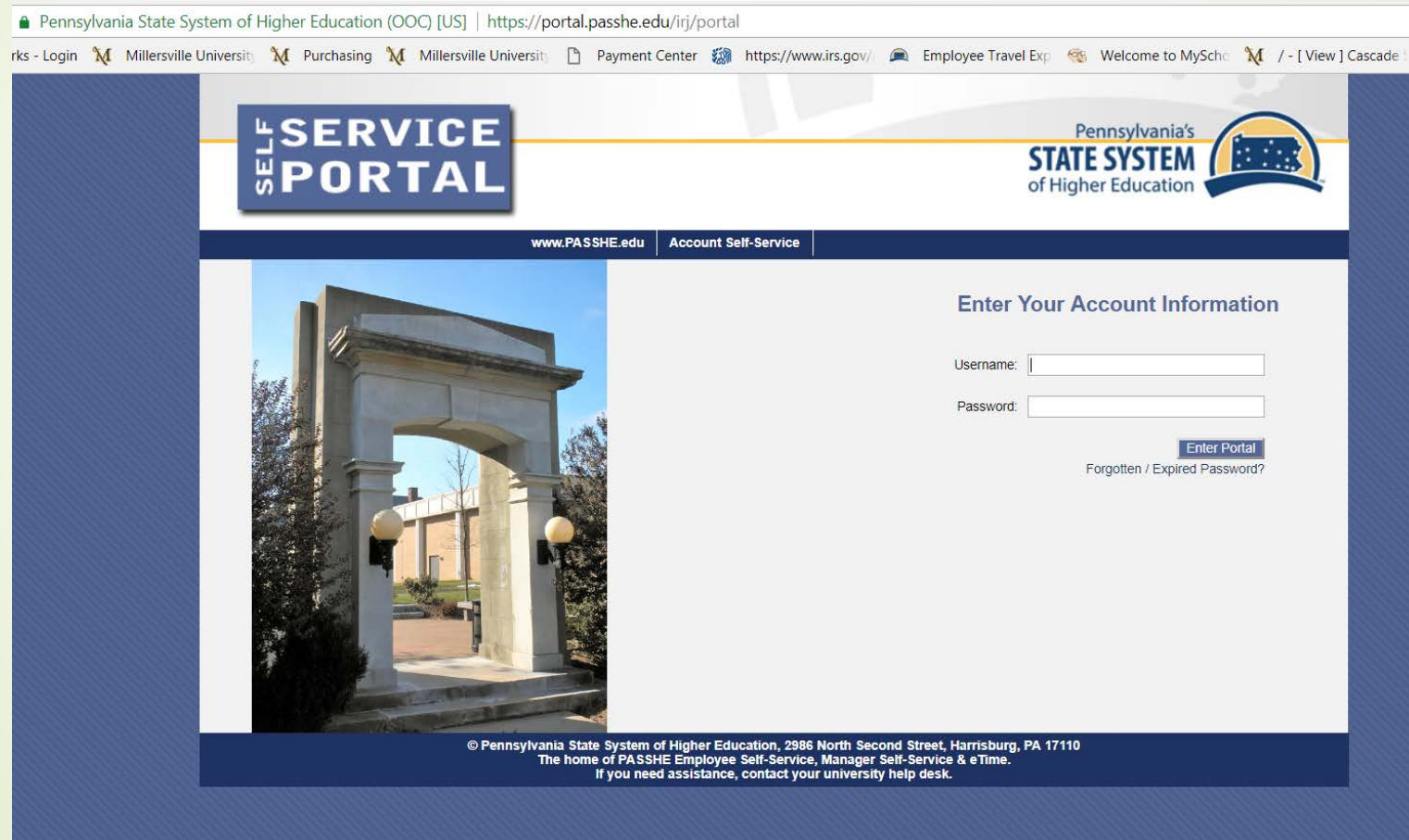


Travel Management Guide



Travel Management is an online travel reimbursement system accessed through the ESS (Employee Self Service) Portal.

