

PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM – Travel Management
Create Travel Request

All Travel Requests will be entered by either the Traveler or Travel Assistant via the portal.

Log into the portal...

The screenshot shows the login page for the PA State System of Higher Education Self-Service Portal. At the top left is a blue box with the text "SELF SERVICE PORTAL". To the right is the logo for "Pennsylvania's STATE SYSTEM of Higher Education" featuring a map of Pennsylvania. Below the logo is a navigation bar with "www.PASSHE.edu" and "Account Self-Service". The main content area is titled "Enter Your Account Information" and contains two input fields: "Username:" and "Password:". Below the password field is a blue "Enter Portal" button and a link for "Forgotten / Expired Password?". On the left side of the page is a photograph of a large, ornate brick building with two towers. At the bottom of the page is a blue footer containing copyright information: "© Pennsylvania State System of Higher Education, 2385 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."

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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 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.

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 perform their HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completing your direct deposit information, and completing your emergency contact information. New 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 is intended to help you if you have a question about an ESS application's use.

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Click on one of the “Available Applications” to get started.

We’ll start from the “My Trips and Expenses” overview screen.

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Travel Management Overview

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 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 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.

**The “My Employees” link will only be available if the employee is a Travel Assistant.*

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This screen provides you with an overview of trips previously entered and allows you to start a new Travel Request or Expense Report.

My Trips and Expenses (Halys, Audra L, 0000000000)

[All My Trips \(1\)](#) |
 [All My Travel Requests \(1\)](#) |
 [All My Expense Reports \(0\)](#) |
 [Pending Exp. Reports \(0\)](#)

Four tabs are available on this page.

- All My Trips – will list all of your trips and the status of each, whether requests not yet approved or completed trips. If travel has been completed, a link to “Create Travel Expense Report” is provided. From this screen you may access each trip to display/print, change or copy

The screenshot shows the 'All My Trips' tab selected. The table below lists the trips:

Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions
1000000190	09/25/2015	09/31/2015	San Diego, Ca	Presenting at National Conf	Change Travel Request
1000000132	10/09/2014	10/10/2014	State College, PA	Budget & Accounting Directors Meeting	Create Travel Expense Report

Below the table, the details for trip 1000000132 are shown:

Details of Trip: State College, PA (1000000132)

Travel expense report must be performed

Travel Request

Approval Status: Request Approved Attachments: Add

Display/Print Change Copy Delete

- All My Travel Requests – includes all travel requests past and future (will not include trips for which there was no request submitted and only had a TER). Here you can display, add attachments, and modify your requests. Travel requests past the travel date will include a “create” link for expense report completion.

The screenshot shows the 'All My Travel Requests' tab selected. The table below lists the requests:

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report
1000000190	09/25/2015	09/31/2015	San Diego, Ca	Presenting at National Conf	Released for Approval	Request Recorded	Add	Create
1000000132	10/09/2014	10/10/2014	State College, PA	Budget & Accounting Directors Meeting	transferred to FI	Request Approved	Add	Create

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- All My Expense Reports – all expense reports started or completed (will include those associated with a travel request). Here you can display, print or modify the document.

Trip Number	Travel Request	Start Date	End Date	Destination	Reason	Advance	Paid by Company	Reimbursement	Trip Total	Processing Status	Approval Status	Attachments	Alert
1000000132	Display	10/09/2014	10/10/2014	State College, PA	Budget & Accounting Directors Meeting	0.00	0.00	117.22	117.22	Released for Approval	Trip Completed	Add	

- Pending Expense Reports – will list expense reports not yet closed out (e.g., waiting for approval)

Trip Number	Travel Request	Start Date	End Date	Destination	Reason	Advance	Paid by Company	Reimbursement	Trip Total	Processing Status	Approval Status	Attachments	Alert
1000000132	Display	10/09/2014	10/10/2014	State College, PA	Budget & Accounting Directors Meeting	0.00	0.00	117.22	117.22	Released for Approval	Trip Completed	Add	

Here, we'll create a new Travel Request.

