

MILLERSVILLE UNIVERSITY

Guide to help travelers create travel expense.

EMPLOYEE
SELF
SERVICE
PORTAL
TRAVEL
GUIDE

Creating your Expense form

General Data:

Dates & Time

Trip Region & Destination

Activity & Reason

Allocations & Cost Centers

Per Diem

Mileage

Enter Receipts:

Expense Types

Unfunded Costs

Submitting Expense Report

Display form

Save Draft

Save & send for approval

Creating your Travel Expense

Where to start

Where to create

General Data:

Dates & Time

Destination:

Trip Region & Destination

Additional Information:

Activity & Reason

Estimated Costs

Allocations & Cost centers

WHERE TO START

Log Into ESS portal

Click **Employee Self-Service** Heading

Click **Travel Management** Option

Click **My Trips and Expenses** to create a new Request/Expense or edit any prior requests and expenses you have started or submitted.

Click **Create Travel Expense** to start a new one as well.

*You should always create a travel request first unless you are being reimbursed for a business meal or if you have a paper blanket travel request to cover you for the whole year (Be sure to upload paper travel request where you would upload receipts).

*If you are the travel assistant for someone you will click **My Employees** to create requests and expenses for them.

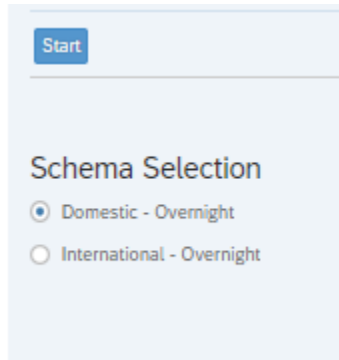
It is important to create your expense directly from your travel request or you will have two trips encumbered in your cost center and the trips will not be linked. You will get warnings before you start your travel expense if you do not do this, so always double check you are creating these correctly.

The screenshot shows the ESS portal interface. At the top, there are navigation tabs: "All My Trips (1)", "All My Travel Requests (1)", "All My Expense Reports (0)", and "Pending Exp. Reports (0)". A red box highlights the "All My Travel Requests (1)" tab, with an arrow pointing to a larger red box containing the text: "Be sure you are under 'My Travel Request to see this page.'". Below the tabs is a toolbar with options: "View: [Standard View]", "Display/Print", "Change", "Copy", "Delete", "Cancel Trip", and "Create New Travel Request". The main area contains a table with the following columns: Trip Number, Start Date, End Date, Destination, Reason, Processing Status, Approval Status, Attachments, and Expense Report. The first row of data is: Trip Number: 600010327, Start Date: 08/16/2024, End Date: 08/20/2024, Destination: George R. Brown Convention Center, Reason: ABC Conference, Processing Status: transferred to FI, Approval Status: Request Approved, Attachments: Add, and Expense Report: Create. A red box highlights the "Create" link in the Expense Report column, with an arrow pointing to a larger red box containing the text: "Once your Travel Request is approved this 'Create' link will be blue. You will press this, and it will open a Travel Expense page."

Trip Number	Start Date	End Date	Destination	Reason	Processing Status	Approval Status	Attachments	Expense Report
600010327	08/16/2024	08/20/2024	George R. Brown Convention Center	ABC Conference	transferred to FI	Request Approved	Add	Create

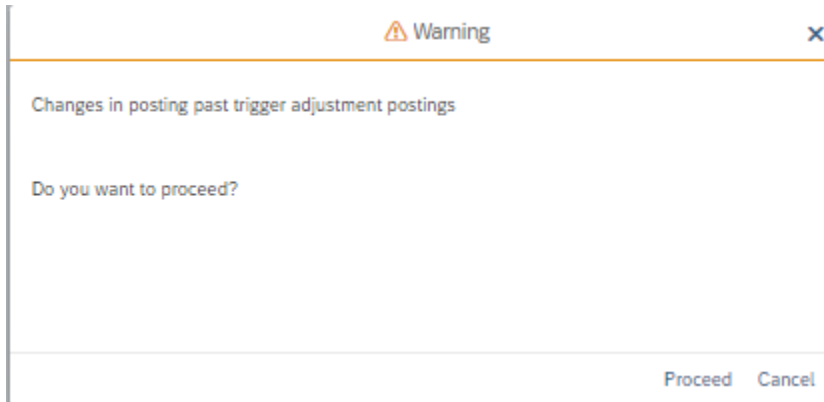
CREATING TRAVEL EXPENSES

Once you press the create button it will prompt you to choose domestic or international.



