

When to Use This Business Process Procedure

Functional Area(s)

MYSEMPLOYEE ESS, Travel Management

Transaction Code

MYSEMPLOYEE ESS TRAVEL

Roles

Travel Management roles as assigned by the agency

Purpose

Use this procedure to claim reimbursement of expenses incurred on official business according to state regulations.

Trigger

An employee has incurred travel expenses on official business and needs to claim reimbursement.

Prerequisites

- Employee must exist in SCEIS HR system.
- Employee must have a previously approved Travel Request.
- Employee must be able to access ESS.

Tips and Tricks

- None.

Helpful Hints

- None.

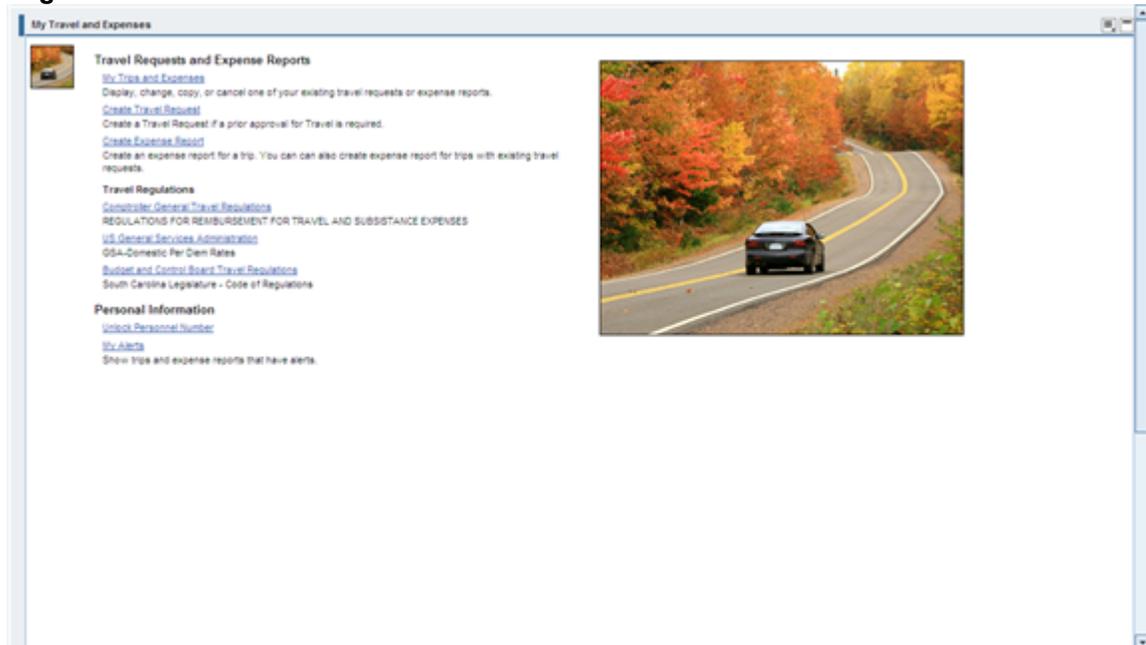
Related Transactions

- None.

Step-by-Step Work Instructions

1. Start the transaction using the menu path or transaction code.

PageBuilder



2. From the My Travel and Expenses Screen click on **Create Expense Report**.



This simulation must be done after completing the Create Expense Report simulation

Expense Report

Create Expense Report
Employee ALICE WUNDERLAND (0000015)

Available Travel Requests / Plans

Trip Number	Trip Begins On	Trip Ends On	Destination	Trip Country	Reason
0000000223	10/06/2009	10/06/2009	Security Approval of Travel Req by AIP	US	
0000000175	09/01/2009	09/01/2009		US	security
0000000173	05/13/2009	05/13/2009	c	US	3 day notification deadline notify for state dg approver
0000000172	05/12/2009	05/12/2009	c	US	3 day deadline notification for agency ap approver
0000000171	05/11/2009	05/11/2009	c	US	3 day deadline notify for supervisor
0000000083	08/29/2009	08/29/2009	test future rejection	US	changed request #1 #2
0000000082	08/29/2009	08/29/2009	demo for work flow	US	
0000000081	05/09/2009	05/09/2009	columba	US	trv request with advance and display form

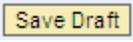
Schema Selection
Schema:

3. Select the Travel Request for which you need to create an Expense Report by clicking on the **Grey Box** next to the correct row.
4. Click the **Schema** dropdown .
5. Select the **Domestic Official** Schema for US, Canada and Puerto Rico trips, or click **International Official** for other countries. The country you have put in the Request must correspond to the schema selection.
6. Click the **Start** button .
7. Enter or change any information on this screen. All the information you enter in the Travel Request selected will be carried over to the Expense Report.



Caution: Clicking on the **Cancel** button on any screen will take you back to the main menu without saving your work.

8. Click the **Per Diem Reimbursement for Meals** checkbox to claim Per diem if applicable. Add Mileage below, if applicable.

9. Click the **Save Draft** button .

10. Click the **Enter Receipts** button .



You will see this error message when you use a Travel Request to Create a Expense Report. The next step will explain how to manage this message.

11. Click the **Delete** button  to delete the Estimated Costs. This step must be performed to save your Expense Report. Once you delete this line, the error message will disappear .

12. Click the **New Entry** button  to claim receipts, if applicable.

13. Click the **Expense Type** dropdown .

14. Click the correct **Expense Type**. For this example, click the **MISC PARKING** list item .

15. As required, complete/review the following fields:

Field	R/O/C	Description
001	Required	Example: 20.00

16. Enter a description in the **Description** text box. For this example, enter "Parking".

17. As required, complete/review the following fields:

Field	R/O/C	Description
Location: *	Required	Example: Columbia

18. Click the **Accept** button .
19. Click the **Review** button  if you have completed entering all information.
20. Select the **Save and Send for Approval** radio button if you are ready to submit the expense report for approval.
21. Click the **Save and Send for Approval** button .



If you see this message, it indicates that there is no budget available for paying the Travel Expenses. Please contact the appropriate persons in your agency to resolve this.

Results

You have successfully claimed reimbursement of expenses incurred on official business according to state regulations.

Comments

None.