

MILLERSVILLE UNIVERSITY

Guide to help travelers create travel requests

EMPLOYEE
SELF
SERVICE
PORTAL
TRAVEL
GUIDE

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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. ([Travel Information | Millersville University](#)). You can book an enterprise rental here ([MILLERSVILLE UNIVERSITY, WELCOME!](#))

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 Request** or **Create Travel Expense** to start a new one as well.

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

The screenshot displays the 'Employee Self-Service >> Travel Management' page. The top navigation bar includes links for Home, Account Alerts, Employee Self-Service (selected), Manager Self-Service, eTime, SAP GUI, Business Intelligence, SourcePoint, and Fiori Self-Service. Below this, a secondary bar shows Overview, Personal Information, Benefits, Leave & Time, Payroll, Travel Management (selected), My First Days, and Help Documents.

The main content area is titled 'Employee Self-Service >> Travel Management' and contains a description of the ESS applications. Under the 'Available Applications' section, the 'My Trips and Expenses' link is selected. This section provides a central management point for trips and expense reports. Two buttons, 'Create Travel Request' and 'Create Expense Report', are highlighted with red boxes. Below these, there are links for 'Unlock Employee Record' and 'My Employees'.

The bottom section of the screenshot shows a table with columns: Trip Number, Start Date, End Date, Destination, Reason, Recommended Actions, Alert, and History. Above the table, there are filters for 'All My Trips (0)', 'All My Travel Requests (0)', 'All My Expense Reports (0)', and 'Pending Exp. Reports (0)'. A red arrow points from the 'Create Travel Request' button to the table, with a text box stating: 'This is the screen if you go through "My Trips and Expenses" to create.'

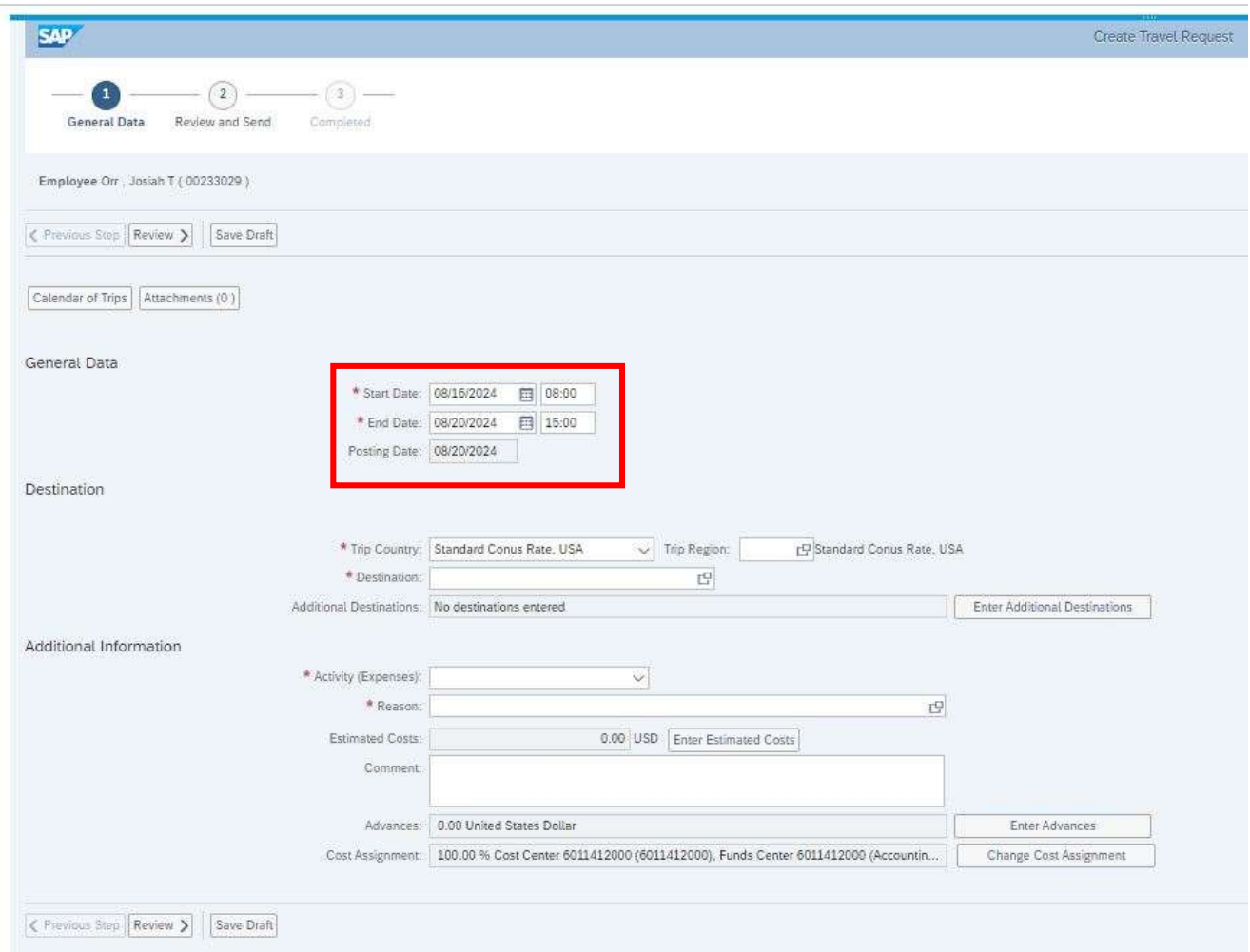
At the bottom right, there is a 'Last Refresh' timestamp: '08/16/2024 11:49:34 EST' and a 'Refresh' button.

