

When to Use This Business Process Procedure

Functional Area(s)

MYSCEMPLOYEE ESS, TRAVEL

Transaction Code

MYSCEMPLOYEE ESS TRAVEL

Roles

MYSCEMPLOYEE ESS TRAVEL roles as assigned by the agency

Purpose

Use this procedure to create a Travel Request where the employee is required to seek prior approval for Travel, or if a cash travel is needed.

Trigger

Employee is required to see prior approval for travel or requires a travel advance.

Prerequisites

- Employee must be set up in the SCEIS HR System.
- Employee must be able to log into the ESS portal.

Tips and Tricks

None.

Helpful Hints

None.

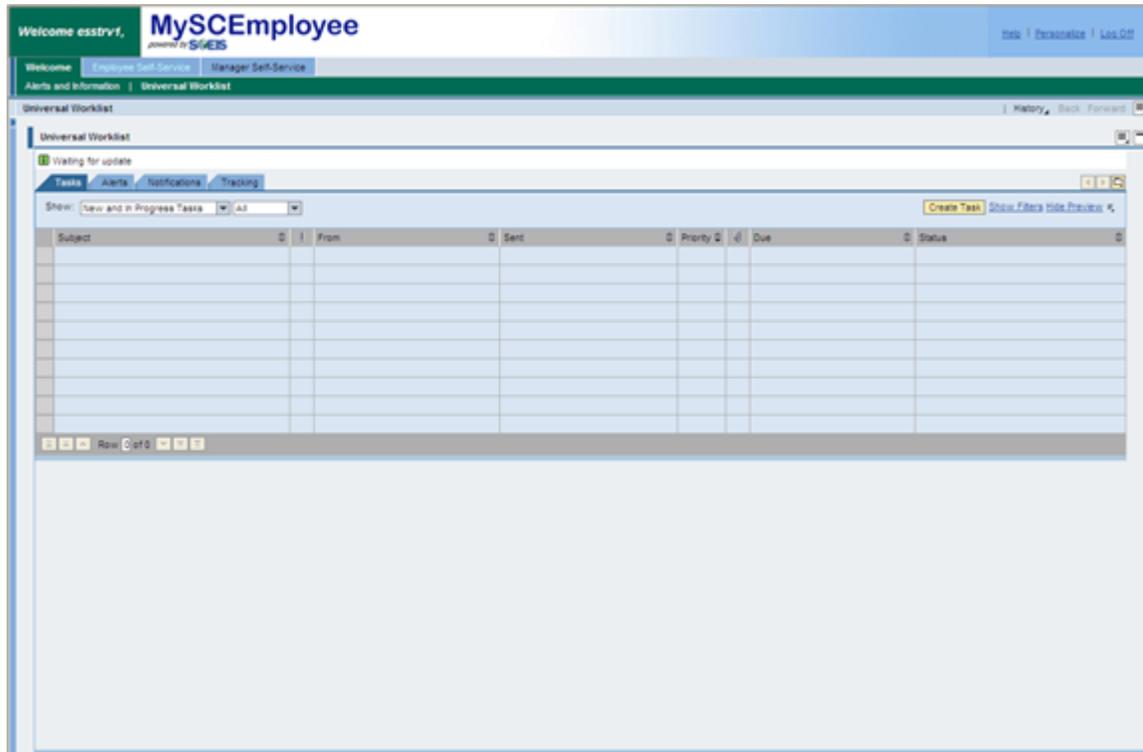
Related Transactions

None.

