# MILLERSVILLE UNIVERSITY

Guide to help travelers create travel expense.

EMPLOYEE SELF SERVICE PORTAL TRAVEL GUIDE

## Contents

Important information	2
Where to start:	3
Creating Travel Expenses:	4
Uploading receipts:	4
Destination:	5
Cost Assignment:	7
Per Diem for Meals and Accommodations (Overnight travel):	10
Mileage:	11
Local Travel:	12
Entering Expenses:	13
Unfunded amounts:	14
Submitting Expense Form:	15

## Important information

You can be reimbursed for certain expenses prior to taking your trip, those qualifying expenses are:

- Airfare
- Train
- Hotel Deposits
- Registrations

(See page 2, Governance Manual)

If you are traveling using your personal vehicle, please use mileage calculator to compare to Enterprise's maximum rate. (<u>Travel Information | Millersville University</u>). You can book an enterprise rental here (<u>MILLERSVILLE UNIVERSITY, WELCOME!</u>)

For your lodging expenses Millersville is exempt from PA State Tax and PA local & county occupancy tax. Travel will be adjusted if any of these are on hotel receipts. Traveler will be reimbursed for State occupancy tax (Contact purchasing for tax exemption forms to take with you to hotel). Room service is not reimbursed, any meal will need a separate itemized receipt.

When you return from your trip, if you had expenses reimbursed prior to the trip (such as airfare, registration, etc.) DO NOT DELETE EXPENSES THAT WERE ALREADY REIMBURSED when you add your new expenses to your expense form. ESS will automatically do the difference from your previous reimbursement.

If you get error "blocked by user 60(FirstInitialLastname)" this means you have it open in another tab, close all tabs and try again.

### TRIPS HAVE TO BE SUBMITTED WITHIN 60 DAYS OF RETURN.

See more travel regulations here (Governance Manual).

See procedures here (travel-procedures2017.pdf).

## Where to start:

Log Into ESS portal

Click Employee Self-Service Heading

#### Click Travel Management Option

Click **My Trips and Expenses** to create a new Request/Expense or edit any prior requests and expenses you have started or submitted.

Click Create Travel Expense to start a new one as well.

\*You should always create a travel request first unless you are being reimbursed for a business meal or if you have a paper blanket travel request to cover you for the whole year (Be sure to upload paper travel request where you would upload receipts).

\*If you are the travel assistant for someone you will click **My Employees** to create requests and expenses for them.

It is important to create your expense directly from your travel request or you will have two trips encumbered in your cost center and the trips will not be linked. You will get warnings before you start your travel expense if you do not do this, so always double check you are creating these correctly.

[Standard View]	♥ Display/Print Cha	ige Copy Delete C	ancel Trip Create New Travel Request					
Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report
6000010327	08/16/2024	08/20/2024	George R. Brown Convention Center	ABC Conference	transferred to FI	Request Approved	Add	Create
					Request is	Iravel approved e" link will		

## **Creating Travel Expenses:**

Once you press the create button it will prompt you to choose domestic or international.



A warning will pop up about posting past trigger adjustment postings. You can press proceed

🛆 Warning		×
Changes in posting past trigger adjustment postings		
Do you want to proceed?		
	Proceed	Cancel

#### **Uploading receipts:**

Receipts will be uploaded by pressing the attachments button at the top of the screen.



All the information from your travel request will transfer and you can update any information that needs updated.

Examples:

Date & Time

**Cost centers** 

### **Destination:**

**Trip Country** should be **Standard Conus Rate**, **USA**, unless you are going out of the country, then you should choose correct selection.

To complete **Trip Region** you will first need to click the small boxes in the fill in box.

Destination		
* Trip Cou	try: Standard Conus Rate, USA 🗸 Trip Region:	JSA
* Destina	ion:	
Additional Destinat	ons: No destinations entered	Enter Additional Destinations
		Į <b>– – – – – –</b>

#### The screen below will pop-up.

Calendar of Trips Attac	chments (0)					
			Select: T	rip Region	2 ×	
General Data						
				Hide Advanced Search Resu	lt <= 500 items Go	
	Trip Country/Group:	US ®	C	Country/Group/Region: TX* 🛞	B	
	Name of Trip Country:	Houston* Ø	g			
estination	Items (2)					
	Trip Country	Trip Region Co	de	Name of Trip Region		
	O US	TX+HZ		Houston County, TX	0	
	O US	TX+HY		Houston, TX		
						Enter Additional Destination
dditional Inform						
		State 175 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	Senarci Treve	· · · · · ·	Cancel	
		* Reason:	ABC Conferen	ice		3
		Comment:	Traveling with	3 Faculty Members		
		Advances:	0.00 United S	itates Dollar		Enter Advances
		Cost Assignment:	100.00 % Co	st Center 6011412000 (6011412000). Fur	nds Center 6011412000 (Accountin.	Change Cost Assignment