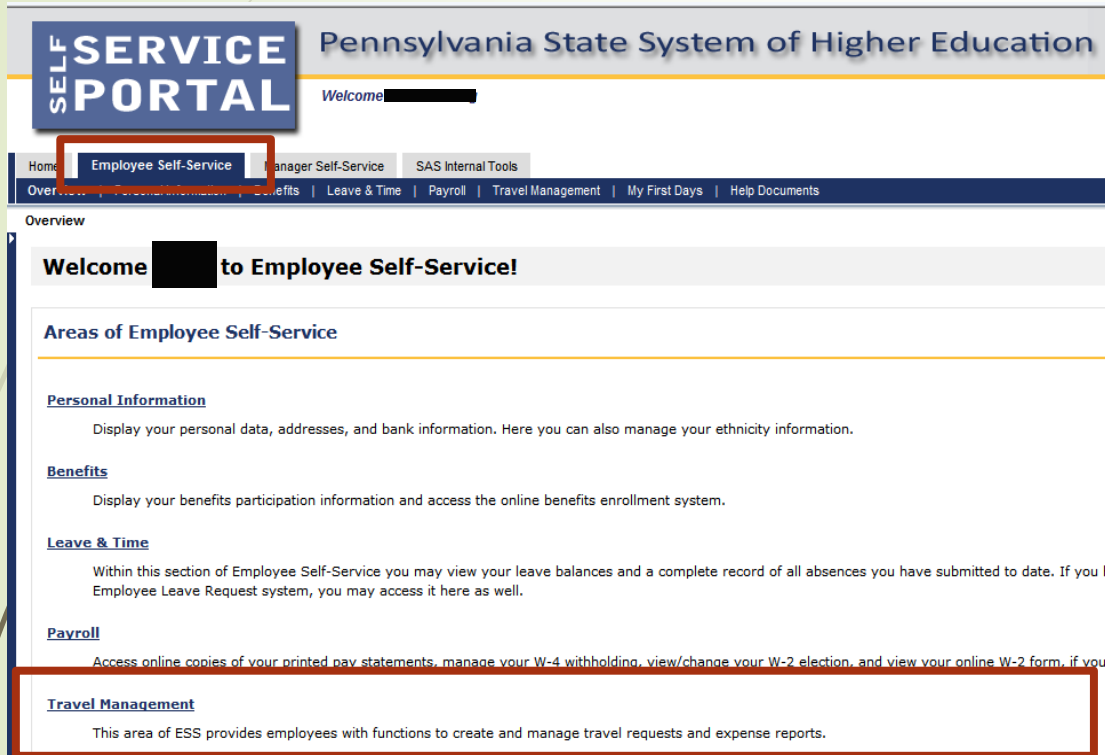
Log into ESS



The screenshot shows a web browser window displaying the login page for the Pennsylvania State System of Higher Education (PASSHE) Employee Self-Service (ESS) Portal. The browser's address bar shows the URL <https://portal.passhe.edu/irj/portal>. The page features a navigation bar with links for "Login", "Millersville University", "Purchasing", "Payment Center", "Employee Travel Exp", and "Welcome to MySch". The main content area is titled "Enter Your Account Information" and includes input fields for "Username:" and "Password:". Below these fields is a blue "Enter Portal" button and a link for "Forgotten / Expired Password?". The page also displays the "SELF SERVICE PORTAL" logo and the "Pennsylvania's STATE SYSTEM of Higher Education" logo. A photograph of a stone archway is visible on the left side of the page. The footer contains copyright information for the Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110, and provides contact information for assistance.

© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110
The home of PASSHE Employee Self-Service, Manager Self-Service & eTime.
If you need assistance, contact your university help desk.

ESS Portal / Travel Management



The screenshot shows the home page of the Pennsylvania State System of Higher Education Employee Self-Service (ESS) Portal. The header includes the 'SELF SERVICE PORTAL' logo and the text 'Pennsylvania State System of Higher Education'. A navigation bar contains links for Home, Employee Self-Service (highlighted with a red box), Manager Self-Service, and SAS Internal Tools. Below the navigation bar, there is an 'Overview' section with a welcome message and a list of 'Areas of Employee Self-Service'. The 'Travel Management' area is highlighted with a red box.

