

When to Use This Business Process Procedure

Functional Area(s)

MYSCEMPLOYEE ESS, Travel Management

Transaction Code

MYSCEMPLOYEE ESS TRAVEL

Roles

Travel Management roles as assigned by the agency

Purpose

Use this procedure to copy an existing Travel Request to create a new Travel Request.

Trigger

A Travel Request is required to be copied into a new Travel Request.

Prerequisites

- A Travel Request must exist for the employee.
- Employee must be able to log into ESS portal.

Tips and Tricks

- None.

Helpful Hints

- None.

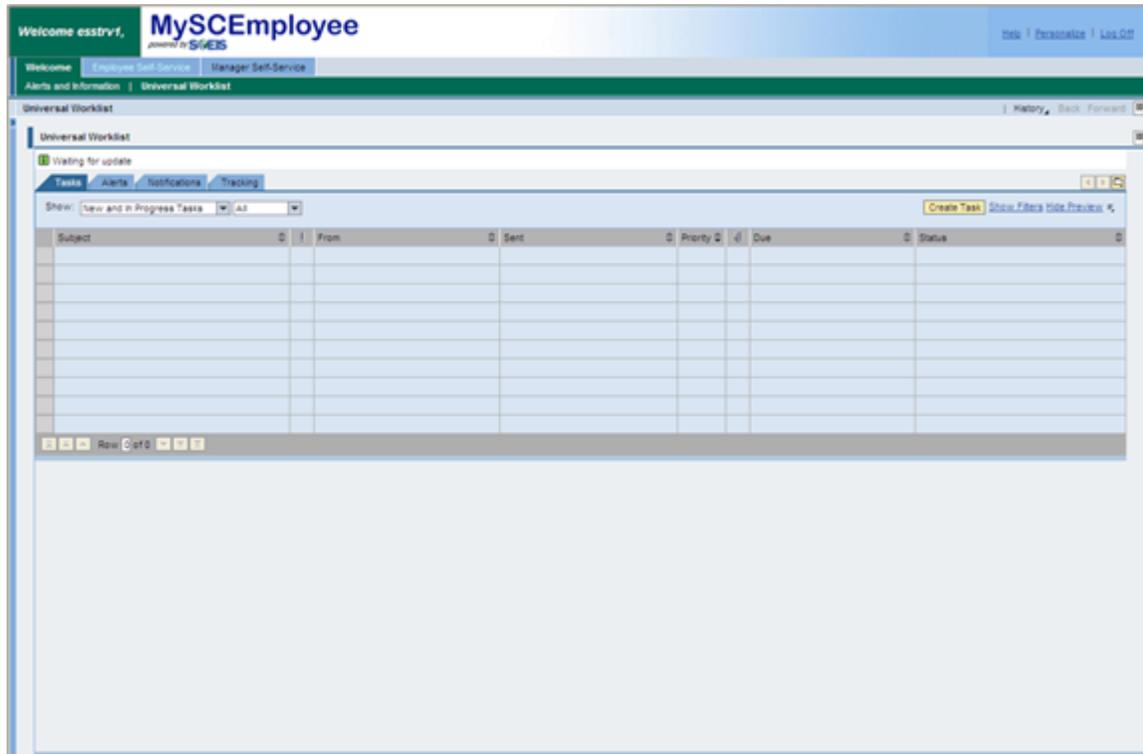
Related Transactions

- None.