A screenshot of a dialog box titled "Schema Selection". At the top left is a blue "Start" button. Below the title, there are two radio button options: "Domestic - Overnight" (which is selected) and "International - Overnight".

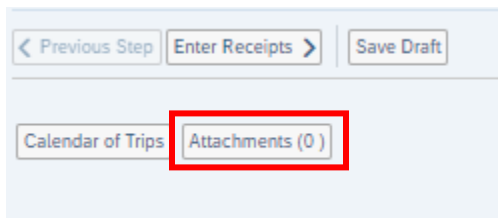
A warning will pop up about posting past trigger adjustment postings. You can press proceed



A screenshot of a warning dialog box. The title bar says "Warning" with a close button (X). The main text reads "Changes in posting past trigger adjustment postings" followed by "Do you want to proceed?". At the bottom right, there are "Proceed" and "Cancel" buttons.

Uploading receipts

Receipts will be uploaded by pressing the attachments button at the top of the screen.



A screenshot of a navigation bar. It contains three buttons: "< Previous Step", "Enter Receipts >", and "Save Draft". Below these, there are two more buttons: "Calendar of Trips" and "Attachments (0)", with the latter highlighted by a red rectangular box.

All the information from your travel request will transfer and you can update any information that needs updated.

Examples:

Date & Time

Cost centers (See Travel Request Guide pages 8,9,10 for instructions on how to change cost centers).

Per Diem for Meals and Accommodations (Overnight travel):

If you are requesting Per Diem for your trip, you will check the Per Diem reimbursements for Meals Box.

If there are any meals that are not covered or meals that are being paid by conference you will select the Enter Deductions for Meals and select which meals to exclude.

< Previous Step Enter Receipts > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 08/16/2024 08:00
* End Date: 08/20/2024 16:00
Posting Date: 08/20/2024

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: TX+HY Houston, TX
* Destination: George R. Brown Convention Center
Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity: General Travel
* Reason: ABC Conference
Comment: Traveling with 3 Faculty Members
Advances: 0.00 United States Dollar Enter Advances
Cost Assignment: 100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin... Change Cost Assignment

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals: No. of Deductions: 0 Enter Deductions for Meals

Mileage

Total Distance: 0 Mile Enter Mileage Details

< Previous Step Accept Exit to General Data Save Draft

Deductions for Meals

Day of Week	Date	Breakfast	Lunch	Dinner
Friday	08/16/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	08/17/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday	08/18/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	08/19/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	08/20/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Previous Step Accept Exit to General Data Save Draft

Be sure to always press accept to save what you enter.

Mileage

Mileage is for personal vehicle use only. You cannot be reimbursed for gasoline for your personal vehicle as that is included in the mileage calculation.

We reimburse mileage based off Enterprise rates, please use the mileage calculator located on the travel page to compare using your personal vehicle vs an Enterprise rental. We will make appropriate adjustments to be withing PASSHE Guidelines.

Mileage calculator can be found here under travel forms: ([Travel Information | Millersville University](#))

To enter mileage, press the “Enter Mileage Details” button.

The screenshot shows a web-based form for entering travel details. At the top, there are navigation buttons: '< Previous Step', 'Enter Receipts >', and 'Save Draft'. Below this is a section for 'Calendar of Trips' and 'Attachments (0)'. The form is divided into several sections:

- General Data:** Includes fields for Start Date (08/16/2024, 08:00), End Date (08/20/2024, 16:00), and Posting Date (08/20/2024).
- Destination:** Includes Trip Country (Standard Conus Rate, USA), Trip Region (TX+HY Houston, TX), and Destination (George R. Brown Convention Center). There is also an 'Additional Destinations' field with a button to 'Enter Additional Destinations'.
- Additional Information:** Includes Activity (General Travel), Reason (ABC Conference), a Comment field (Traveling with 3 Faculty Members), Advances (0.00 United States Dollar), and Cost Assignment (100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin...)).
- Per Diem for Meals and Accommodations:** Includes a checkbox for 'Per Diem Reimbursement for Meals' (checked), 'No. of Deductions' (4), and a button to 'Enter Deductions for Meals'.
- Mileage:** Includes a 'Total Distance' field (0 Miles) and a button labeled 'Enter Mileage Details' which is highlighted with a red box.