Home | Employee Self-Service | eTime | Materials Management | SAP GUI | Business Intelligence

Leave & Time | Travel Management

My Trips and Expenses

Detailed Navigation

- Travel Management Overview

Related Links

- 24 Hour Clock Conversion Chart
- Google Maps
- US Census Bureau County Look Up
- Frequently Used Trip Regions
- Travel Reimbursement Rates

My Trips and Expenses (Halye , Audra L, 00027298)

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

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

Trip Number	Start Date	End Date	Destination	Reason
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Click on “Create New Travel Request”

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Create Travel Request main screen...

Required fields are marked with an asterisk (*).

Create Travel Request

1 General Data 2 Review and Send 3 Completed ←

Employee: Thrush, Claudia J (00025952)

Previous Step Review Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: [] [] 00:00
* End Date: [] [] 00:00
Posting Date: []

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: [] te, USA
* Destination: []

Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity (Expenses): []
* Reason: []
* Estimated Costs: 0.00 USD Enter Estimated Costs
Comment: []
Advances: 0.00 United States Dollar Enter Advances
Cost Assignment: 100.00 % Cost Center 1011030200 (AVP Bud,Fin,Bus Serv), Funds Center 1011030200 (AVP) Change Cost Assignment

Previous Step Review Save Draft

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General Data

▶ Calendar of Trips
▶ Attachments (0)

General Data

Start Date: *

End Date: *

Posting Date:

- Enter the anticipated Start Date/Time and End Date/Time for the entire reimbursement period. If the trip involves multiple destinations, those will be entered in another section.
- Dates can be entered manually or selected by opening the Calendar of Trips and clicking on the beginning and end date.

▼ Calendar of Trips
▶ Attachments (0)

June 2013							July 2013							August 2013							September 2013							October 2013											
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su					
22	27	28	29	30	31	1	2	27	1	2	3	4	5	6	7	31	29	30	31	1	2	3	4	35	26	27	28	29	30	31	1	40	30	1	2	3	4	5	6
23	3	4	5	6	7	8	9	28	8	9	10	11	12	13	14	32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8	41	7	8	9	10	11	12	13
24	10	11	12	13	14	15	16	29	15	16	17	18	19	20	21	33	12	13	14	15	16	17	18	37	9	10	11	12	13	14	15	42	14	15	16	17	18	19	20
25	17	18	19	20	21	22	23	30	22	23	24	25	26	27	28	34	19	20	21	22	23	24	25	38	16	17	18	19	20	21	22	43	21	22	23	24	25	26	27
26	24	25	26	27	28	29	30	31	29	30	31	1	2	3	4	35	26	27	28	29	30	31	1	39	23	24	25	26	27	28	29	44	28	29	30	31	1	2	3
27	1	2	3	4	5	6	7	32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8	40	30	1	2	3	4	5	6	45	4	5	6	7	8	9	10

- Time is entered in military format.
- Posting Date – no entry needed. This is the posting date for Funds Management and will default to the trip end date.

Destination

Destination

Trip Country: * Trip Region:

Destination: *

Additional Destinations: Enter Additional Destinations

- Enter the main destination or first destination if the trip involves multiple destinations.
- Trip Country – Select from the drop down list. USA will be the default.
- Trip Region – Enter manually if you know the region code or use the search feature. (* see below)
- Destination – Free text – enter facility visiting or location of conference, etc.


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Search Feature

- To utilize the search feature , click 

Destination

* Trip Country: Trip Region: 

* Destination: 

- The following will appear. Click [All Values](#)

Search: Trip Region □ ×

Personal Value List: There are 1 entries for Trip Region [All Values](#) [Maintenance of Personal Value List](#) ?

Trip Country	Trip Region	Country
US	PA/AK	Allentown, PA

- Click [Show Search Criteria](#)

Search: Trip Region □ ×

Results List: There are more than 500 results for Trip Region [Personal Value List](#) [Show Search Criteria](#) 🔧 ?

Trip Country	Trip Region	Country
US	AL/AB	Abbeville, AL
US	AL/JAA	Aberfoil, AL
US	AL/JAC	Abernant, AL
US	AK/JAD	Adak, AK
US	AL/JAD	Addison, AL
US	AL/JAE	Akron, AL
US	AL/JAF	Alabaster, AL
US	AL/JAG	Alheda, AL

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- The highlighted fields need to be filled in:

Search: Trip Region □ ×

Search Criteria Personal Value List Hide Search Criteria ?