Creating Travel Request:

General Data:

Complete Start Date & End Date

Be sure to include your **departure time & the time you returned (Military time)**.

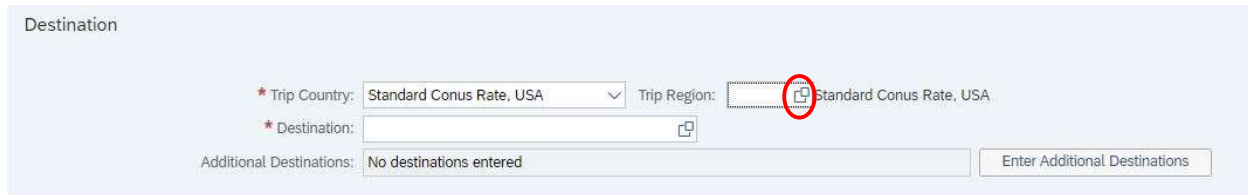


The screenshot shows the SAP 'Create Travel Request' interface. At the top, a progress bar indicates three steps: 1. General Data (active), 2. Review and Send, and 3. Completed. The employee name 'Employee Orr, Josiah T (00233029)' is displayed. Navigation buttons include '< Previous Step', 'Review >', and 'Save Draft'. Below these are 'Calendar of Trips' and 'Attachments (0)' buttons. The 'General Data' section contains a red-bordered box highlighting the date and time fields: 'Start Date' (08/16/2024, 08:00), 'End Date' (08/20/2024, 15:00), and 'Posting Date' (08/20/2024). The 'Destination' section includes 'Trip Country' (Standard Conus Rate, USA), 'Trip Region' (Standard Conus Rate, USA), and 'Destination' (empty). The 'Additional Destinations' section shows 'No destinations entered' with an 'Enter Additional Destinations' button. The 'Additional Information' section includes 'Activity (Expenses)' (empty), 'Reason' (empty), 'Estimated Costs' (0.00 USD, with an 'Enter Estimated Costs' button), 'Comment' (empty), 'Advances' (0.00 United States Dollar, with an 'Enter Advances' button), and 'Cost Assignment' (100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin..., with a 'Change Cost Assignment' button). At the bottom, there are '< Previous Step', 'Review >', and 'Save Draft' buttons.