At the bottom, there are navigation buttons: '< Previous Step', 'Enter Receipts >', and 'Save Draft'.

You can be reimbursed for mileage to and from an airport if you are going out of state and need to leave your car. Be sure to enter mileage by day and by the “to” and “from” miles.

Local Travel:

If it is local travel be sure to enter mileage by day and by the “to” and “from” mileage. Also add if there are any passengers.

Calendar of Trips

Total Distance Driven: 55 Mile

Mileage Details

New Entry Copy Delete

Date	Miles Driven	Passengers	Start Location	End Location
<input type="radio"/> 08/16/2024		15 No passengers	Home	Millersville University
<input type="radio"/> 08/16/2024		15 No passengers	Millersville University	Home
<input type="radio"/> 08/17/2024		25 No passengers	Millersville Univeristy	Ware center
<input checked="" type="radio"/> 08/17/2024		25 No passengers	Ware Cneter	Millersville Univeristy

Comment:

Accept Accept and New Entry Change Cost Assignment Copy Delete

Previous Step Accept Exit to General Data Save Draft

Be sure to press Accept to save mileage.

When done with first page press “Enter receipts” to go to next page

Previous Step Enter Receipts Save Draft

Calendar of Trips Attachments (0)

General Data

Start Date: 08/16/2024 08:00
End Date: 08/20/2024 16:00
Posting Date: 08/20/2024

Destination

Trip Country: Standard Conus Rate, USA Trip Region: TX+HY Houston, TX
Destination: George R. Brown Convention Center

Additional Destinations: No destinations entered

Additional Information

Activity: General Travel
Reason: ABC Conference
Comment: Traveling with 3 Faculty Members

Advances: 0.00 United States Dollar
Cost Assignment: 100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountn...)

Per Diem for Meals and Accommodations

Per Diem Reimbursement for Meals:

Mileage

Total Distance: 55 Mile Enter Mileage Details

Previous Step Enter Receipts Save Draft

Entering Expenses:

On this page an error will pop up saying this “Trip has already taken place...” if you had any estimated costs in the Travel Request.

You will delete the estimated costs out of the list to begin adding all your expenses.

The screenshot shows the 'Receipts in This Expense Report' interface. At the top, there are navigation buttons: '< Previous Step', 'Review >', and 'Save Draft'. Below this, the title 'Receipts in This Expense Report' is followed by 'New Entry', 'Copy', and 'Delete' buttons. A table lists receipts with columns: No., Status, Expense Type, Receipt Amount, Receipt Currency, Receipt Date, Amount, Paper Receipt, and Origin. The first row is selected, showing No. 001, Status with a red dot, Expense Type 'Estimated Cost', Receipt Amount 2,536.00, Receipt Currency 'United States Dollar', Receipt Date 08/16/2024, Amount 2,536.00, Paper Receipt checked, and Origin 'Entered Manually'. Below the table is a form with 'Description:' and 'Comment:' fields, and buttons for 'New Entry', 'Change Cost Assignment', 'Enter Itemization', 'Check', 'Copy', and 'Delete'. A red box highlights the 'Delete' button. An error message box is open, displaying: 'Trip has already taken place. Please delete expense type ESTM from 08/1...'. A red arrow points from the 'Delete' button to a text box that says: 'Check this box first then hit delete.'