Trip Country	is	US	+	-
Trip Region Code	is	[REDACTED]	+	-
Name of Trip Region	is	[REDACTED]	+	-

- On the row “**Trip Region Code**” click the second column drop down and select “contains”
- In the box to the right, enter your state abbreviation and “*” (PA*)
 - NOTE: It is important to use all CAPS and a “*” in this field

Search: Trip Region □ ×

Search Criteria Personal Value List Hide Search Criteria ?

Trip Country	is	US	+	-
Trip Region Code	contains	PA*	+	-
Name of Trip Region	contains		+	-

Maximum Number of Results: 500

- On the row “**Name of Trip Region**”, click the second column drop down and select “contains”
- In the box to the right, enter the first few letters of the desired city and “*” (Pitt*)
 - NOTE: Be sure to capitalize the first letter and include the “*” in this field
 - If your city is not listed, you will need to use the county
- Click search

Search: Trip Region □ ×

Search Criteria Personal Value List Hide Search Criteria ?

Trip Country	is	US	+	-
Trip Region Code	contains	PA*	+	-
Name of Trip Region	contains	Pitt*	+	-



Maximum Number of Results: 500







- Your search results will appear below
- Double click on the desired location to select and return to the main screen

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In this example, Pittsburgh was chosen

Search: Trip Region □ ×

Search Criteria [Personal Value List](#) [Hide Search Criteria](#)  

Trip Country	is	US	 
Trip Region Code	contains	PA*	 
Name of Trip Region	contains	Pitt*	 

Maximum Number of Results:



Results List: 3 results found for Trip Region

Trip Country	Trip Region Code	Name of Trip Region
US	PA/P3	Pittsburgh, PA
US	NH/PA	Pittsburg, NH
US	PA/P4	Pittston, PA

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- Additional Destinations –

Note: All required fields must be populated on the main screen before you can enter additional destinations!

See page 15 for this information.

Additional Information

Additional Information

* Activity (Expenses):

* Reason:

* Estimated Costs: USD

Comment:

Advances:

Cost Assignment:

- Activity – Purpose of travel. Make a selection from the drop down list. The General Ledger (GL) account (Commitment Item) is determined based on the Activity selected here.

Additional Information

* Activity (Expenses):

* Reason:

* Estimated Costs: USD

Comment:

Advances:

Cost Assignment:

- Reason – Provide reason for travel.

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- Estimated Costs – Enter details by clicking on “Enter Estimated Costs”
 - Populate the appropriate expense type category and click on “Calculate”
 - When everything looks correct, click on “Accept” to return to the main screen

Estimated Costs		
Travel Mediums	Estimated Costs	Currency
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	384.00	USD
Meals/Subsistence	213.00	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	697.00	USD



The system will automatically estimate the cost for lodging and meals based on your trip duration and trip location (trip region). You can override these amounts if necessary.
(minimum = \$.01)

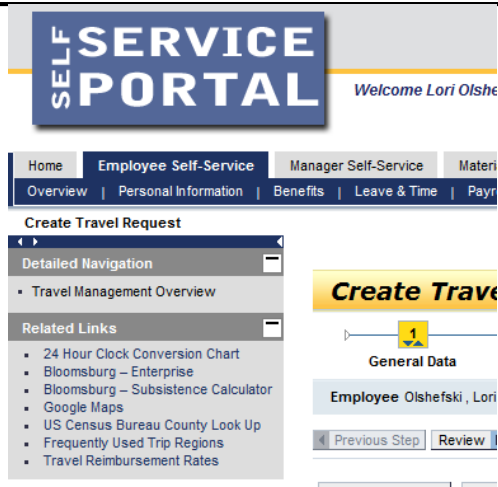
- Meals will need to be reduced for any meals provided at conference/training/meeting (Use link in Navigation tool bar Bloomsburg – Subsistence Calculator (located on ESS Travel Management tab) to calculate the reduction)

- If no reimbursement will be requested and your Travel Request is *For Insurance Purposes Only*, you should use \$01 for meals/subsistence and adjust the total request to zero utilize the following steps:
 - Insert a negative amount to offset the total shown in the “sum” field so that your total becomes zero President Travel Non-Expense – 1011450100
 - You may use the “calculate” button to assure the sum is zero