Destination:

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

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



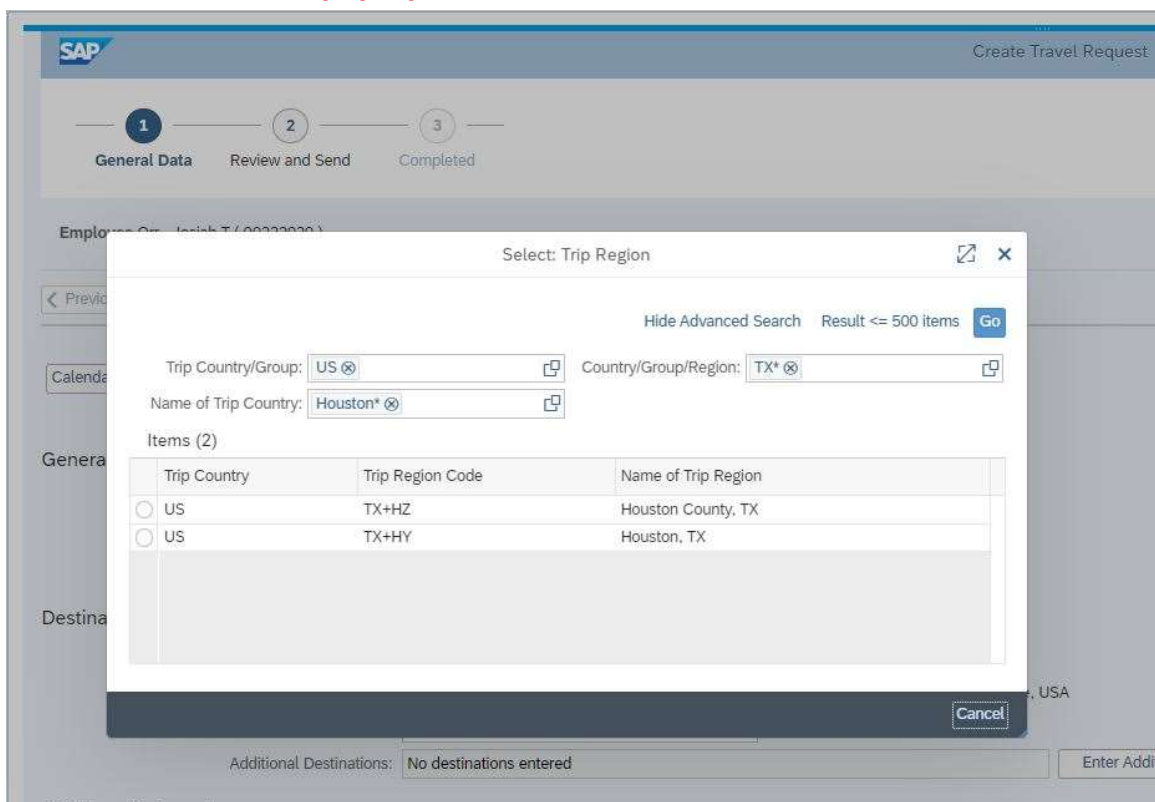
Destination

* Trip Country: Standard Conus Rate, USA Trip Region: Standard Conus Rate, USA

* Destination:

Additional Destinations: No destinations entered Enter Additional Destinations

The screen below will pop-up.



SAP Create Travel Request

1 General Data 2 Review and Send 3 Completed

Employee: [Name] (Address: [Address])

Select: Trip Region

Hide Advanced Search Result <= 500 items Go

Trip Country/Group: US Country/Group/Region: TX* Name of Trip Country: Houston*

Items (2)

	Trip Country	Trip Region Code	Name of Trip Region
<input type="radio"/>	US	TX+HZ	Houston County, TX
<input type="radio"/>	US	TX+HY	Houston, TX

Cancel

Additional Destinations: No destinations entered Enter Addit

Country/Group/Region = 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 where you are doing business. You can add additional destinations if needed as well.

Example: “Abc Convention center”

Calendar of Trips

Attachments (0)

General Data

* Start Date:

08/16/2024

08:00

* End Date:

08/20/2024

16:00

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

* Activity (Expenses):

* Reason:

Estimated Costs:

807.13

USD

Enter Estimated Costs

Comment:

Advances:

0.00 United States Dollar

Enter Advances

Cost Assignment:

100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin...