**<u>Country/Group/Region =</u>** The State you are traveling to (Followed by an asterisk).

Example: California = CA\* or Florida = FL\* or New York = NY\*

**Name of Trip Country =** City or Town (or city close on a map if not on list. Followed one asterisk.)

Example: Jamestown\* or Lebanon\* (First letter needs to be capitalized)

If traveling to locations such as San Diego. Be sure to make them two words (Followed by one asterisk.)

Example: San Diego\* or New York\* (First letter of each separate word needs to be capitalized)

Destination is free text and will be the location you are doing business. You can add additional destinations if needed as well.

Calendar of Trips		
General Data		
* Start Date:	08/16/2024 🗰 08:00	
* End Date:	08/20/2024 🗰 16:00	
Posting Date:	08/20/2024	
Destination		
Destination		
* Trip Country:	Standard Conus Rate, USA V Trip Region: TX+HY D Houston, TX	
Destination * Trip Country: * <mark>Destination:</mark>	Standard Conus Rate, USA V Trip Region: TX+HY C Houston, TX George R. Brown Convention Center	
* Trip Country: * Destination: Additional Destinations:	Standard Conus Rate, USA       Trip Region:       TX+HY       Houston, TX         George R. Brown Convention Center       C         No destinations entered	Enter Additional Destinations
* Trip Country: * Destination: Additional Destinations: Additional Information	Standard Conus Rate, USA       Trip Region:       TX+HY       Houston, TX         George R. Brown Convention Center       C         No destinations entered	Enter Additional Destinations
* Trip Country: * Destination: Additional Destinations: Additional Information * Activity (Expenses):	Standard Conus Rate, USA     Trip Region:     TX+HY     Houston, TX       George R. Brown Convention Center     C       No destinations entered	Enter Additional Destinations
* Trip Country: * Destination: Additional Destinations: Additional Information * Activity (Expenses): * Reason:	Standard Conus Rate, USA       Trip Region:       TX+HY       Houston, TX         George R. Brown Convention Center       C         No destinations entered	Enter Additional Destinations
Destination  * Trip Country: * Destination: Additional Destinations: Additional Information  * Activity (Expenses):  * Reason: Estimated Costs:	Standard Conus Rate, USA       Trip Region:       TX+HY       Houston, TX         George R. Brown Convention Center       C         No destinations entered       C         807.13       USD       Enter Estimated Costs	Enter Additional Destinations
* Trip Country: * Destination: Additional Destinations: Additional Information * Activity (Expenses): * Reason: Estimated Costs: Comment:	Standard Conus Rate, USA       Trip Region:       TX+HY       Houston, TX         George R. Brown Convention Center       C         No destinations entered       C         807.13       USD       Enter Estimated Costs	Enter Additional Destinations
* Trip Country: * Destination: Additional Destinations: Additional Information * Activity (Expenses): * Reason: Estimated Costs: Comment:	Standard Conus Rate, USA   George R. Brown Convention Center   No destinations entered     No     807.13   USD   Enter Estimated Costs	Enter Additional Destinations
Destination  * Trip Country:  * Destination: Additional Destinations: Additional Information  * Activity (Expenses):  * Reason: Estimated Costs: Comment: Advances:	Standard Conus Rate, USA   George R. Brown Convention Center   No destinations entered     No destinations entered     807.13   USD   Enter Estimated Costs     0.00 United States Dollar	Enter Additional Destinations

Example: "Abc Convention center"

## Cost Assignment:

Your assigned departments main cost center will automatically generate.

Click **"Change Cost Assignment"** to choose a different one or to divide up estimated cost amount to multiple cost centers.

C Previous Step Enter Receipts > Save Draft		
Calendar of Trips Attachments (0)		
General Data		
* Start Date:	08/16/2024 🗰 08:00 Departure:	
* End Date:	08/20/2024 🛅 16:00 Arrival:	
Posting Date:	08/20/2024	
Destination		
* Trip Country:	Standard Conus Rate, USA 🗸 Trip Region: TX+HY 🕑 Houston, TX	
* Destination:	George R. Brown Convention Center	
Additional Destinations:	No destinations entered	Enter Additional Destinations
Additional Information		
Additional Information	Consert Travel	
Petrony.		
v Reason.	Terreference	
Comment:	naveling with 5 Faculty members	
Advances	0.00 United States Dollar	Enter Advances
Cost Assignment:	100.00 % Cost Center 6011412000 (6011412000). Funds Center 6011412000 (Accountin	Change Cost Assignment
Per Diems for Meals and Accommodations		
Per Diem Reimbursement for Meals:		
Mileage		
Total Distance:	0 Mile Enter Mileage Details	
	en e	

The amounts are based on percentages (Two decimal places). Get it as close as you can, you may be off a couple cents, but this will be fixed on the back end.