Step-by-Step Work Instructions

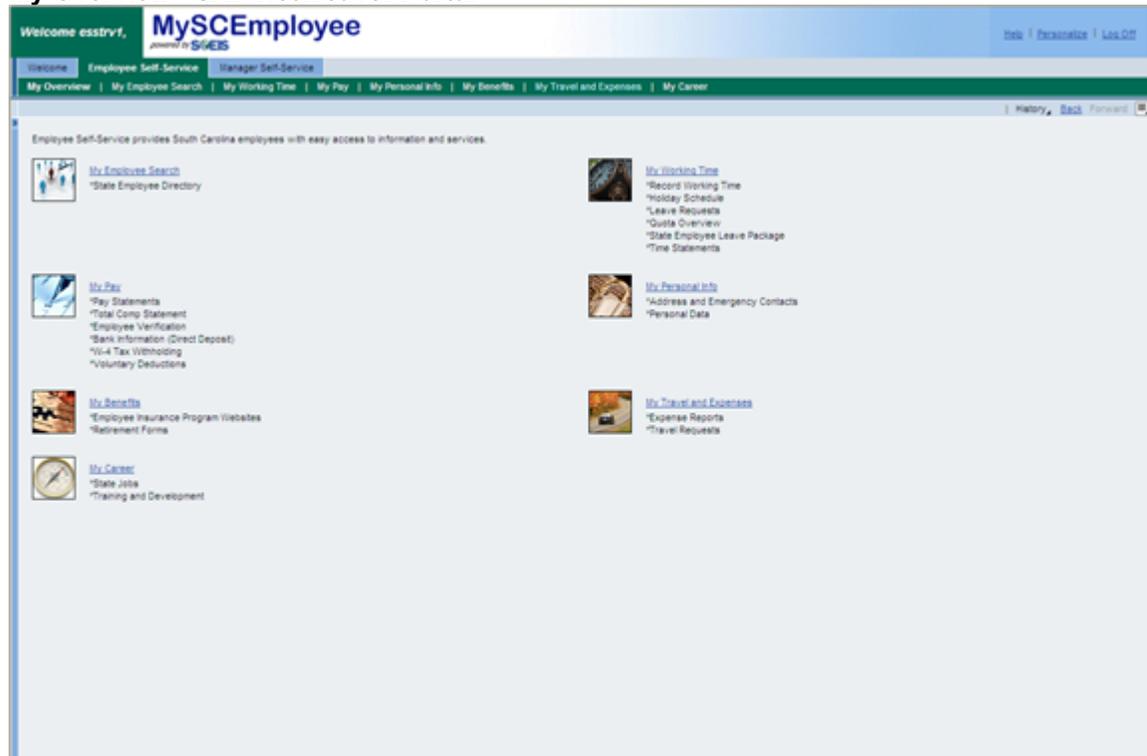
1. Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal



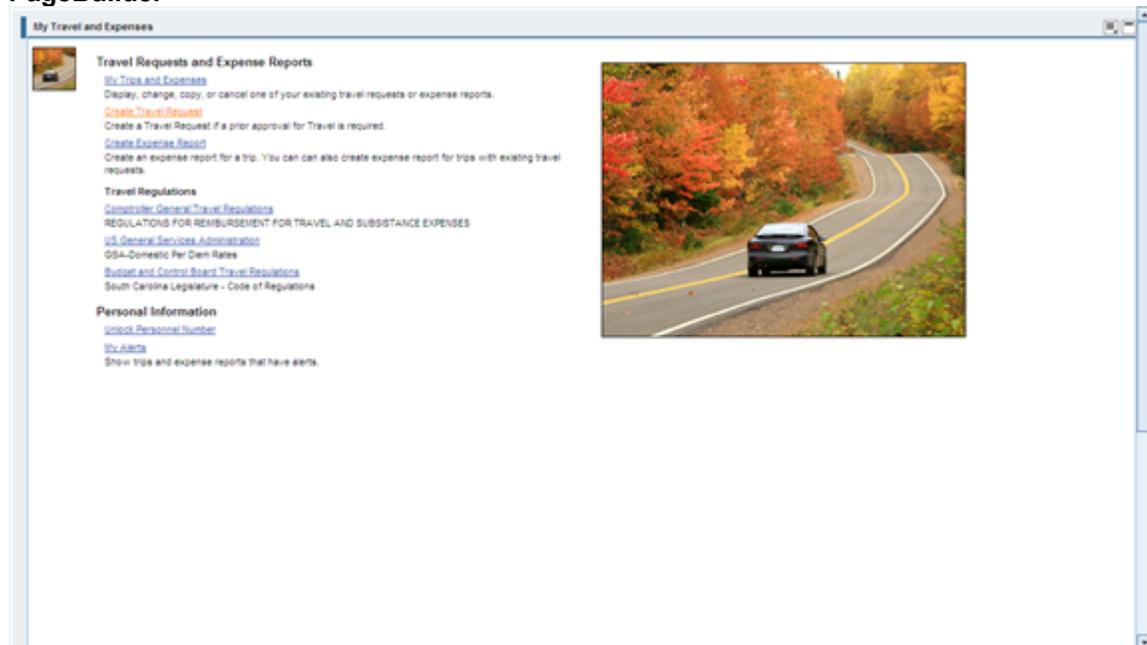
2. Click the **Employee Self-Service** tab .

My Overview - SAP NetWeaver Portal



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

PageBuilder



4. To the **Create a Travel Request** label [Create Travel Request](#) .

Travel Request

5. Click the **Calendar of Trips** button .
6. Hold the **Shift** key on your keyboard and click on a **Trip Start Date**.
7. Hold the **Shift** key on your keyboard and select a **Trip End Date**.
8. Enter a time in the **Start Date** text box. For this example, enter "7:00 AM".



The **Start Date** format is listed as HH:MM AM/PM .

9. Enter a time in the **End Date** text box. For this example, enter "9:00 PM".
10. Click in the **Destination** text box and enter the correct Destination. For this example, enter "Charleston".



