


  - If any meals were provided to you during your trip, click on Enter Deductions for Meals and the following will be displayed.

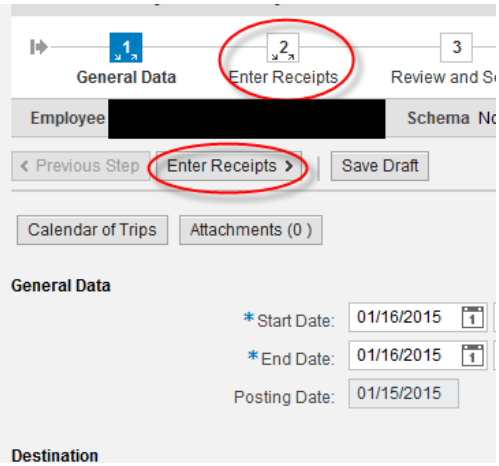


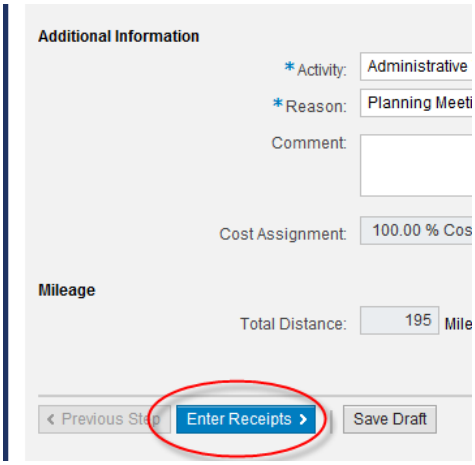
  - Check the appropriate box for any provided meal. Then click on Accept to return to the main screen.

- Mileage – Click on "Enter Mileage Details" 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;



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





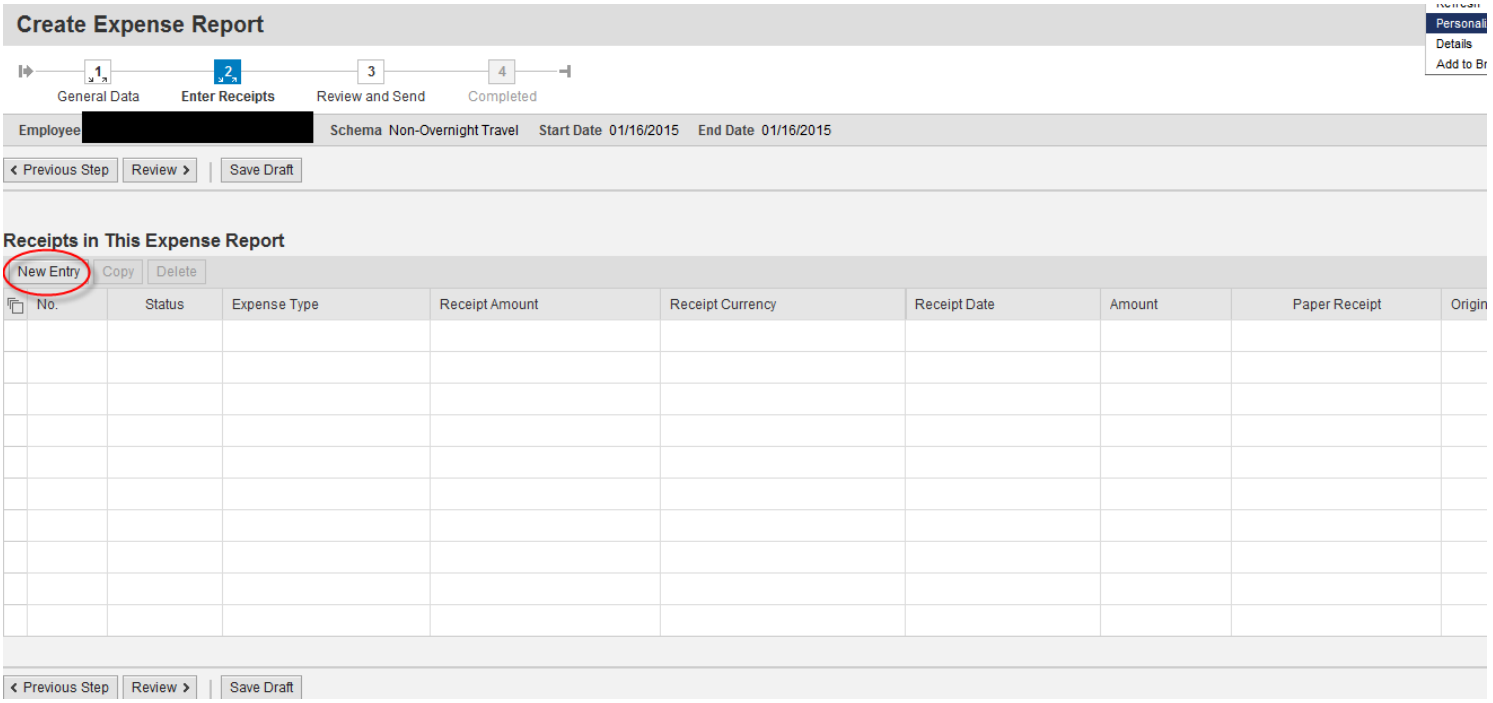
Prior to entering receipts, you need to make adjustments to your estimated costs.