SELF SERVICE PORTAL Pennsylvania State System of Higher Education
Welcome [Redacted]

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 [Redacted] to Employee Self-Service!

Areas of Employee Self-Service

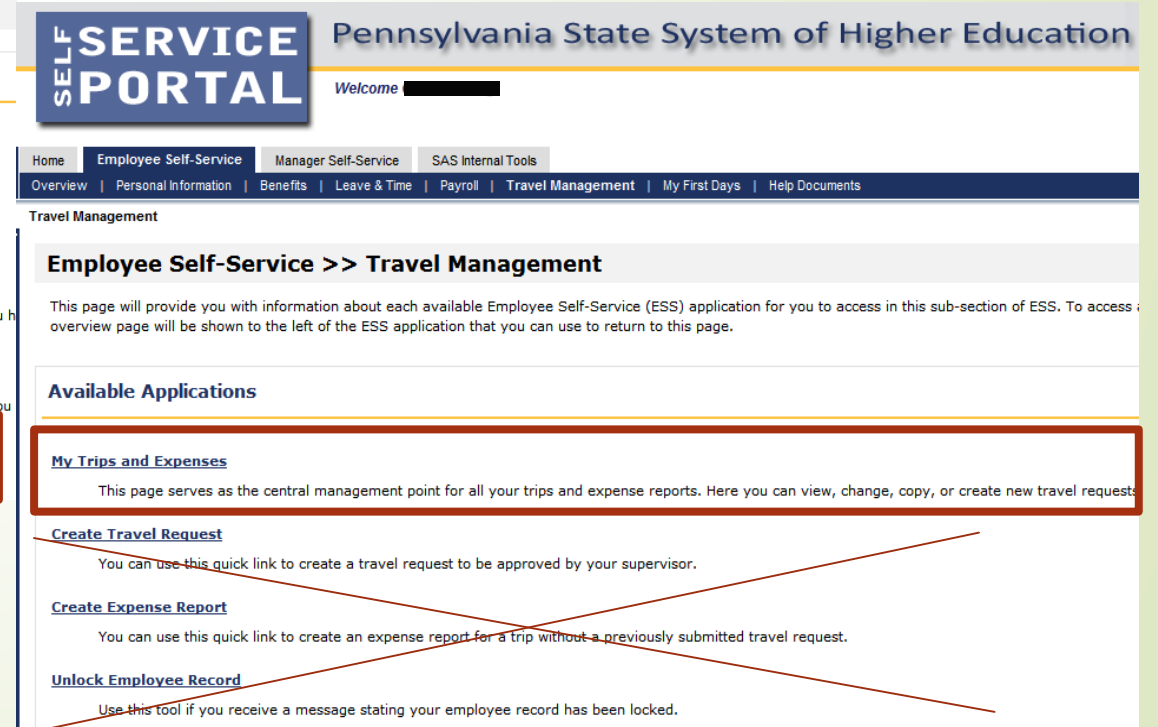
Personal Information
Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.

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 have an 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 have one.

Travel Management
This area of ESS provides employees with functions to create and manage travel requests and expense reports.



The screenshot shows the 'Travel Management' page within the ESS Portal. The header is identical to the home page. The navigation bar includes links for Home, Employee Self-Service, Manager Self-Service, and SAS Internal Tools. The main content area is titled 'Employee Self-Service >> Travel Management' and contains an 'Available Applications' section. The 'My Trips and Expenses' link is highlighted with a red box. Below it, there are links for 'Create Travel Request', 'Create Expense Report', and 'Unlock Employee Record', which are crossed out with a large red 'X'.

SELF SERVICE PORTAL Pennsylvania State System of Higher Education
Welcome [Redacted]

Home **Employee Self-Service** Manager Self-Service SAS Internal Tools
Overview | Personal Information | Benefits | Leave & Time | Payroll | Travel Management | My First Days | Help Documents

Travel Management

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 the overview page will be shown to the left of the ESS application that you can use to 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.