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	384.00	USD
Meals/Subsistence	184.88	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	-568.88	USD
Sum	568.88	USD

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	384.00	USD
Meals/Subsistence	184.88	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	568.88-	USD
Sum	0.00	USD

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- Comment – Provide the following relevant information:
 - Purpose of Travel;
 - Provisions for Classes;
 - Passengers;
 - Details/Justifications for Expenses;
- Note: Information from websites, emails and word documents can be attached for additional information.
- **Advances – N/A**

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- Cost Assignment – The cost assignment will default from your HR Master Data. If you wish to override the default, click on “Change Cost Assignment”;
 - You may change the fields identified below;

The screenshot shows the 'Cost Assignment for Trip' form. At the top, there are buttons for 'New Entry', 'Check', and 'Delete'. Below this is a table with columns: 'Cost Assign (%)', 'Company Code', 'Business Area', 'Accounting Object', and 'Accounting Object Value'. The first row shows 100.00, State System of Higher Ed, Bloomsburg, Cost Center, and 1011030200. Below the table is a 'Cost Center' field with the value 1011030200 and buttons for 'Accept', 'Accept and New Entry', 'Check', and 'Delete'. At the bottom, there are buttons for 'Previous Step', 'Accept', and 'Save Draft'.

- Cost Assign (%) allows the traveler to distribute costs by percentage among several Cost Centers or WBS's;

For Example: If 75% of your reimbursement is funded from Cost Center 1011030201 and 25% of your reimbursement is funded from Cost Center 1011030202 you would change the 100% to 75% and enter the new cost center in the Cost Center box, then click Accept and New Entry, you will notice the remaining 25% appears you can then enter the corresponding cost center for the remaining percentage and click Accept.

The top screenshot shows the 'Cost Assignment for Trip' form with a single entry: 75.00, State System of Higher Ed, Bloomsburg, Cost Center, 1011030203 - Business Office. The bottom screenshot shows the same form with two entries: 75.00, State System of Higher Ed, Bloomsburg, Cost Center, 1011030203 - Business Office; and 25.00, State System of Higher Ed, Bloomsburg, Cost Center, 1011030201.

- Accounting Object selections include Cost Center, WBS, and (Internal) Order;
- Many options are available to search for a cost object including searching for previously used objects or creating a Personal Value List.

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- Once you've entered the appropriate cost assignment info, click on Accept to return to the main screen.
 - Note: If the distribution does not total 100%, the portion not distributed will be charged according your HR master data.
-
- Additional Destinations – Click on “Enter Additional Destinations” to enter appropriate information

The screenshot displays a web form for creating a travel request. At the top, there are two buttons: "Calendar of Trips" and "Attachments (0)". The form is organized into several sections:

- General Data:** Includes fields for Start Date (01/14/2015, 08:00), End Date (01/17/2015, 08:00), and Posting Date (01/17/2015).
- Destination:** Includes Trip Country (Standard Conus Rate, USA), Trip Region (PA/P3, Pittsburgh, PA), and a Destination field.
- Additional Destinations:** A text box containing "No destinations entered" and a button labeled "Enter Additional Destinations" which is circled in red.
- Additional Information:** Includes Activity (Expenses) (General Travel), Reason (Conference), and Estimated Costs (597.00 USD). There is also an "Enter Estimated Costs" button and a Comment field.

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Create Travel Request

1 + 1 2 3

General Data **Additional Destinations** General Data Review and Send Completed

Employee: Thrush, Claudia J (00025952) Start Date: 01/14/2015 End Date: 01/17/2015

Previous Step Accept Save Draft

Calendar of Trips

Additional Destinations
Delete

Add Additional Destination

Event in Itinerary	Date	Time	Destination	Country	Reason
Start of Trip	01/14/2015	08:00		Standard Conus Rate, USA	
Trip Destination	01/14/2015	08:00	Conference on Bea	Pittsburgh, PA	Conference
Additional Destination	01/14/2015	08:01		Pittsburgh, PA	

Activity: General Travel

Trip Country: Standard Conus Rate, USA Trip Region: PA/P3

Accept Accept and Add Additional Destination Delete

End of Trip	01/17/2015	08:00		Standard Conus Rate, USA	

Previous Step Accept Save Draft

- Additional Destination data initially defaults from the Main Destination. You must change the Date, Time, Destination and Reason fields (see blue line). You may also need to change the Activity and Trip Region as well (use tool shown below as in previous selection). Click on Accept to record your new entries. If everything looks correct, click on Accept again to return to the main screen.