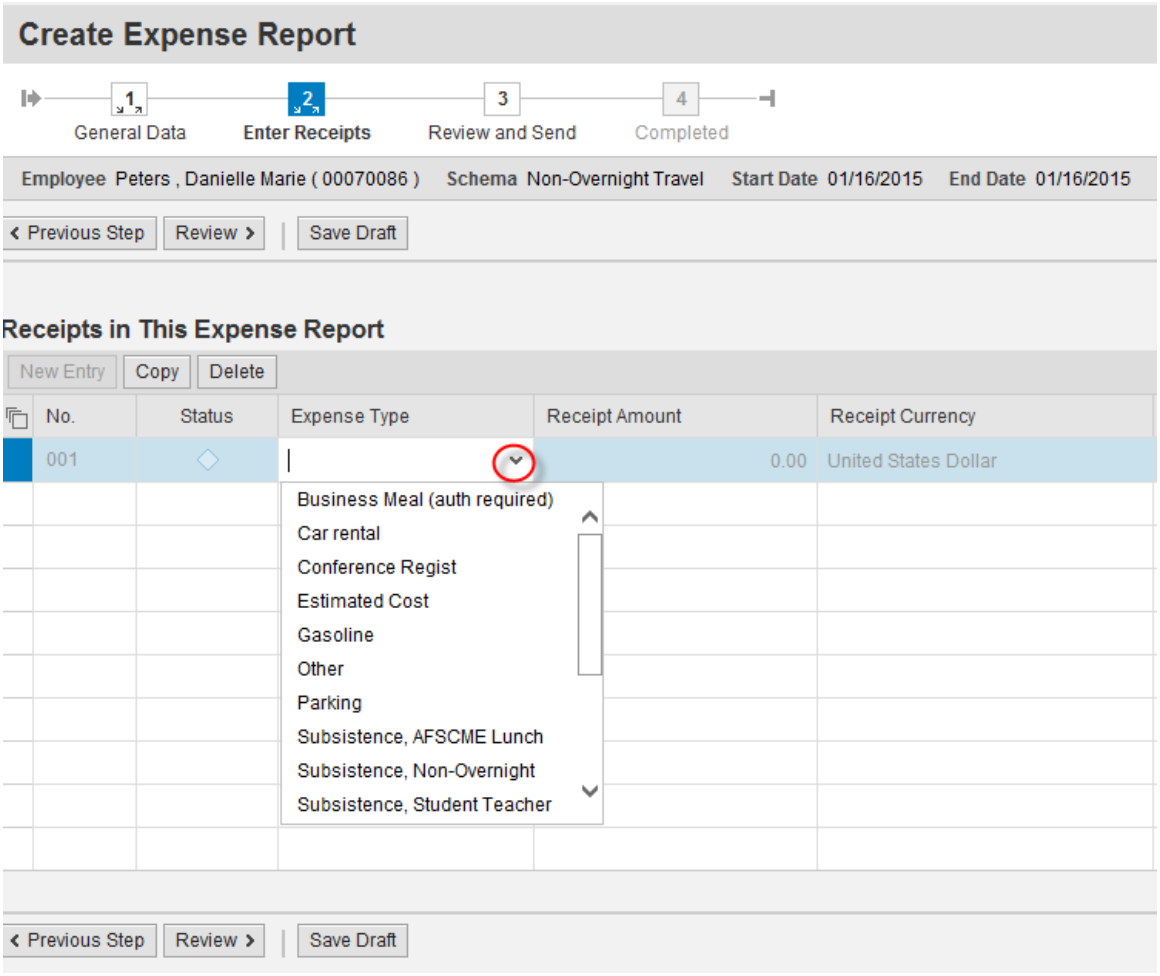
1. If your trip has not yet taken place and you are requesting reimbursement for prepaid expenses (airline, conference registration), you must adjust the estimated cost line by the amount you are requesting:

   Ie: if your estimated costs are $1,000 and your airfare is $300, change the amount of your estimated costs to $700; then click on “accept and new entry” to enter the $300 airfare.

2. If your trip date has passed, the system will give you an error message requiring you to delete your estimated cost. As the line will already be highlighted, click “delete” and then click “new entry” to enter your actual expenses.

Click “New Entry” to start adding receipts




Create Expense Report
1 General Data
2 Enter Receipts
3 Review and Send
4 Completed
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

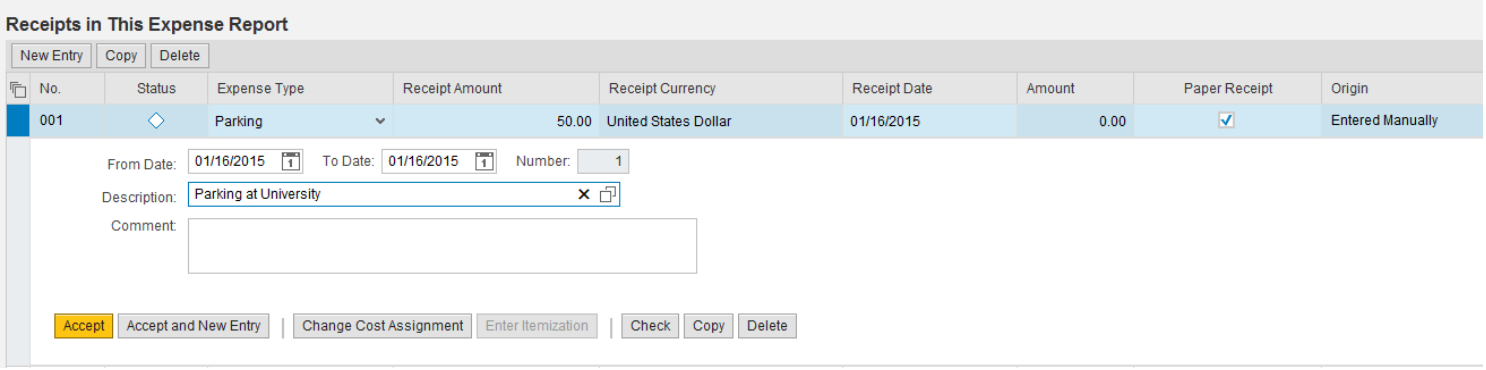
Select an Expense Type from the drop down list.