Create Travel Request
You can use [this quick link](#) to create a travel request to be approved by your supervisor.

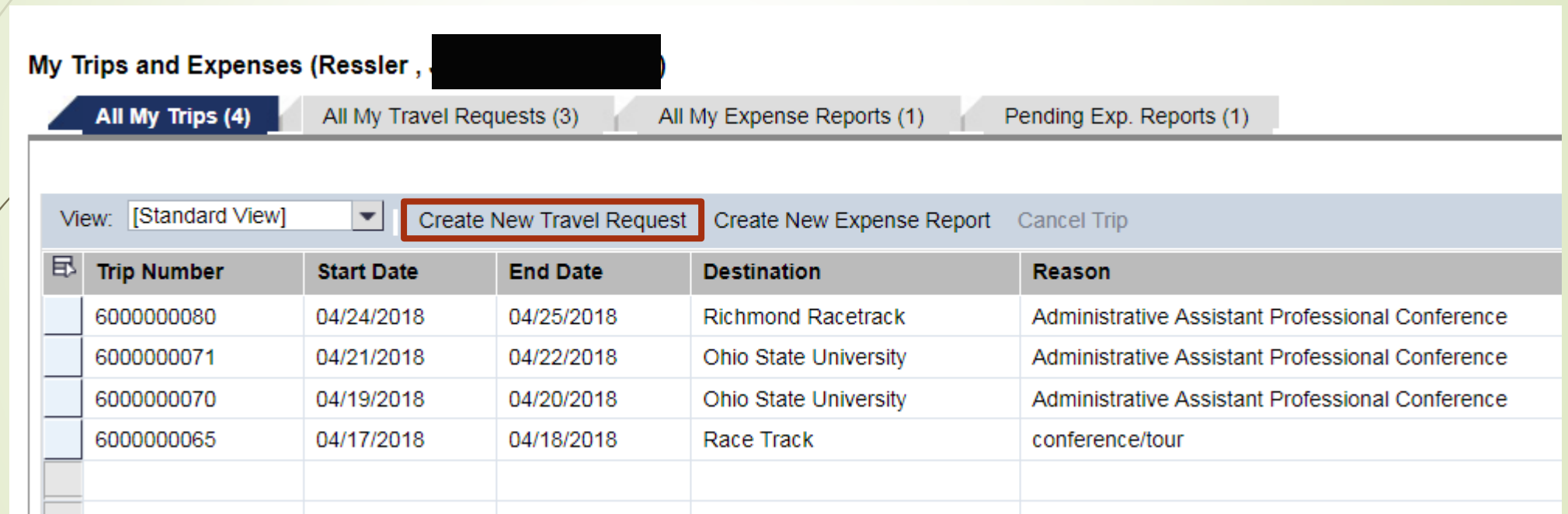
Create Expense Report
You can use this quick link to create an expense report for a trip without a previously submitted travel request.

Unlock Employee Record
Use this tool if you receive a message stating your employee record has been locked.

Getting Started

Create New Travel Request

Dashboard



My Trips and Expenses (Ressler , [REDACTED])

All My Trips (4) | All My Travel Requests (3) | All My Expense Reports (1) | Pending Exp. Reports (1)

View: [Standard View] **Create New Travel Request** | Create New Expense Report | Cancel Trip

Trip Number	Start Date	End Date	Destination	Reason
6000000080	04/24/2018	04/25/2018	Richmond Racetrack	Administrative Assistant Professional Conference
6000000071	04/21/2018	04/22/2018	Ohio State University	Administrative Assistant Professional Conference
6000000070	04/19/2018	04/20/2018	Ohio State University	Administrative Assistant Professional Conference
6000000065	04/17/2018	04/18/2018	Race Track	conference/tour

If you click on "Create New Travel Request" and nothing happens, check your pop-up blockers

Step 1 - Enter General Data

Receipts are to be taped to a sheet of paper in date order and uploaded as one document if possible.