Step-by-Step Work Instructions

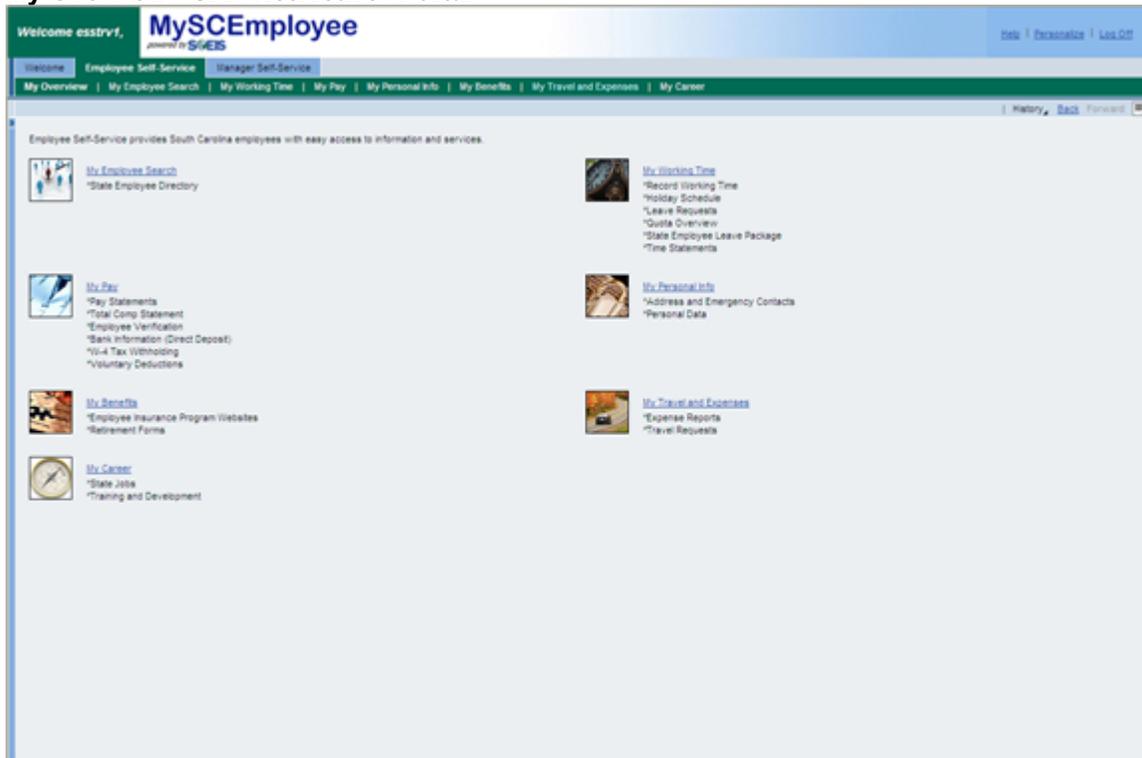
1. Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal



2. Click the **Employee Self-Service** tab 

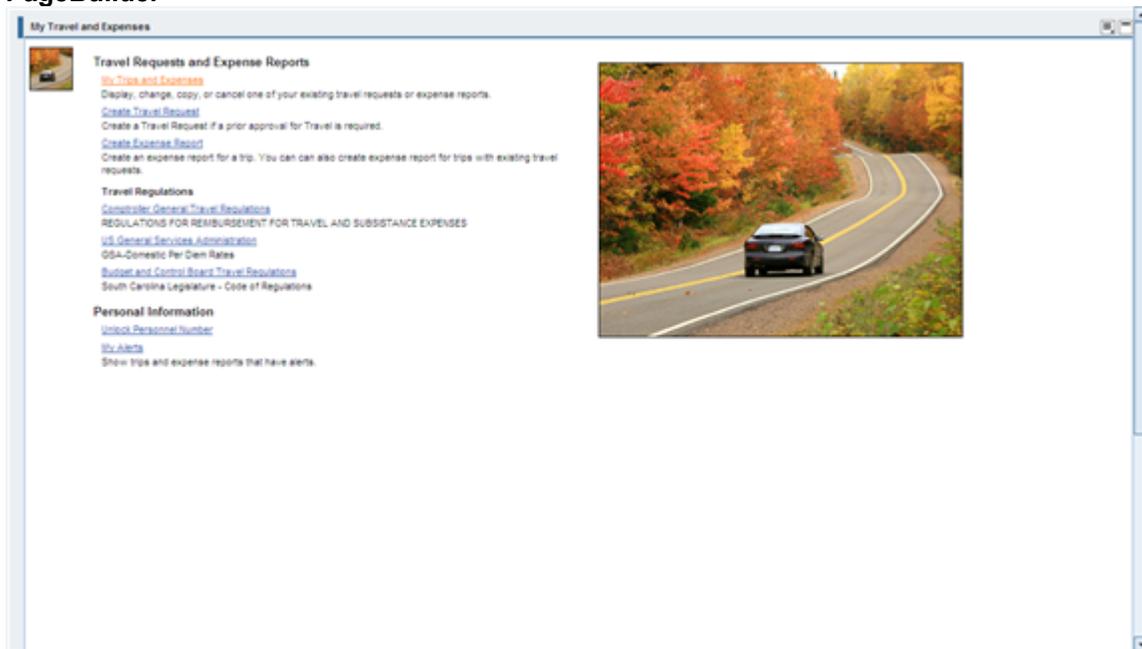
My Overview - SAP NetWeaver Portal



3. Click the **My Travel and Expenses** tab

My Travel and Expenses

PageBuilder



- Click the **My Trips and Expenses** label [My Trips and Expenses](#)