Change Cost Assignment

< Previous Step

Review >

Save Draft

Additional Information:

Activity (Expenses) will always be General Travel.

Reason will be the reason for travel.

Example: “ABC Conference”

Estimated Costs:

Estimated costs will automatically generate for Hotel and Meals/Subsistence.

You will need to add any other costs that may occur by selecting “**Enter Estimated Costs**”

Calendar of Trips

Attachments (0)

General Data

* Start Date:

08/16/2024

08:00

* End Date:

08/20/2024

16:00

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

* Activity (Expenses):

General Travel

* Reason:

ABQ Conference

Estimated Costs:

807.13 USD

Enter Estimated Costs

Comment:

Advances:

0.00 United States Dollar

Enter Advances

Cost Assignment:

100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin...

Change Cost Assignment

< Previous Step

Review >

Save Draft

< Previous Step

Accept

Exit to General Data

Save Draft

Estimated Costs

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	488.00	USD
Meals/Subsistence	319.13	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	807.13	USD

< Previous Step

Accept

Exit to General Data

Save Draft

This is where you will enter flight amounts, Conference registrations or any of the expenses you can think of.

Estimated Costs		
<input type="button" value="Calculate"/>		
Travel Mediums	Estimated Costs	Curr...
Airfare	600.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	250.00	USD
Gasoline	0.00	USD
Hotel	488.00	USD
Meals/Subsistence	319.13	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	15.00	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	<input type="text" value="0.00"/>	USD
Sum	1,672.13	USD

If you are just submitting a request and do not anticipate a reimbursement you can zero it out, or if you anticipate a lesser amount than the generated number or only allowed a specific amount by your department, you can change this by entering the difference from the sum and the amount you need in the “Sum” Area in the “Z: Unfunded Travel costs Section” with a Negative in front of the amount (-). **Press Accept when done. (See examples below)**

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	488.00	USD
Meals/Subsistence	319.13	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	<input type="text" value="807.13"/>	USD
Sum	0.00	USD

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	488.00	USD
Meals/Subsistence	319.13	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	<input type="text" value="207.13-"/>	USD
Sum	600.00	USD

Comment: will be where you enter any additional information.

Example: “Traveling with students”, “Traveling with 3 faculty members”, Or any justification for an expense, etc.

ADVANCES ARE NEVER USED DO NOT ENTER ANYTHING THERE.

< Previous Step Review > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 08/16/2024 08:00
* End Date: 08/20/2024 16:00
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

* Activity (Expenses): General Travel
* Reason: ABC Conference
Estimated Costs: 1,672.13 USD Enter Estimated Costs
Comment: Traveling 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

< Previous Step Review > Save Draft

Cost Assignment:

Your assigned department's 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.

< Previous Step Review > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 08/16/2024 08:00
* End Date: 08/20/2024 16:00
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

* Activity (Expenses): General Travel
* Reason: ABC Conference
Estimated Costs: 1,672.13 USD Enter Estimated Costs
Comment: Traveling 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

< Previous Step Review > Save Draft

The amounts are based on percentages (Two decimal places). Get it as close as you can, you may be off a couple of 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).

< Previous Step **Accept** Exit to General Data Save Draft

Cost Assignment for Trip

New Entry Check Delete

<input type="checkbox"/>	Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	State System of Higher Ed	60	Cost Center	6011412000

Cost Center: 6011412000

Accept Accept and New Entry Check Delete

< Previous Step **Accept** Exit to General Data Save Draft

< Previous Step **Accept** Exit to General Data Save Draft

Cost Assignment for Trip

New Entry Check Delete

<input type="checkbox"/>	Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input type="checkbox"/>	53.06	State System of Higher Ed	60	Cost Center	6011412000
<input type="checkbox"/>	46.94	State System of Higher Ed	60	Cost Center	6022422000
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

< Previous Step **Accept** Exit to General Data Save Draft

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)

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	State System of Higher Ed	60	6011412000

Cost Center: 6011412000

Accept Accept and New Entry Check Delete

Accounting Object dropdown menu options: Cost Center, Cost Center, Order, WBS Element, All

Previous Step Accept Exit to General Data Save Draft

Please be sure to press “Accept” after any change to save what you entered.