If broken up between percentages total percentages combined will need to equal 100%

#### Example: Estimated costs= \$2450 & Department is only covering \$1300

Equation would be \$1300 / \$2450 = 0.5306122 (Percentage you will put as 53.06% for department cost center & 46.94% for other cost center).

en entry [enter] [betete]						
Cost Assign (%) Com	sany Code	Business Area	Accounting Object	Accounting Object Value		
100.00 State	System of Higher Ed	60	Cost Center 🗸 🗸	6011412000		
Cost Center: 6011412000	Entry Check Dela	ito				
Accept and New 1	Coby   [Coreck]   Dete	-oc				
	Sav		Deck			
Previous Step Accept	Exit to General I	Data	ave Draft			
Previous Step Accept	Exit to General I	Data	ave Draft			
Devicus Step Accept ost Assignment for Tr av Entry Check De	Exit to General I	Data Si	ave Draft			
Deviaus Step Accept Ost Assignment for Tr W Entry Check Del Cost Assign (%)	Exit to General I	Data)	ave Draft Business Area	Accounting Object	Accounting Object Value	
Devicus Step Accept ost Assignment for Tr aw Entry Check Del Cost Assign (%) 53.06	ip company Code State System of H	Data Si	ave Draft Business Area 60	Accounting Object Cost Center ~	Accounting Object Value 6011412000	
Previous Step Accept ost Assignment for Tr ov Entry Check Del Cost Assign (%) 53.06 46.94	ip Exit to General I ip ete Company Code State System of H State System of H	Data Sa	ave Draft Business Area 60 60	Accounting Object Cost Center ~ Cost Center ~	Accounting Object Value 6011412000 6022422000	
Previous Step Accept ost Assignment for Tr ev Entry Check Del Cost Assign (%) 53.06 46.94	ip Company Code State System of H	Data	ave Draft Business Area 60 60	Accounting Object Cost Center v Cost Center v	Accounting Object Value 6011412009 6022422000	
Previous Step Accept ost Assignment for Tr aw Entry Check De Cost Assign (%) 53.06 46.94	Exit to General I ip cete Company Code State System of H State System of H	Data Si	ave Draft Business Area 60 60	Accounting Object Cost Center ~ Cost Center ~	Accounting Object Value 6011412000 6022422000	

There are 3 kinds of accounting objects and depending on what you are using you may need to change this.

Cost center is your usual cost center that you use.

Order is a 6 digit number that would be given to you.

#### WBS Element is used If your cost assignment ends in a decimal (e.g. 6036001135.00)

If needed, you can use an order number with either a Cost center or WBS Element if you know the order number ( Select all under accounting object)

( Pi	revious Step Accept	Exit to General Data	ave Draft			
Co	ost Assignment for Tri	p				
Ne	w Entry Check Dele	ete				
0	Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value	
~	100.00	State System of Higher Ed	60	Cost Center	6011412000	
	Cost Center: 601141 Accept Accept and	2000 [CP] New Entry Check De	lete	Cost Center Order WBS Element All		
( Pi	revious Step Accept	Exit to General Data	ave Draft			

## Please be sure to press "Accept" after any change to save what you entered.

### Per Diem for Meals and Accommodations (Overnight travel):

If you are requesting Per Diem for your trip, you will check the Per Diem reimbursements for Meals Box.

If there are any meals that are not covered or meals that are being paid by conference you will select the Enter Deductions for Meals and select which meals to exclude.

