

**MILLERSVILLE
UNIVERSITY**

TRAVEL
REQUEST
HELP

Processing Status

A good way to see where your travel request is in the process is to check the **Processing Status** and **Approval Status** sections first.

All My Trips (2) All My Travel Requests (3) All My Expense Reports (0) Pending Exp. Reports (0) Change Query

View: [Standard View] | [Display/Print] [Change] [Copy] [Delete] [Cancel Trip] [Create New Travel Request]

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report
<input type="checkbox"/> 6000013124	02/19/2026	02/21/2026	HOME	HOME	In Processing	Request Open	Add	Create
<input type="checkbox"/> 6000012695	09/30/2025	10/03/2025	Conference	Conference	Canc.posted in FI	Request Approved	Add	Display
<input type="checkbox"/> 6000010327	08/16/2024	08/20/2024	George R. Brown Convention Center	ABC Conference	Canc.posted in FI	Request Approved	# (1)	Create

“In processing” – Travel request is still being edited (not submitted for approval)

“Released for Approval” – Travel Request is in the process of being approved (revert to page 1 to see how to check where it may be stuck).

“Transferred to FI” – Travel request is approved and Create icon should be generated under “Expense Report” to create a travel expense.

Displaying Trips

If you are unable to create an expense from a submitted Travel request, always check first to make sure everyone has approved the trip. To do this you see instructions below.

1. Go to Employee self-service or Fiori Self Service
2. Travel Management
3. My trips and expenses
4. Go to “All my Travel requests”
5. Find the trip you are looking for
6. Check the box to the far left
7. Press Display/Print
8. Scroll to the very last page of the file and find the approval log.

This will show you if it is waiting for anybody to approve.

All My Trips (1) All My Travel Requests (1) All My Expense Reports (0) Pending Exp. Reports (0)

View: [Standard View] | [Display/Print] [Change] [Copy] [Delete] [Cancel Trip] [Create New Travel Request]

<input checked="" type="checkbox"/>	Trip Number	Start Date	End Date	Destination	Reason
<input checked="" type="checkbox"/>	6000012695	09/30/2025	10/03/2025	Conference	Conference
<input type="checkbox"/>					

If there is a “W” under workflow approval status that means it is not approved if there is an “A” that means it is approved. The approval log goes in order, so it will not be sent to the next person until the person before them on the log has approved.

Approval Log					
Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Supervisor	Alyan , Nafez		Feb 10, 2026	2:15:26 PM	W
Org Unit Chief	Alyan , Nafez		Feb 10, 2026	2:15:26 PM	W
Account Manager 01	Wubah , Daniel		Feb 10, 2026	2:15:26 PM	W

Error Email

Sometimes the cost center you are trying to use for the trip is out of money, you will get an email from workflow and it will give you the cost center this is exceeded. In this instance you will need to either move money to cover the cost center or use a different cost center before you can create a travel expense.

If there is money left in the cost center, you will need to work with **budget** to find a solution.

Error approving trip#: 6000013015 [Summarize](#)

W Workflow Do Not Reply<WF-BATCH@prd.sytec.passhe.edu>
 To: Tammy Aument-Martin; Daniel Wubah; Josiah Orr
 Wed 1/28/2026 4:06 PM

You forwarded this message on Thu 1/29/2026 7:38 AM [View conversation](#)

CAUTION: This email originated from outside of Millersville. Do not click links or open attachments unless you recognize the sender and know the content is safe.

There was an **error** while approving this trip.

Error Message:
Error in document: TRAVL 600001301500201199 PRDCLNT300
 Annual budget exceeded by 7,114.47 USD (FM PB Availability Control) for document item 00010
 FY = 2026 Funds Center = 6011101000Fund = 6011000000 Commitment Item = NON-PERSONNE

[Reply](#) [Reply all](#) [Forward](#)

Estimated Costs

Hotel and Subsistence are automatically generated based on the location. If you need to remove these or change the total, you will need to use the “Z: Unfunded Travel Costs” section at the bottom of the estimated cost entry fields.

Estimated Costs		
<input type="button" value="Calculate"/>		
Travel Mediums	Estimated Costs	Curr...
Airfare	0.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	0.00	USD
Gasoline	0.00	USD
Hotel	220.00	USD
Meals/Subsistence	136.00	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	0.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
Sum	356.00	USD

Cost assignments.

The estimated cost associated with this request will be in BI under the cost center you have entered. They will be held as a commitment until the travel expense is completed and paid out.

Out of Country Trips

When creating a travel request for an out-of-country trip, **If the estimated costs are zero it will not be automatically pushed to the out-of-country manager.** You will need to email accounting to have it manually pushed by PASSHE to the Out-of-Country Manager.

Other

Please allow the PASSHE sweep to happen. If a trip is approved before 11 am you will not be able to create a travel expense until after 11 am.

And any trip that is approved after 11 am will not be able to create a travel expense until after 3:15 pm.

DO NOT CREATE A TRAVEL EXPENSE UNTIL YOUR TRAVEL REQUEST IS APPROVED. THIS WILL CREATE MULTIPLE TRIPS IN YOUR COST CENTER.