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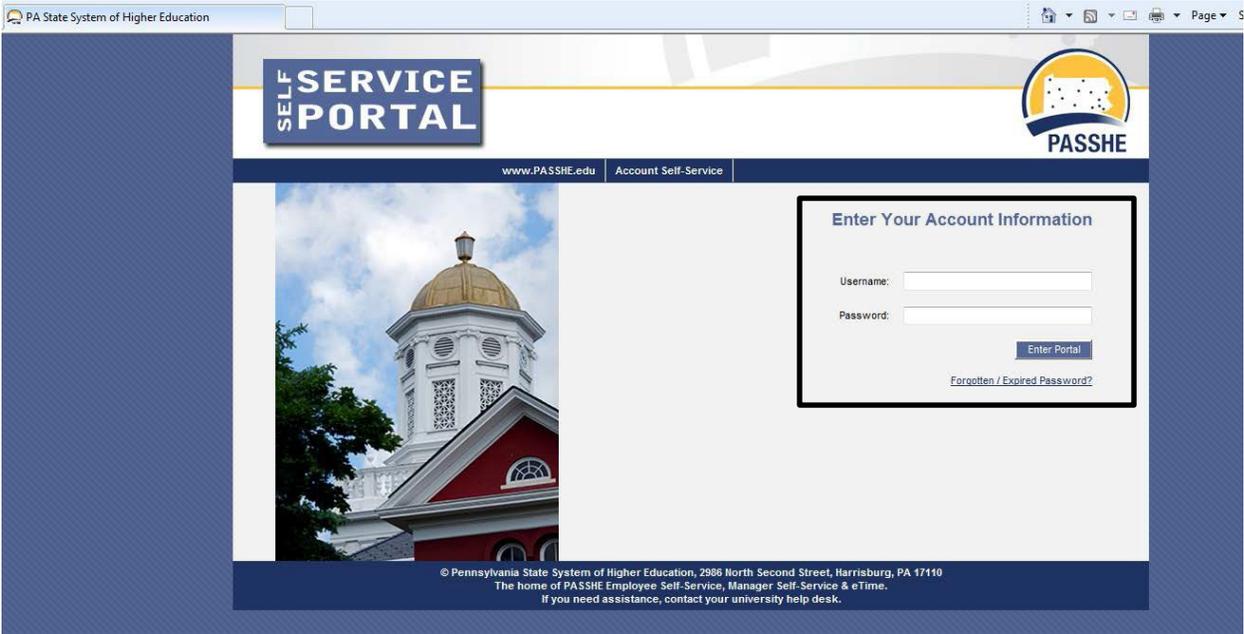
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From the ESS tab, click on either of the 2 provided Travel Management links.

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 hav[...] 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 ha[...]

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 perfor[...] your HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completin[...] 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 i[...] have a question about an ESS application's use.

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.

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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.

My Trips and Expenses				
All My Trips (4)	All My Travel Requests (2)	All My Expense Reports(2)	Pending Exp. Reports(2)	

View: [Standard View] ▼ | Create New Travel Request | Create New Expense Report |

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.

Create Expense Report based on Travel Request (4500000011)

Employee Shaeffer ,

| Start |

Schema Selection
○ Domestic – Overnight
○ 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.

Warning ✕

⚠ Changes in posting past trigger adjustment postings
Do you want to proceed?

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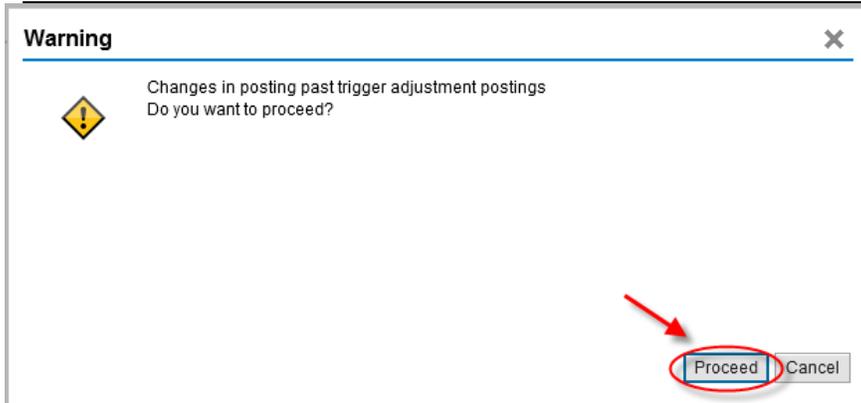
The system will automatically populate all fields on the main screen from the Travel Request. You may override any field as necessary.

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

Employee ▇▇▇▇▇▇ Schema Domestic - Overnight

‹ Previous Step | Enter Receipts › | Save Draft

Calendar of Trips | Attachments (0)

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: PA/P3 ⧉ Pittsburgh, PA
* Destination: University of Pittsburgh ⧉

Additional Destinations: No destinations entered   [Enter Additional Destinations]

Additional Information

* Activity: Training/Development Travel ⌄
* Reason: SAP Training Conference ⧉
Comment: [   ]

Advances: 0.00 United States Dollar   [Enter Advances]
Cost Assignment: 2 Assignments: 75.00 % Cost Center 1011030202 (Fin & Bus Services), Funds Center 1011030   [Change Cost Assignment]

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals: ☐

Mileage

Total Distance: [0] Mile   [Enter Mileage Details]

‹ Previous Step | Enter Receipts › | Save Draft

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.

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Click "New Entry" to start adding receipts

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 | Review › | | Save Draft

Receipts in This Expense Report

New Entry | Copy | Delete

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

‹ Previous Step | Review › | | Save Draft

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.

‹ 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 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 Step   Save and Send for Approval

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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		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

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.