Additional Destination	01/14/2015	08:01	Pittsburgh, PA
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Activity: General Travel

Trip Country: Standard Conus Rate, USA Trip Region: PA+SL

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Once all data has been entered to your satisfaction, click on either of the “Review” buttons.

< Previous Step **Review** > Save Draft

Check was successful

Calendar of Trips Attachments (0)

General Data

* Start Date: 01/14/2015 08:00
* End Date: 01/17/2015 08:00
Posting Date: 01/17/2015

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/P3 Pittsburgh, PA
* Destination: Conference on Bean Counting

Additional Destinations: 01/15/2015 Policy Review Enter Additional Destinations

Additional Information

* Activity (Expenses): General Travel
* Reason: Training Conference
* Estimated Costs: 597.00 USD Enter Estimated Costs
Comment:
Advances: 0.00 United States Dollar Enter Advances
Cost Assignment: 100.00 % Cost Center 1011030200 (AVP Bud,Fin,Bus Serv), Funds Center 1011030200 (AVP Change Cost Assignment

< Previous Step **Review** > Save Draft

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If all looks good on the below screen, you can **Save a Draft** of the Travel Request 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.

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 Individual Receipts	597.00 USD
Total Travel Expenses	597.00 USD
Amount Reimbursed	597.00 USD
Amount Paid Out	597.00 USD
Estimated Costs	597.00 USD

Cost Assignment

597.00 USD Company Code SSHE (State System of Higher Ed), Business Area 10 (Bloomsburg), Cost Center 10110300

Display Request Form

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The below screen will then appear acknowledging that the Travel Request was saved and provide the Trip Number for tracking and Enterprise (if necessary).

You have the option to display or print the request form again at this point. Please note the workflow approval log does not appear on the form until the Travel Request is Saved.

Create Travel Request

1 2 3
General Data Review and Send Completed

Employee Meyer, [REDACTED] Start Date 07/15/2013 End Date 07/17/2013

Previous Step Save and Send for Approval

Travel request 1000000002 was saved ← [REDACTED]

100.00 % will be assigned acc. to trip costs assignment guidelines

Display Request Form

Previous Step Save and Send for Approval

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This trip will now be listed on the “My Trips and Expenses” overview screen.

[All My Trips \(3\)](#) | [All My Travel Requests \(3\)](#) | [All My Expense Reports \(0\)](#) | [Pending Exp. Reports \(0\)](#)

View: [Standard View] | [Create New Travel Request](#) | [Create New Expense Report](#) | [Cancel Trip](#)

Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions
1000000208	01/14/2015	01/17/2015	Conference on Bean Counting	Training Conference	Change Travel Request
1000000133	10/09/2014	10/10/2014	State College, PA	Budget & Accounting Directors Meeting	Create Travel Expense Report
1000000121	10/21/2014	10/21/2014	Wyomissing, PA	Attend Central Chapter PSTAP Tax Seminar	Create Travel Expense Report

Details of Trip: Conference on Bean Counting (1000000208)

Travel Request
 Approval Status: [Request Recorded](#) | Attachments: [Add](#)
[Display/Print](#) | [Change](#) | [Copy](#) | [Delete](#)

[All My Trips \(3\)](#) | [All My Travel Requests \(3\)](#) | [All My Expense Reports \(0\)](#) | [Pending Exp. Reports \(0\)](#)

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
1000000208	01/14/2015	01/17/2015	Conference on Bean Counting	Training Conference	Released for Approval	Request Recorded	Add	Create
1000000133	10/09/2014	10/10/2014	State College, PA	Budget & Accounting Directors Meeting	transferred to FI	Request Approved	Add	Create
1000000121	10/21/2014	10/21/2014	Wyomissing, PA	Attend Central Chapter PSTAP Tax Seminar	transferred to FI	Request Approved	@ (1)	Create

Note that completed trips listed will prompt for creation of an expense report

From here, you can Display/Print the Travel Request 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, Copy, or Delete the Travel Request, Add Attachments, Display the History, and Create the Expense Report from these screens.