Dates and times must be entered in military time

Destination is free text to indicate a location where you will be doing business. Example: "ABC Convention Center", or "Marriott Center City"
Additional destinations can be added once * items are completed and saved as a draft

Travelers can attach documents here once * items are completed and saved as a draft

Create Travel Request

1 General Data | 2 Review and Send | 3 Completed

Employee: [Redacted]

Attachments (0)

General Data

* Start Date: 04/24/2018 07:00
 * End Date: 04/25/2018 22:00
 Posting Date: 04/25/2018

Destination

* Trip Country: Standard Conus Rate, USA | Trip Region: VA/RK Richmond, VA
 * Destination: Richmond Racetrack

Additional Destinations: No destinations entered

Additional Information

* Activity (Expenses): General Travel
 * Reason: Administrative
 Estimated Costs: 267.00 USD
 Advances: 0.00 United States Dollar
 Cost Assignment: 100.00 % Cost Center 6011414000 (Purchasing Office), Funds Center 6011414000 (Purc)

Search: Trip Region

Results List: There are more than 500 results for Trip Region

Trip Country	Trip Region Code	Name of Trip Region
US	AK/O	[other], AK
US	AL/AB	Abbeville, AL
US	AL/AA	Aberfoil, AL
US	AL/AC	Abernant, AL

Search: Trip Region

Search Criteria

Trip Country is US
 Trip Region Code is VA*
 Name of Trip Region is Rich*

Maximum Number of Results: 500

Results List: 5 results found for Trip Region

Trip Country	Trip Region Code	Name of Trip Region
US	VA/RI	Rich Creek, VA
US	VA/RJ	Richlands, VA
US	VA/RL	Richmond (city), VA
US	VA/RM	Richmond County, VA
US	VA/RK	Richmond, VA

See Trip Region file

The asterisk is the search wild card and MUST be used

Trip Region Search: Click on paper icons, in upper right click "show search criteria", Trip Region Code is state abbreviation in capitals with an *, Name of trip region is the city, or part of, with capitals where necessary and *. Example: "San Fran*". The * is a must in order to produce search results.

Step 1 - Enter General Data

Create Travel Request

1 General Data | 2 Review and Send | 3 Completed

Employee: [Redacted]

Previous Step | Review | Save Draft

Calendar of Trips | Attachments (0)

General Data

* Start Date: 04/24/2018 07:00
 * End Date: 04/25/2018 22:00
 Posting Date: 04/25/2018

Destination

* Trip Country: Standard Conus Rate, USA | Trip Region: VA/RK | Richmond, VA
 * Destination: Richmond Racetrack

Additional Destinations: No destinations entered | Enter Additional Destinations

Additional Information

Activity (Expenses): General Travel
 * Reason: Administrative

Estimated Costs: 267.00 USD | Enter Estimated Costs

Comment: [Text Area]

Advances: 0.00 United States Dollar | Enter Advances
 Cost Assignment: 100.00 % Cost Center 6011414000 (Purchasing Office), Funds Center 6011414000 (Purc) | Change Cost Assignment

Previous Step | Review | Save Draft

Activity would likely be "General Tvel" or "Training/Development Travel". These are the GL codes that most employee travel falls under. Reason is free text to enter the business purpose of the travel. Example: "XYZ conference", or "Administrative Assistant Conference"; etc

Subsistence rates are based on the US General Services (USG) Rates. The USG rates are based on the county. Enter the city you will be doing business in. See notes below.

Estimated Costs		
Calculate		
Travel Mediums	Estima...	Curr...
Airfare	0.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	250.00	USD
Gasoline	68.63	USD
Hotel	139.00	USD
Meals/Subsistence	128.00	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	35.00	USD
Car rental	55.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	40.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
Sum	715.63	USD

Comment: This should be where anything is documented that should be known when audited. Example: "Enterprise", or "Enterprise rate taken but POV used", or "conference hotel", or "hotel split with 3 faculty members", or " Conf reg paid with PCard", or justification for an expense, or any or all above, etc.