The country/Region is defaulted to **US-South Carolina**. If you are traveling outside of South Carolina, change it to **US-Outside South Carolina**. If the trip is foreign, select the

country from the list. If traveling to Canada or Puerto Rico enter **US-Outside South Carolina**.

11. Click the **Activity** drop-down menu .

12. Select the appropriate activity from the **Activity** list. For this example, select **Conference/Meeting**.

13. Enter the estimated costs in the **Estimated Costs** text box . For this example, enter "300.00".

14. Enter the correct reason in the **Reason** text box . For this example, enter the reason: "To attend buyers conference".

15. Enter in any additional comments in the **Comment** text box

16. Click on the **Enter Additional Destinations** button only if you have additional destinations during this trip

17. Click the Date drop-down to select a date for the **Additional Trip**

18. Select the **Date**. For this example, select **Day 21**.

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

Field	R/O/C	Description
Additional Destination	Required	Example: Florence

20. Click in the **Activity** drop-down menu .

21. Select the **Client Services** activity for the second destination.

22. Click the **Accept** button .



Select the **Accept and New Entry** button to add an additional destination line in the itinerary.

23. Click the **Accept** button  when you have entered all destinations.

24. If a cash advance for the trip is required and meets state regulations, click the **Enter Advances** button.



The Comptroller General requires that a form titled **Request for Official Travel Cash Advance** be submitted with the request, therefore, this form must be completed and imaged as documentation for an advance .

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

Field	R/O/C	Description
Amount	Required	Example: 200.00

26. Click the **Accept** button .

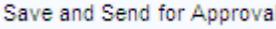
27. Click the **Save Draft** button to save your work .

28. Click the **Review** button .

29. Click the **Save** radio button  if you do not want to submit the request for approval at this time, or if you have documentation to be imaged with this request.

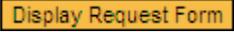


If this message appears, it means there is not sufficient budget in the account and you must contact the appropriate person in your agency to establish a sufficient budget. (The account distribution information is available when you click on the **Display Form** button.)

- 30.** Click the **Save and Send for Approval** button  if you are ready to submit the request for approval and all required documentation has been imaged for this request.



When imaging documents are complete, you will receive a notification that imaging for the specific trip number has been completed. When imaging is completed, follow the BPP for changing a Travel Request, and select the **Save and send for approval** button - this will start the workflow process for approval by your supervisor.

- 31.** Click the **Display Request Form** button .

Display Form - SAP NetWeaver Portal - Windows Internet Explorer

ALICE WONDERLAND
Personnel No. 8515
BUDGET AND CONTROL BOARD

State of South Carolina
1200 Senate Street
COLUMBIA SC 29201
USA


0000000211

Last Changed By: ESSTRV1
Changed On: September 30, 2009

Page 1 of 2

Travel Request

of ALICE WONDERLAND for trip number 211 from October 20, 2009 to October 22, 2009

General Data

Country/Region: US / Charleston

Destination 1: Charleston

Start: Tuesday, October 20, 2009 07:00
End: Wednesday, October 21, 2009 09:00

Destination 2: Florance

Start: Wednesday, October 21, 2009 09:00
End: Thursday, October 22, 2009 21:00

32. Print this travel request and attach any supporting documents. Send it to your agency imaging location for imaging if other documentation attachments are required.

Travel Request

Change Travel Request (211)

1 General Data 2 Review and Send 3 Completed

Employee ALICE WONDERLAND (00000015) Start Date 10/09/2009 End Date 10/02/2009

Previous Step Save and Send for Approval Cancel

Annual budget exceeded by 2,607.43 USD (PM PB Availability Control) for document item 00010 - [Display Help](#)

Final Action

Save 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

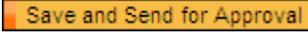
Total Travel Expenses	300.00 USD
Total Advances	- 200.00 USD
Amount Paid Out	200.00- USD
Estimated Costs	300.00 USD

Cost Assignment

300.00 USD Company Code SC01 (State of South Carolina), Business Area F030 (BUDGET AND CONTROL BOARD), Cost Center F030000010 (B & C BOARD), Funds Center F030000010 (BUDGET & CONTROL BD), Fund 10010000 (10010000), Gra

[Display Request Form](#)

Previous Step Save and Send for Approval Cancel

33. Click the **Save and Send for Approval** button  when you are ready to submit the request for approval (after imaging of required documents). After the imaging of documents has been completed, you will be sent a notification that the required imaging has been completed for the specific trip number.



When imaging documents are complete you will receive a notification that imaging for the specific trip number has been completed. When imaging is completed, follow the BPP for changing a Travel Request and select the "save and send for approval" button - this will start the workflow process for approval by your supervisor.

34. Click the **Exit** button .

Results

You have successfully created a Travel Request.

Comments

None.