C Previous Step	er Receipts 义	e Draft				
Calendar of Trips A	ttachments (0 )					
General Data						
			Start Date:	08/16/2024	Fill 08:00	
			End Date:	08/20/2024	<b>16:00</b>	
		Po	sting Date:	08/20/2024		
Destination						
		* Tr	ip Country:	Standard Co	nus Rate, USA 🗸 Trip Region: TX+HY 🗗 Houston, TX	
		• 0	estination;	George R. B	rown Convention Center	
		Additional De	estinations:	No destination	ons entered	Enter Additional Destinations
Additional Informa	ition					
			* Activity:	General Trav	el 🗸	
			* Reason	ABC Confere	ence rQ	
			Comment	Traveling wit	h 3 Faculty Members	
					Instanting of the second	
			Advances:	0.00 United	States Dollar	Enter Advances
		Cost A	ssignment	100.00 % C	ost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin	Change Cost Assignment
млеаде		Tota	l Distance:	0 N	lie Enter Mileage Details	
Previous Step Deductions 1	Accept E	xit to Genera	al Data	Save I	Draft	
Day of Week	Date	Breakfast	Lünch	Dinner		
Friday	08/16/2024		11	171		
Saturday	08/17/2024		1	Ē		
Sunday	08/18/2024	Ē				
Monday	08/19/2024					
Tuesday	08/20/2024					
Tuesday	0012012024	1.1.1	<u> </u>			
Previous Step	Accept	xit to Genera	Be al Data	sure	to always press accept to save wha	at you enter.

#### Mileage:

Mileage is for personal vehicle use only. You cannot be reimbursed for gasoline for your personal vehicle as that is included in the mileage calculation.

We reimburse mileage based off Enterprise rates, please use the mileage calculator located on the travel page to compare using your personal vehicle vs an Enterprise rental. We will make appropriate adjustments to be withing PASSHE Guidelines.

Mileage calculator can be found here under travel forms: (<u>Travel Information |</u> <u>Millersville University</u>)

Previous Step     Enter Receipts     Save Draft		
Calendar of Trips Attachments (0)		
General Data		
* Start Date:	08/16/2024	
* End Date:	08/20/2024 🗐 16:00	
Posting Date:	08/20/2024	
Destination		
* Trip Country:	Standard Conus Rate, USA V Trip Region: TX+HY CP Houston, TX	
* Destination;	George R. Brown Convention Center	
Additional Destinations:	No destinations entered	Enter Additional Destinations
-		
* Articles	General Texas	
* Activity:	ABC Conference	
Reason,	Abo contenence	
Comment	Haveing with 3 Faculty members	
Advances:	0.00 United States Dollar	Enter Advances
Cost Assignment:	100.00 % Cost Center 6011412000 (6011412000). Funds Center 6011412000 (Accountin	Change Cost Assignment
er Diems for Meals and Accommodations		
Per Diem Reimbursement for Meats:	No. of Deductions:     A     Enter Deductions for Meals	
Aileage		
Total Distance:	0 Mile Enter Mileage Details	

To enter mileage, press the "Enter Mileage Details" button.

You can be reimbursed for mileage to and from an airport if you are going out of state and need to leave your car. Be sure to enter mileage by day and by the "to" and "from" miles.

### Local Travel:

If it is local travel be sure to enter mileage by day and by the "to" and "from" mileage. Also add if there are any passengers.

< F	Previous Step Accep	t Exit to General Data Sa	ave Draft		
Ca	lendar of Trips	SE Mile		You will type mileage in this section.	
M	fileage Details	oo wite			
Ne	ew Entry Copy D	elete			
	Date	Miles Driven	Passengers	Start Location	End Location
0	08/16/2024		15 No passenger	s Home	Millersville University
0	08/16/2024		15 No passenger	s Millersville University	Home
0	08/17/2024		25 No passenger:	s Mitlersvitle Univeristy	Ware center
	Accept Accept	and New Entry	Assignment] [Cop	y Delete	
	Previous Step Acces	Exit to General Data	ave Draft		
ept age	e to press : to save e.				

#### When done with first page press "Enter receipts" to go to next page

Salendar of Trips Attachments (0 )		
eneral Data		
• Start Date:		
Postine Data	08/20/2024 Eg 10:00	
- coning parts.		
stination		
* Tite Country	December Parcia Base 1954	
* Destination	Genrae B. Brown Convention Center rP	
Additional Destinations:	No destinations entered	Enter Additional Destinations
Iditional Information		
* Activity:	General Travel	
* Reason:	ABC Contretence	
Comment:	Travesing with 3 Faculty wembers	
Advances:	0.00 United States Dollar	Enter Advances
Cost Assignment:	100.00 % Cost Center 6011412000 (6011412000). Funds Center 6011412000 (Accountin	Change Cost Assignment
Par Olive Delete and Account	initia dations	
Per Diem Reindüstenen für mean.		
ileage		
ileage Total Distance:	55 Mile Enter Mileage Details	
ileage Total Distance:	55 Mie Enter Mieage Datalis	

#### **Entering Expenses:**

On this page an error will pop up saying this "Trip has already taken place..." if you had any estimated costs in the Travel Request.

You will delete the estimated costs out of the list to begin adding all your expenses.