Advances are never used under any circumstance (all expenses are paid via Expense Report). Cost Center changes would need to be made here if 100% or split in %, or on the receipts entry in the expense report if by \$ amount or if not known up front. Any

Step 1 - Enter General Data

Create Travel Request

1 **General Data** 2 Review and Send 3 Completed

Employee Re [REDACTED]

Previous Step Review Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 04/24/2018 07:00
* End Date: 04/25/2018 22:00
Posting Date: 04/25/2018

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: VA/RK Richmond, VA
* Destination: Richmond Racetrack

Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity (Expenses): General Travel
* Reason: Administrative

Estimated Costs: 267.00 USD Enter Estimated Costs

Comment:

Advances: 0.00 United States Dollar Enter Advances

Cost Assignment: 100.00 % Cost Center 6011414000 (Purchasing Office), Funds Center 6011414000 (Purcl) Change Cost Assignment

Previous Step Review Save Draft

Review for submission

Step 2 – Review and Send

1 General Data 2 Review and Send 3 Completed

Employee ID [REDACTED] Start Date 04/24/2018 End Date 04/25/2018

Previous Step | Save and Send for Approval

⚠ Trip has already taken place. Please delete expense type ESTM from 20180424
✅ some estimated costs are initialized

Final Action

Save Draft I only want to save my travel request and send it later

Save and Send for Approval I want to save my travel request and send it now for further processing
I confirm that I have entered all data to the best of my knowledge

Summary

Total Travel Expenses	715.63 USD
Estimated Costs	715.63 USD

715.63 USD Company Code SSHE (State System of Higher Ed), Business Area 60 (Millersville), Cost Center 6011414000 (Purchasing Office), Funds Center 6011414000 (Purchasing Off),

Display Request Form

Previous Step | Save and Send for Approval

****NOTE:**

Travel Assistants can enter the information and "Save Draft" only, Traveler MUST review and "Save and Send for Approval"

Step 3 - Completed

Employee [redacted] Start Date 04/19/2018 End Date 04/20/2018

Previous Step Save and Send for Approval

Travel request 6000000070 was saved and sent for approval
 some estimated costs are initialized

Display Request Form

The Work flow approval log will show the status of the approval steps once the trip was saved and sent for approval. "Display Request Form" - at the end of the form will be the work flow

Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status
Supervisor	Weitzel , Lauren		Apr 25, 2018	2:52:33 PM	W
Org Unit Chief	Weitzel , Lauren		Apr 25, 2018	2:52:33 PM	W
Account Manager 01	Ressler , JeanAnn		Apr 25, 2018	2:52:33 PM	W

Previous Step Save and Send for Approval

The Routing process is as follows:
 Supervisor
 Org Unit Chief (Director or Dean's)
 Account Manager (may be traveler if manages cost center)
 Grant approver (if grant is applied)

If a trip is missing a step, it will not route properly as there is an error in the set up. Please contact Purchasing to get that updated and the traveler will be notified to re-"save and send for approval".

Create a Travel Expense Report

Click on the "All My Travel Requests" Tab

My Trips and Expenses

All My Trips (0) **All My Travel Requests (3)** All My Expense Reports (1) Pending Exp. Reports (1)

View: [Standard View] Display/Print Change Copy Delete Cancel Trip Create New Travel Request [Change Query](#) [Define New Query](#) [Personalize](#)

	Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	Alert	History
<input type="checkbox"/>	600000080	04/24/2018	04/25/2018	Richmond Racetrack	Administrative Assistant Professional Conference	transferred to FI	Request Approved	Add	Create		Display
<input type="checkbox"/>	600000071	04/21/2018	04/22/2018	Ohio State University	Administrative Assistant Professional Conference	In Processing	Request Open	Add	Create		Display
<input type="checkbox"/>	600000070	04/19/2018	04/20/2018	Ohio State University	Administrative Assistant Professional Conference	Canceled	Request Rejected	Add	Create		Display

Locate your approved Travel Request and click "Create" under Expense Report (if the Travel Request is not approved, you will not be able to create an expense report)

Create Expense Report based on Travel Req...