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

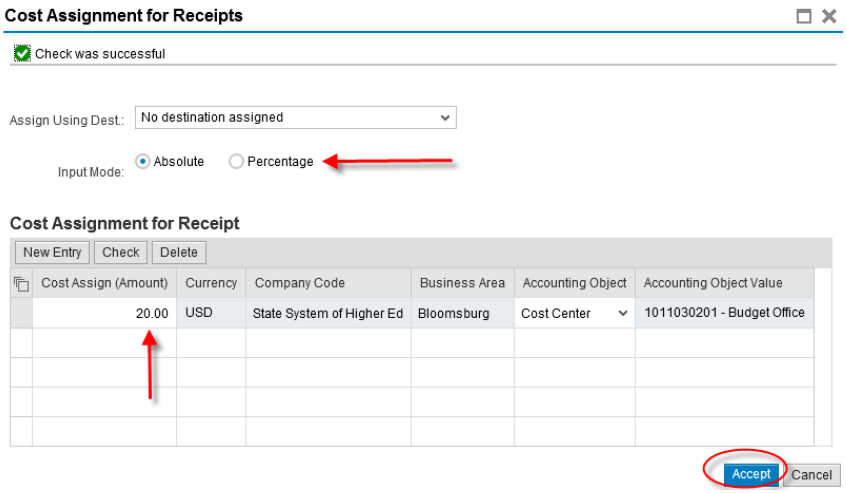
Airfare
Baggage Fee
Business Meal (auth required)
Car rental
Conference Regist
Estimated Cost
Gasoline
Hotel
Other
Parking
Subsistence, AFSCME Lunch
Subsistence, Non-Overnight
Subsistence, Overnight
Subsistence, Student Teacher
Taxi, shuttle, public trans.
Toll
Train
X: Pd direct to vendor-Airfare
X: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

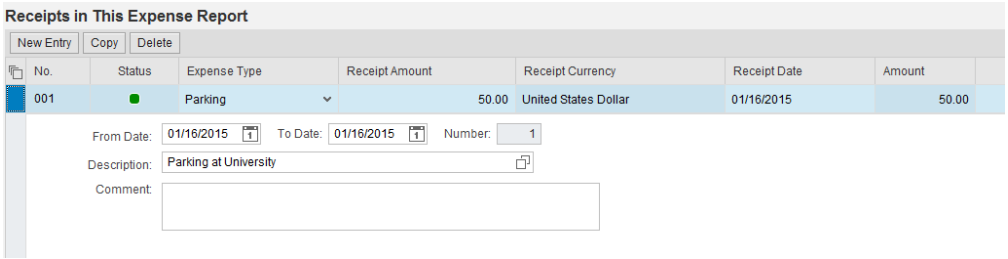
  - Expense Types labeled "X:_____" are to be used for any receipt to be paid directly to a 3rd party vendor rather than the employee/traveler, (Example: Enterprise Rental Car);
  - The Expense Type labeled "Z: AP Adjustment" is to be used by the university Accounts Payable office only.

- Below is an example for "Parking"

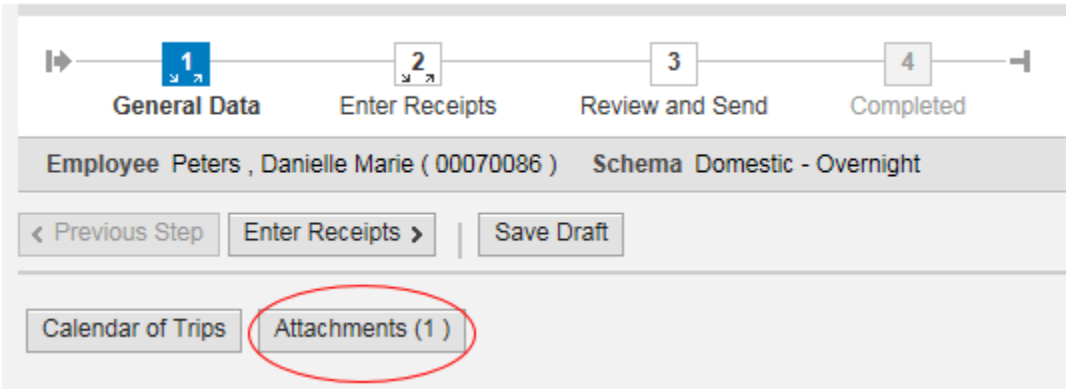


- Receipt amount is total amount spent, if you had parking in multiple locations you can Click Accept and New Entry;
- Once data has been entered as required, click on either Accept or Accept and New Entry (if you have additional receipts to enter).
- You may change the cost assignment for any/each individual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

