Travel Management
Existing Travel Forms:

- Travel Approval Request (TAR) form;
- Travel Expense Report (TER) form;
- Vehicle Reservation Request form;

New Travel Management System:

- Travel Approval Requests entered/approved via Employee Self Service (ESS)/Manager Self Service (MSS) portal;
- Travel Expense Report entered/approved via ESS/MSS portal;
- Enterprise rental use trip number to reserve and complete Vehicle Reservation Request form;
- “Insurance Purpose Only/Non-Expense” fund centers created for each division;
Summary of Changes:

- All employee travel approval requests (TAR) and expense reports (TER) are electronic, NO PAPER;

- Approvals for travel are routed through workflow and are electronic via Manager Self Service (MSS) portal;

- TERs do not route for re-approval if they are within $25.00 of the TAR, ($25 variance is at the Fund Center level);

- Travel is encumbered upon approval of the travel approval request;

- Subsistence rates are calculated automatically by selecting Trip Country, Trip Region, Trip Dates and Military Times;

- Fund Center managers who are also Travelers will approve their own travel;
Summary of Changes:

• Inclusion of scanned receipts and/or required documentation (i.e. conference itinerary);
  • Be sure to sign and date each receipt prior to scanning

• Travel Assistants will have visibility of travelers trips, however travelers must send TARs and TERs for approval;

• Ability to create Personal Value Lists;

• Payroll and Accounts Payable information now linked;

• Inclusion of provision for classes during absence in the comment section of travel approval request.
Benefits of Travel Management System:

• Travel approval requests and expense reports can be entered anywhere through the Web via Employee Self Service (ESS) portal;

• Likewise, electronic approvals of trip requests and travel expense reports can be completed anywhere through the Web via Manager Self Service (MSS) portal;

• Travelers have visibility of where requests/expense reports are in the process;

• Budgetary commitments for travel approval requests and expense reports are automatically created;

• Attach documentation/receipts to travel approval request/expense reports for approvers to review from remote locations;

• Reportable database of travel expenses.
Workflow Process:

Traveler/Administrative Assistant Enters Travel Approval via ESS

- Supervisor/Chair
- Dean/Org Unit Chief
- Fund Center Manager
- Grant Accountant

- > $500
  - Provost/VP

- Out of Country
  - Provost/VP
All Travel Requests will be entered by either the Traveler or Travel Assistant via the portal.

Log into the portal...
From the ESS tab, click on either of the 2 provided Travel Management links.

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 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 it.

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

• Enter Travel Approval Request;
  • Insurance Purpose Only/Non expense Travel Approval;
  • Search for Trip Region;
  • View Status of Travel request or report;
  • Create Favorites;

• Enter Travel Expense Report against Request;
  • Reimbursement Prior to trip (Prepaid Expenses), for example airfare or conference fees;

• Approve Travel Approval Request/Travel Expense Report;

• Daily Travel with more than one destination;
Common Issues:

- If approval log is not visible, traveler has not clicked “save and send for approval”
- When creating expense report and travel dates have passed, it will require you to delete the estimated costs
- Prepaid Conference registration – adjust the estm – do not delete
- When selecting third party vendors, make sure to scroll down the list to “X: pd to vendor”
- Link expense reports to existing travel requests
- Some locations – Montoursville – may not be there; search for county
- For admins to review first, set up rule to forward emails
- Remember when attaching receipts, to initial and date
- When an admin creates or modifies a travel document, the traveler is not automatically notified
Common Problems:

Sample 1:

<table>
<thead>
<tr>
<th>Trip Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Destination</th>
<th>Reason</th>
<th>Processing Status</th>
<th>Approval Status</th>
<th>Attachments</th>
<th>Expense Report</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000003321</td>
<td>07/20/2016</td>
<td>07/20/2016</td>
<td></td>
<td></td>
<td>In Processing</td>
<td>Request Open</td>
<td></td>
<td>Create</td>
<td></td>
</tr>
<tr>
<td>1000003290</td>
<td>04/28/2016</td>
<td>04/23/2016</td>
<td></td>
<td></td>
<td>In Processing</td>
<td>Request Open</td>
<td></td>
<td>Create</td>
<td></td>
</tr>
</tbody>
</table>

Sample 2:

- Trip Country: Standard Conus Rate, USA
- Trip Region: PA/HK, Harrisburg, PA
- Destination: 319 North Front Street, Harrisburg, PA 17101