Employee F [REDACTED])

Start

Schema Selection

- Domestic - Overnight
- International - Overnight

Choose Domestic or International and click "Start"

Step 1 – General Data

Any changes can be made on this General Data page if different from the TR

Create Expense Report based on Travel Request (6000000080)

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

Employee: [Redacted] Schema: Domestic - Overnight

Previous Step **Enter Receipts** Save Draft

Calendar of Trips **Attachments (0)**

General Data

* Start Date: 04/24/2018 07:00
* End Date: 04/25/2018 22:00
Posting Date: 04/25/2018

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: VA/RK Richmond, VA
* Destination: Richmond Racetrack

Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity: General Travel
* Reason: Administrative Assistant Professional Conference

Comment: [Text Area]

Advances: 0.00 United States Dollar
Cost Assignment: 100.00 % Cost Center 6011414000 (Purchasing Office), Funds Center 6011414000 (Purc)

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

Enter the receipts here. NOTE: Subsistence receipts MUST be entered in 24 hour periods as this is the rate of reimbursement.

Travelers can attach documents here once * items are completed and saved as a draft

Comments: Enter any additional information here

Advances would never be used as MU does not issue advances.

Per Diem reimbursement would never be used as receipts are required for all reimbursements up to the per diem.

Create Expense Report based on Travel Request (600000080)



Employee R [REDACTED] Schema Domestic - Overnight

[Previous Step](#) [Enter Receipts](#) [Save Draft](#)

[Calendar of Trips](#) [Attachments \(0\)](#)

General Data

* Start Date: 04/24/2018 07:00
* End Date: 04/25/2018 22:00
Posting Date: 04/25/2018

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: VA/RK Richmond, VA
* Destination: Richmond Racetrack

Additional Destinations: No destinations entered [Enter Additional Destinations](#)

Additional Information

* Activity: General Travel
* Reason: Administrative Assistant Professional Conference

Comment:

Advances: 0.00 United States Dollar [Enter Advances](#)
Cost Assignment: 100.00 % Cost Center 6011414000 (Purchasing Office), Funds Center 6011414000 (Purcl) [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](#)

Enter receipt amounts for reimbursement

Step 2 – Enter Receipts

General Data **Enter receipts** Review and Send Completed

Employee Re [REDACTED] Schema Domestic - Overnight Start Date 04/24/2018 End Date 04/25/2018

◀ Previous Step Review ▶ Save Draft

! Trip has already taken place. Please delete expense type ESTM from 20180424

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
001	!	Estimated Cost	715.63	United States Dollar	04/24/2018	715.63	<input checked="" type="checkbox"/>	Entered Manually

Description:

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

Enter your receipts here: Once the trip is completed the "Estimated Cost" line will need to be deleted to unencumber the funds. *See "Prepay" for reimbursement prior to the trip date.

Create Expense Report based on Travel Request (600000080)

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

Employee Ressler [REDACTED] Schema Domestic - Overnight Start Date 04/24/2018 End Date 04/25/2018

◀ 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
001	!	Airfare	365.00	United States Dollar	04/24/2018	365.00	<input checked="" type="checkbox"/>	Entered Manually
002	!	Conference Regist	0.00	United States Dollar	04/24/2018	0.00	<input checked="" type="checkbox"/>	Entered Manually

Description:

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

"Accept" for one or final receipt.

"Accept and New Entry" for additional receipts.

"Change Cost Assignment" would be to add more than one cost center or add grant info (see next slide)

*Extremely Important: If you are entering receipts to be reimbursed prior to the trip (Conference Registration or Commercial Transportation) you will need to leave the Estimated Cost Expense line but subtract the actual receipts you are requesting at this time. This is so that the amount is unencumbered as it will pay out as actual.

To check if the cost center is valid enter the cost center and click "check"

You can copy a row if there is a charge that is the same each day, just click "Copy" a new line will appear and you would change Receipt Date for that line

You can delete an error by choosing the line and clicking on "delete".