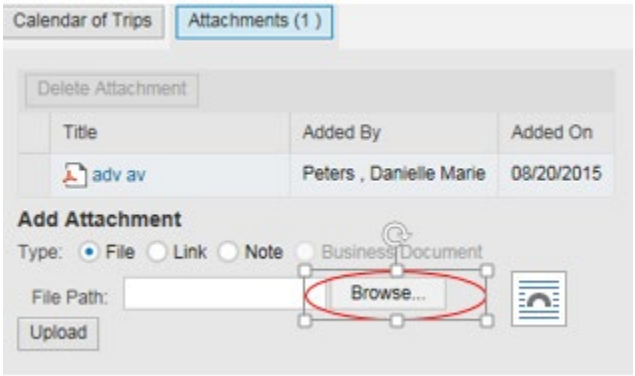




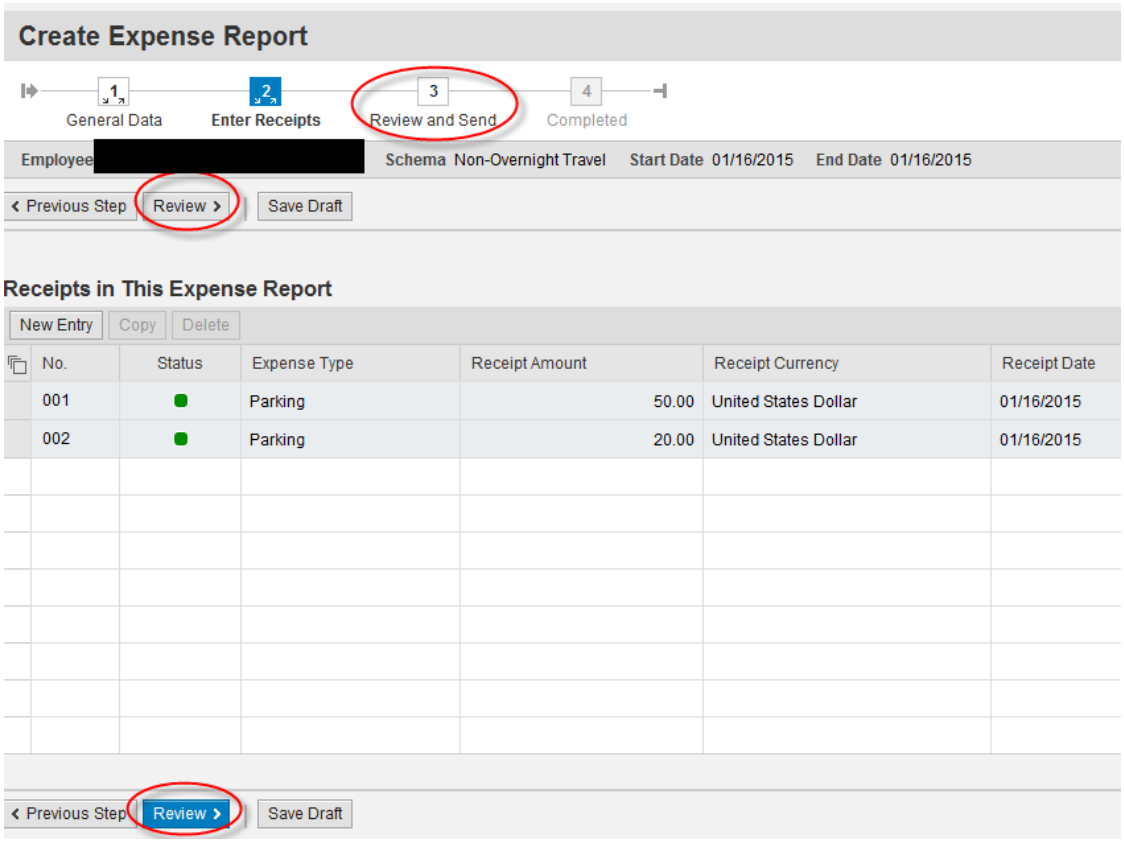
- Once all receipts have been entered, sign or initial and date each of your receipts in the lower, right hand corner, then scan and attach them to the TER.
    - Select “attachments”