Traveler Work Center

My Trips and Expenses (ALICE WONDERLAND, 00008515)

[All My Trips \(27\)](#) |
 [All My Travel Requests \(19\)](#) |
 [All My Travel Plans \(2\)](#) |
 [All My Expense Reports \(8\)](#) |
 [Pending Exp. Reports \(7\)](#) |
 [Credit Card Imports \(0\)](#)

View: [Standard View](#) | [Create Travel Request](#) | [Create Expense Report](#) | [Exit](#) | [Change Query](#) | [Filter Settings](#)

Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions
20030	07/01/2009	07/01/2009			Change Travel Expense Report
20010	06/02/2009	06/02/2009	One day Outside SC	One day Outside SC	Travel expenses will be reimbursed
212	06/17/2009	06/18/2009	Charleston	State Staff Meeting	Change Travel Expense Report
211	10/05/2009	10/02/2009	Charleston	To attend buyers conference	Change Travel Request
199	11/02/2009	11/06/2009	Charleston	SAP Training Course	Change Travel Request
190	10/13/2009	10/15/2009	Charleston	Conference at Charleston	Change Travel Request
197	06/23/2009	06/25/2009	Charleston	To attend a conference	Change Travel Expense Report
193	06/09/2009	06/09/2009			Change Travel Expense Report
185	09/03/2009	09/03/2009	Security test for A/P		Change Travel Expense Report
184	09/02/2009	09/02/2009		sec	Create Travel Expense Report

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- Click the **All My Travel Requests** tab to view your Travel Requests.

Traveler Work Center

My Trips and Expenses (ALICE WONDERLAND, 00008515)

[All My Trips \(27\)](#) |
 [All My Travel Requests \(19\)](#) |
 [All My Travel Plans \(2\)](#) |
 [All My Expense Reports \(8\)](#) |
 [Pending Exp. Reports \(7\)](#) |
 [Credit Card Imports \(0\)](#)

View: [Standard View](#) | [Display/Print](#) | [Change](#) | [Copy](#) | [Delete](#) | [Create New Travel Request](#) | [Exit](#) | [Change Query](#) | [Filter Settings](#)

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report	
211	10/05/2009	10/02/2009	Charleston	To attend buyers conference	Released for approval	Request Recorded	Add	Create	
199	11/02/2009	11/06/2009	Charleston	SAP Training Course	In process	Request Open	Add	Create	
190	10/13/2009	10/15/2009	Charleston	Conference at Charleston	Released for approval	Request Recorded	Add	Create	
184	09/02/2009	09/02/2009		sec	In process	Request Open	Add	Create	
175	09/01/2009	09/01/2009		security	In process	Request Open	Add	Create	
173	05/13/2009	05/13/2009	c	3 day notification deadline notify for state dp approver	Released for approval	Request Recorded	Add	Create	
172	05/12/2009	05/12/2009	c	3 day deadline notification for agency ap approver	Released for approval	Request Recorded	Add	Create	
171	05/11/2009	05/11/2009	c	3 day deadline notify for supervisor	Released for approval	Request Recorded	Add	Create	
83	06/29/2009	06/29/2009		test future rejection	changed request #1 #2	Released for approval	Request Recorded	Add	Create
82	06/29/2009	06/29/2009		demo for work flow	Approved	Request Approved	Add	Create	

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- Select the correct Trip by clicking the **Gray Box** next to the **Trip Number**. For this example, select **Trip Number 184**.
- Click the **Copy** button [Copy](#) to copy an existing Travel Request.

Travel Request

Copy Travel Request

Employee ALICE WUNDERLAND (00000515)

Copy From

Personnel No. : 00000515

Trip Number : 000000104

Information

Start Date: 09/02/2009 End Date: 09/02/2009

Country: US - South Carolina

Reason: seo

Copy To

New Start Date :

8. Click the **New Start Date** search box .
9. Select the **New Start Date** for the copied trip by clicking on the correct day in the calendar. For this example, click on **Day 7**.
10. Click the **Start** button .
11. From this step onwards, the process is the same as creating a new travel request. Refer to the BPP titled **Create New Travel Request**. For purposes of this simulation, click the **Cancel** button.

Results

You have copied an existing Travel Request to create a new Travel Request.

Comments

None.