Change Cost Assignment for Receipts

This is how you would split individual receipts by cost or percentage: The percentage would obviously need to = 100% or it will not let you continue

Cost Assignment for Receipts

Check was successful

Assign Using Dest.: No destination assigned

Input Mode: Absolute Percentage

Cost Assignment for Receipt

New Entry Check Delete

Cost Assign (Amount)	Currency	Company Code	Business Area	Accounting Object	Accounting Object Value
50.00	USD	State System of Higher Ed	Millersville	Cost Center	6011414002 - Mat Control Dept
50.00	USD	State System of Higher Ed	Millersville	Cost Center	6016414004 - Palmer Storeroom
				Cost Center	6011414000 - Purchasing Office

Cost Assignment for Receipts

Check was successful

Assign Using Dest.: No destination assigned

Input Mode: Absolute Percentage

Cost Assignment for Receipt

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
50.00	State System of Higher Ed	Millersville	Cost Center	6011414000 - Purchasing Office
50.00	State System of Higher Ed	Millersville	Cost Center	6011414002 - Mat Control Dept

General Data Enter Receipts Review and Send Completed

Employee Ressler Schema Domestic - Overnight Start Date 04/24/2018 End Date 04/25/2018

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
001	✓	Airfare	365.00	United States Dollar	04/24/2018	365.00
002	✓	Conference Regist	200.00	United States Dollar	04/24/2018	200.00
003	✓	Car rental	200.00	United States Dollar	04/24/2018	200.00

Step 3 - Review and Send

Final Action:
Save Draft: if you are still in need of entering expenses or documentation.

Save and Send for Approval: if you have reviewed and everything is completed for submission.

Previous Step Review Save Draft

Previous Step: if you need to go back to enter something missed.

Review: Next Step to review in next screen for final action

NOTE: Any time you go in a trip through "change" you will need to "save and send for approval" or it will not route. "change" pulls the trip from the cue back to your dashboard until you re-"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 Individual Receipts	825.00 USD
Total Travel Expenses	825.00 USD
Amount Reimbursed	825.00 USD
Amount Paid Out	825.00 USD

725.00	USD	Company Code SSHE (State System of Higher Ed), Business Area
50.00	USD	Company Code SSHE (State System of Higher Ed), Business Area
50.00	USD	Company Code SSHE (State System of Higher Ed), Business Area

Display Expense Form

Previous Step Save and Send for Approval



Step 4 - Completed

General Data Enter Receipts Review and Send **Completed**

Employee Ressler, JeanAnn (00104447) Schema Domestic - Overnight Start Date

Previous Step Save and Send for Approval

✓ Expense report 6000000673 was saved and sent for approval

Display Expense Form

Notes:

All reimbursements are made through the Expense Report. This is a change from the paper process.

An Expense Report cannot be started from a Travel Request until all approvals are received and the blue "create" link is available under the "Expense Report" column of the Travel Request.

ALL expense reports would be created through the Travel Request. The Travel Request must be approved before you can create an expense report so get the Travel Request in early!

Travel Assistants can complete the entry; however, they only have permissions to Save Draft.

The travel must enter the Travel Request or Travel Expense Report and go to Step 3, review, and Save and Send for Approval.


Any time you go into a trip through "change" you will need to re-"save and send for approval" so it goes back to routing.

You can check on the status of the Request or Report at any time by going in to "My Trips and Expenses", "All My Trips" tab, click on the trip line in question, details will come up below the dashboard where you can "display/print". Or you can "All my Travel Requests" or "All My Expense Reports" tab click on the "Display/Print" button on the dashboard. You can review expenses submitted and at the end of the document you can view the status on the "Approval Log".

Grants and additional cost centers would need to be entered at the Travel Expense Report receipt level. It will route to those grant approvers of cost center/IO/WBS managers at that time.

Please, tape receipts to a sheet of paper in date order and upload receipts in as few file uploads as possible. This would assist the auditing process. There will be times this is not possible, that is ok.

Please make sure your receipt dates are correct.



It will be much more efficient process:

faster approvals

more timely reimbursements

traveler can see the status at any time

auditor can email the traveler directly as opposed to returning forms

far less paper use

ensure the proper set ups are completed so appropriate approvers are involved

It will take time to get used to it...we all understand that.

We are learning with you. If we are all patient, we will have much success.