To add your expenses, you will press “New Entry” then hit the drop down box under “Expense Type”

The screenshot shows the 'Receipts in This Expense Report' interface. At the top, there are navigation buttons: '< Previous Step', 'Review >', and 'Save Draft'. Below this, the title 'Receipts in This Expense Report' is followed by 'New Entry', 'Copy', and 'Delete' buttons. The 'New Entry' button is highlighted with a red box. Below the buttons is a table with columns: No., Status, Expense Type, Receipt Amount, Receipt Currency, Receipt Date, Amount, Paper Receipt, and Origin. The first row is selected, showing No. 001, Status with a blue diamond, Expense Type (dropdown), Receipt Amount 0.00, Receipt Currency 'United States Dollar', Receipt Date 08/16/2024, Amount 0.00, Paper Receipt checked, and Origin 'Entered Manually'. A dropdown menu is open under the 'Expense Type' column, listing: Airfare, Baggage Fee, Business Meal (auth required), Car rental, Conference Regist, Estimated Cost, Gasoline, Hotel, Other, and Parking. A red box highlights the dropdown arrow. At the bottom left, there is a '< Previous Step' button.

When entering information be sure to enter a description. This can be the name of the airline, The name of the hotel or the name of the conference.

Also be sure that the receipt dates match the receipts.

- If you are being reimbursed before the trip for qualified expenses, you may get a warning about the receipt date if it is before the trip takes place, but please proceed past the warning.

< Previous Step Review > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input type="checkbox"/>	001	Airfare	500.00	United States Dollar	08/16/2024	500.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	002	Conference Regist	450.00	United States Dollar	08/16/2024	450.00	<input checked="" type="checkbox"/>	Entered Manually
<input checked="" type="checkbox"/>	003	Hotel	750.00	United States Dollar	08/16/2024	750.00	<input checked="" type="checkbox"/>	Entered Manually

* From Date: 08/16/2024 * To Date: 08/20/2024 Number: 4

* Description: Marriot Hotel

Business Purpose:

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

<input type="checkbox"/>	004		0.00	United States Dollar	08/16/2024	0.00	<input checked="" type="checkbox"/>	Entered Manually
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Unfunded amounts:

If your department, grant, or other sources of payment aren't covering the full amount of your receipts you will use the "Unfunded Travel Costs" entry to bring it down to the correct amount.

Example: My total from my receipts was \$1700 but my department is only covering \$1300. I will enter (-400) in the receipt amount section (be sure to put a minus sign in front of amount) and it will take it out.

< Previous Step Review > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input type="checkbox"/>	001	Airfare	500.00	United States Dollar	08/16/2024	500.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	002	Conference Regist	450.00	United States Dollar	08/16/2024	450.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	003	Hotel	750.00	United States Dollar	08/16/2024	750.00	<input checked="" type="checkbox"/>	Entered Manually
<input checked="" type="checkbox"/>	004	Z: Unfunded Travel Costs	-400	United States Dollar	08/16/2024	0.00	<input checked="" type="checkbox"/>	Entered Manually

* Description: Unfunded amount

Comment: Department is only funding \$1300.

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

SUBMITTING EXPENSE FORM

Always make sure you submit your receipts on the first page (Go back to page 3 for example)

To submit you will press “Review” to get to the last page.

< Previous Step **Review** > Save Draft

Receipts in This Expense Report

New Entry Copy Delete

<input type="checkbox"/>	No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Paper Receipt	Origin
<input type="checkbox"/>	001	■	Airfare	500.00	United States Dollar	08/16/2024	500.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	002	■	Conference Regist	450.00	United States Dollar	08/16/2024	450.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>	003	■	Hotel	750.00	United States Dollar	08/16/2024	750.00	<input checked="" type="checkbox"/>	Entered Manually
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

< Previous Step **Review** > Save Draft

Once on the last page **BE SURE TO PRESS SAVE AND SEND FOR APPROVAL.**

If you do not press save and send for approval it will sit as a draft.

< Previous Step **Save and Send for Approval**

Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Individual Receipts	1,300.00 USD
Total Travel Expenses	1,300.00 USD
Amount Reimbursed	1,300.00 USD
Amount Paid Out	1,300.00 USD

Cost Assignment

1,300.00 USD Company Code SSHE (State System of Higher Ed), Business Area 60 (60), Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accounting & Budget), Fund 6011000000 (Discretion Bdg't Sys), Functional Area 6210 (Accounting), Grant NOTRELEVANT (NO

Display Expense Form

< Previous Step **Save and Send for Approval**

Changes in posting past trigger adjustment postings