Submitting Travel Request:

Once you are done with the Cost Assignment click the Review button to go to the next page.

The screenshot shows a web form for submitting a travel request. At the top, there are navigation buttons: "< Previous Step", "Review" (highlighted with a red box), and "Save Draft". Below this are tabs for "Calendar of Trips" and "Attachments (0)". The form is divided into sections: "General Data" with fields for Start Date (08/19/2024), End Date (08/20/2024), and Posting Date (08/20/2024); "Destination" with fields for Trip Country (Standard Conus Rate, USA), Trip Region (TX+HY), and Destination (George R. Brown Convention Center); "Additional Information" with fields for Activity (General Travel), Reason (ABC Conference), Estimated Costs (1,672.13 USD), Comment (Traveling with 3 Faculty Members), Advances (0.00 United States Dollar), and Cost Assignment (100.00 % Cost Center 6011412000). At the bottom, there are navigation buttons: "< Previous Step", "Review" (highlighted with a red box), and "Save Draft".

If you want to come back to finish the Travel Request, you will select **Save Draft (this will not submit it for approval)**.

On this page you can display your request form which will show you the information you entered. You want to double check and make sure the information is correct.

Once you save and send for approval if you select “Display Travel Request Form” on the last page it will show you approval log of who needs to approve the trip.

When you are satisfied with everything you can select Save and Send for Approval. This will send it to whoever will need to approve the travel request.

The screenshot shows the "Final Action" section of the travel request form. It has a navigation bar at the top with "< Previous Step" and "Save and Send for Approval". Below this is a section titled "Final Action" with two radio button options: "Save Draft" (I only want to save my travel request and send it later) and "Save and Send for Approval" (I want to save my travel request and send it now for further processing). Below these options is a checkbox labeled "I confirm that I have entered all data to the best of my knowledge". At the bottom, there is a button labeled "Display Request Form" (highlighted with a red box). At the very bottom, there are navigation buttons: "< Previous Step" and "Save and Send for Approval".

When you are satisfied with everything you can select Save and Send for Approval. This will send it to whoever will need to approve the travel request. Once approved you can create your Travel Expense Form.

Editing Travel Request:

There are a few ways to find your travel request and edit it if needed.

First go to “My Trips and Expenses”

Home

Employee Self-Service

Manager Self-Service

eTime

SAP GUI

Business Intelligence

SourcePoint

Fiori Self-Service

Overview

Personal Information

Benefits

Leave & Time

Payroll

Travel Management

My First Days

Help Documents

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 the link shown 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.

“ALL MY TRIPS”

Under “**All My Trips**” find the request that you want to edit and check the view box and **go to the bottom** and press “**Change**”

All My Trips (2)

All My Travel Requests (1)

All My Expense Reports (1)

Pending Exp. Reports (1)

View: [Standard View]

Create New Travel Request

Create New Expense Report

Cancel Trip

Change Query

Define New Query

Personalize

<input type="checkbox"/>	Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions	Alert	History
<input type="checkbox"/>	6000011345	01/01/2025	01/31/2025	Visits	Visits	Change Travel Expense Report	⚠	Display
<input checked="" type="checkbox"/>	6000010327	08/16/2024	08/20/2024	George R. Brown Convention Center	ABC Conference	Create Travel Expense Report	⚠	Display
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Details of Trip: George R. Brown Convention Center

(6000010327)

⚠ Travel expense report must be performed

Travel Request

Approval Status: Request Approved

Attachments: (1)

Display/Print

Change

Copy

Delete

Last Refresh 04/16/2025 12:08:46 EST

Refresh

“All My Travel Request”

Under “All my Travel Request” find the request that you want to edit and check the view box and **go to the top** and press “**Change**”

[All My Trips \(2\)](#) [All My Travel Requests \(1\)](#) [All My Expense Reports \(1\)](#) [Pending Exp. Reports \(1\)](#)

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"/>	6000010327	08/16/2024	08/20/2024	George R. Brown Convention Center	ABC Conference