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

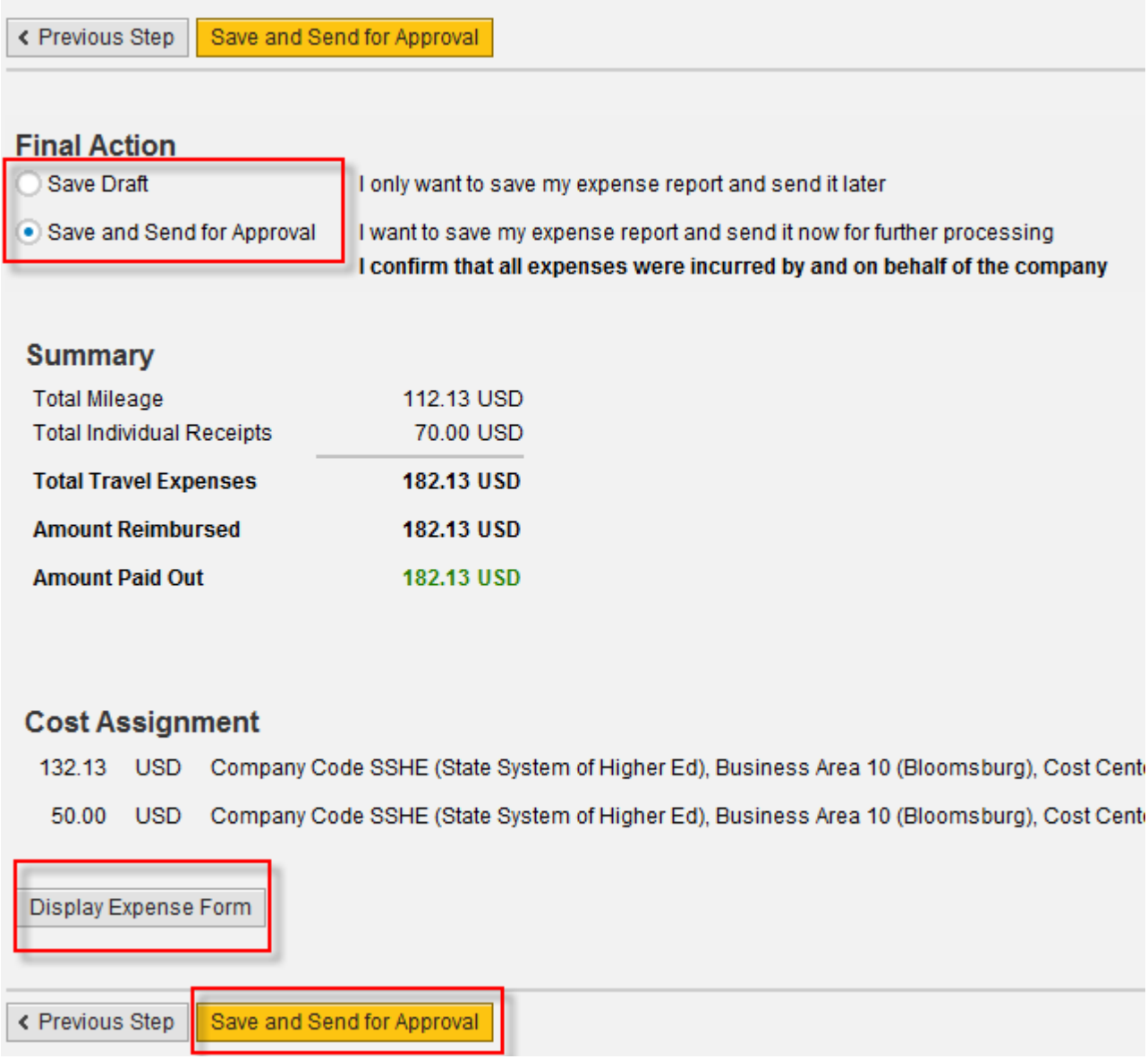


- When you are satisfied that all of your entry is complete, click on Review or Review and Send on the roadmap.



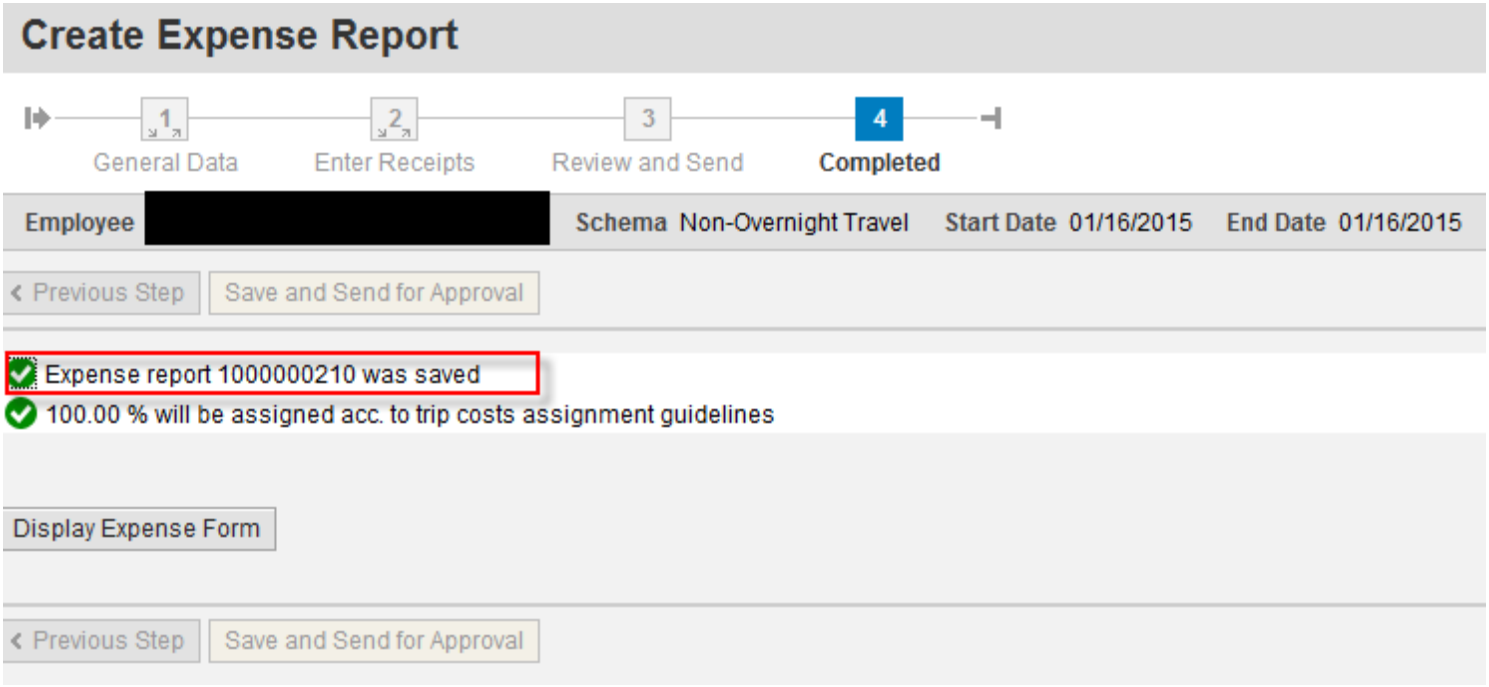
If all looks good on the below screen, you can **Save a Draft** of the Expense Report or **Save and Send it for Approval**. Click on the appropriate radio button and then the Save button at the bottom of the screen (this button will change based on the radio button you select).