Previous Step     Review	Save Draft				B** 🛞 I				⊗1 @ ×
Receipts in This Expens	e Report				⊗ Trip has a	ilready taken pla	ace: Please delete expense	type ESTM from 08/1	
New Entry         Copy         Delets           Image: Status         Status         Expense	e Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin		10
🚽 001 🔹 Estimated	d Cost 🗸 🗸	2,536.00	United States Dollar	08/16/2024	2,536.00	1	Entered Manually		
Description: Comment:			<del>ل</del> ا						
Check this box first then hit delete.	New Entry	Assignment] [Ent	er Itemization   Check]	Copy Delete					

To add your expenses, you will press "New Entry" then hit the drop down box under "Expense Type"

< Previo	✓ Previous Step Review > Save Draft										
Receipts in This Expense Report											
No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin			
✓ 001	+		0.00	United States Dollar	08/16/2024	0.00	<b>v</b>	Entered Manually			
		Airfare									
		Baggage Fee	L								
		Business Meal (auth required)	L								
		Car rental	L								
		Conference Regist									
		Estimated Cost									
		Gasoline									
		Hatal									
		Hotel	1								
		Other									
< Previo	ous Step	Parking									

When entering information be sure to enter a description. This can be the name of the airline, The name of the hotel or the name of the conference.

Also be sure that the receipt dates match the receipts.

• If you are being reimbursed before the trip for qualified expenses, you may get a warning about the receipt date if it is before the trip takes place, but please proceed past the warning.

	4 000	y Dea	ete						
No.	Status	Expens	е Туре	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001		Airfare		500.00	United States Dollar	08/16/2024	500.00	×	Entered Manually
002		Confere	ence Regist	450.00	United States Dollar	08/16/2024	450.00	4	Entered Manually
003		Hotel	~	750.00	United States Dollar	08/16/2024	750.00	V	Entered Manually
* Description: Marriot Hotel Business Purpose:			Marriot Hotel		යා යා ප				

#### **Unfunded amounts:**

If your department, grant, or other sources of payment aren't covering the full amount of your receipts you will use the "Unfunded Travel Costs" entry to bring it down to the correct amount.

Example: My total from my receipts was \$1700 but my department is only covering \$1300. I will enter (-400) in the receipt amount section (be sure to put a minus sign in front of amount) and it will take it out.

w Er	ntry Co	Delete						
No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001		Airfare	500.00	United States Dollar	08/16/2024	500.00	1	Entered Manually
002		Conference Regist	450.00	United States Dollar	08/16/2024	450.00	1	Entered Manually
003		Hotel	750.00	United States Dollar	08/16/2024	750.00	1	Entered Manually
004	٠	Z: Unfunded Travel Costs 🛛 🗸	-400	United States Dollar	08/16/2024	0.00	1	Entered Manually
	* Desc Co	cription: Unfunded amount mment: Department is only funding \$3	1300.	Ð				

## **Submitting Expense Form:**

Always make sure you submit your receipts on the first page (Go back to page 3 for example)

To submit you will press "Review" to get to the last page.

v Ent	ry Cop	Delete						
No,	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001		Airfare	500.00	United States Dollar	08/16/2024	500.00	~	Entered Manually
002		Conference Regist	450.00	United States Dollar	08/16/2024	450.00	4	Entered Manually
003		Hotel	750.00	United States Dollar	08/16/2024	750.00	1	Entered Manually

Once on the last page **BE SURE TO PRESS SAVE AND SEND FOR APPROVAL.** 

Previous Step Save and Server	d for Approval		
			<u>▲</u> 1
Final Action			
<ul> <li>Save Draft</li> </ul>	I only want to save my expense report and send it later		
<ul> <li>Save and Send for Approval</li> </ul>	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		<b>B</b> ** <u>A</u> T	ć x
Total Individual Receipts	1,300.00 USD	A Changes in posting past trigger adjustment post	ngs
Total Travel Expenses	1.300.00 USD		
Amount Reimbursed	1,300.00 USD		
Amount Paid Out	1,300.00 USD		
1 300.00 USD Company Code	SSHE (State System of Higher Ed). Business Area 60 (60). Cost Center 6011412000 (6011412000). Eurods Center 6011412000	(Accounting & Budget). Fund 6011000000 (Discretion Bdgt Sys). Functional Area 6210	(Accounting), Grant NOTRELEVANT (NO
		(	V
Display Expense Form			
Previous Step Save and Send	d for Approval		

If you do not press save and send for approval it will sit as a draft.

If given an error about budget, contact the account manager of the cost center giving the error to advise how to move forward.