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

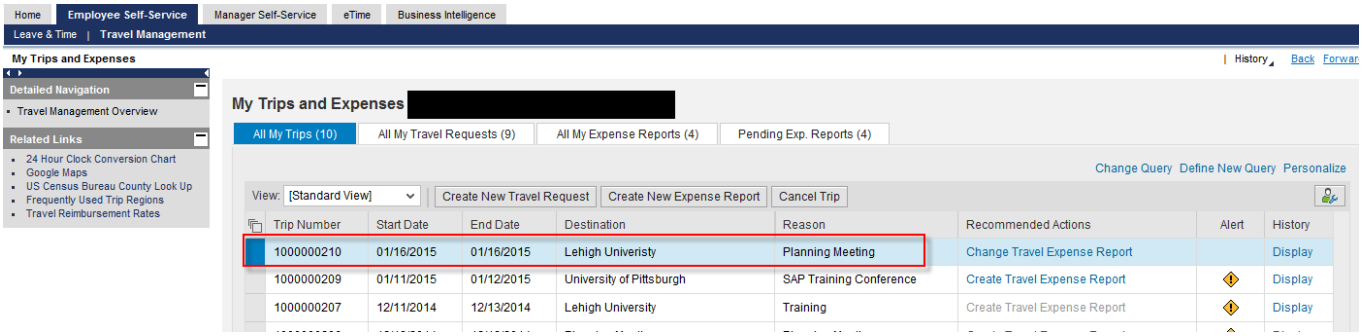


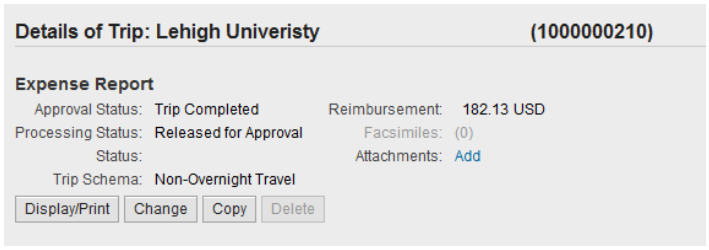
The below screen will then appear acknowledging that the Expense Report was saved and provide the tracking number.

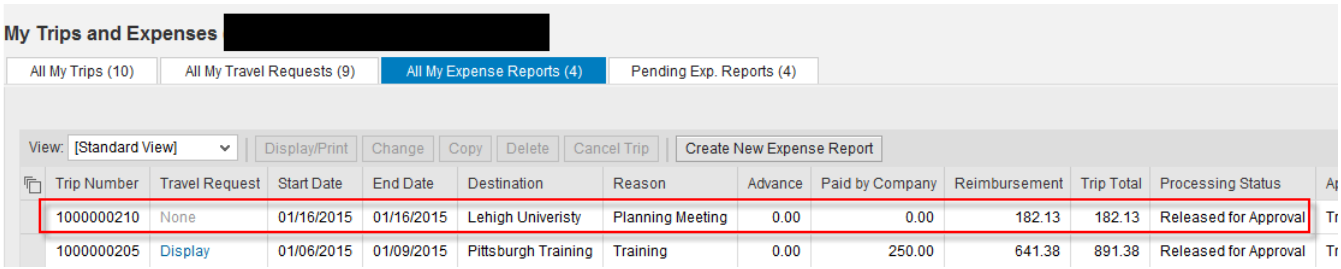
You have the option to display or print the expense form again at this point. Please note the workflow approval log does not appear on the form until the Expense Report is Saved.



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







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.