

# MILLERSVILLE UNIVERSITY

Guide to help travelers create travel requests

**EMPLOYEE**  
**SELF**  
**SERVICE**  
**PORTAL**  
**TRAVEL**  
**GUIDE**

Where to start

Creating your Travel request

General Data:

*Dates & Time*

Destination:

Trip Region & Destination

Additional Information:

Activity & Reason

Estimated Costs

Allocations & Cost centers

Submitting Travel Request

Display Request Form

Save Draft

Save and Send for Approval

# 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 Request** or **Create Travel Expense** to start a new one as well.

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

Home Account Alerts **Employee Self-Service** Manager Self-Service eTime SAP GUI Business Intelligence SourcePoint Fiori Self-Service

Overview Personal Information Benefits Leave & Time Payroll **Travel Management** My First Days Help Documents

### Employee Self-Service >> Travel Management

This page will provide you with information about each available Employee Self-Service (ESS) application for you to access in this sub-section of ESS. To access an application, click the left of the ESS application that you can use to return to this page.

#### Available Applications

**My Trips and Expenses**  
This page serves as the central management point for all your trips and expense reports. Here you can view, change, copy, or create new travel requests and/or expense reports.

**Create Travel Request**  
You can use this quick link to create a travel request to be approved by your supervisor.

**Create Expense Report**  
You can use this quick link to create an expense report for a trip without a previously submitted travel request.

**Unlock Employee Record**  
Use this tool if you receive a message stating your employee record has been locked.

**My Employees**  
Travel assistants can use this page to create travel requests and expense reports for other employees in their department.

All My Trips (0) All My Travel Requests (0) All My Expense Reports (0) Pending Exp. Reports (0)

View: [Standard View] **Create New Travel Request** **Create New Expense Report** Cancel Trip

Trip Number	Start Date	End Date	Destination	Reason	Recommended Actions	Alert	History

Last Refresh 08/16/2024 11:49:34 EST Refresh

**This is the screen if you go through "My Trips and Expenses" to create.**

# CREATING TRAVEL REQUEST

## **General Data:**

### **Complete Start Date & End Date**

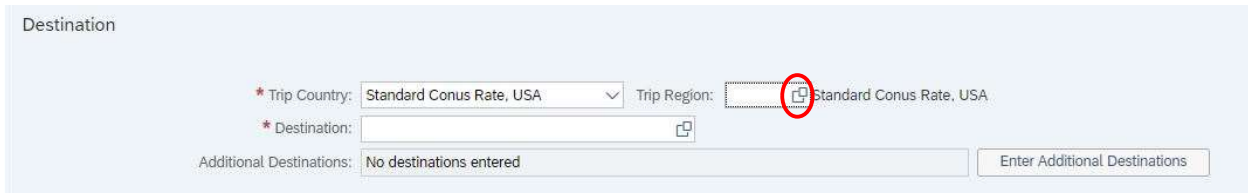
Be sure to include your *departure time & the time you returned (Military time)*.

The screenshot displays the SAP 'Create Travel Request' interface. At the top, the SAP logo is on the left, and 'Create Travel Request' is on the right. A progress bar shows three steps: 1. General Data (active), 2. Review and Send, and 3. Completed. Below the progress bar, the employee information is 'Employee Orr, Josiah T (00233029)'. Navigation buttons include '< Previous Step', 'Review >', and 'Save Draft'. There are also buttons for 'Calendar of Trips' and 'Attachments (0)'. The 'General Data' section contains a red-bordered box around the date and time fields: '\* Start Date: 08/16/2024 08:00', '\* End Date: 08/20/2024 15:00', and 'Posting Date: 08/20/2024'. The 'Destination' section includes 'Trip Country: Standard Conus Rate, USA', 'Trip Region: Standard Conus Rate, USA', and 'Destination:'. Below this is 'Additional Destinations: No destinations entered' with an 'Enter Additional Destinations' button. The 'Additional Information' section includes 'Activity (Expenses):', 'Reason:', 'Estimated Costs: 0.00 USD' with an 'Enter Estimated Costs' button, a 'Comment:' text area, 'Advances: 0.00 United States Doliar' with an 'Enter Advances' button, and 'Cost Assignment: 100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin...)' with a 'Change Cost Assignment' button. At the bottom, there are navigation buttons: '< Previous Step', 'Review >', and 'Save Draft'.

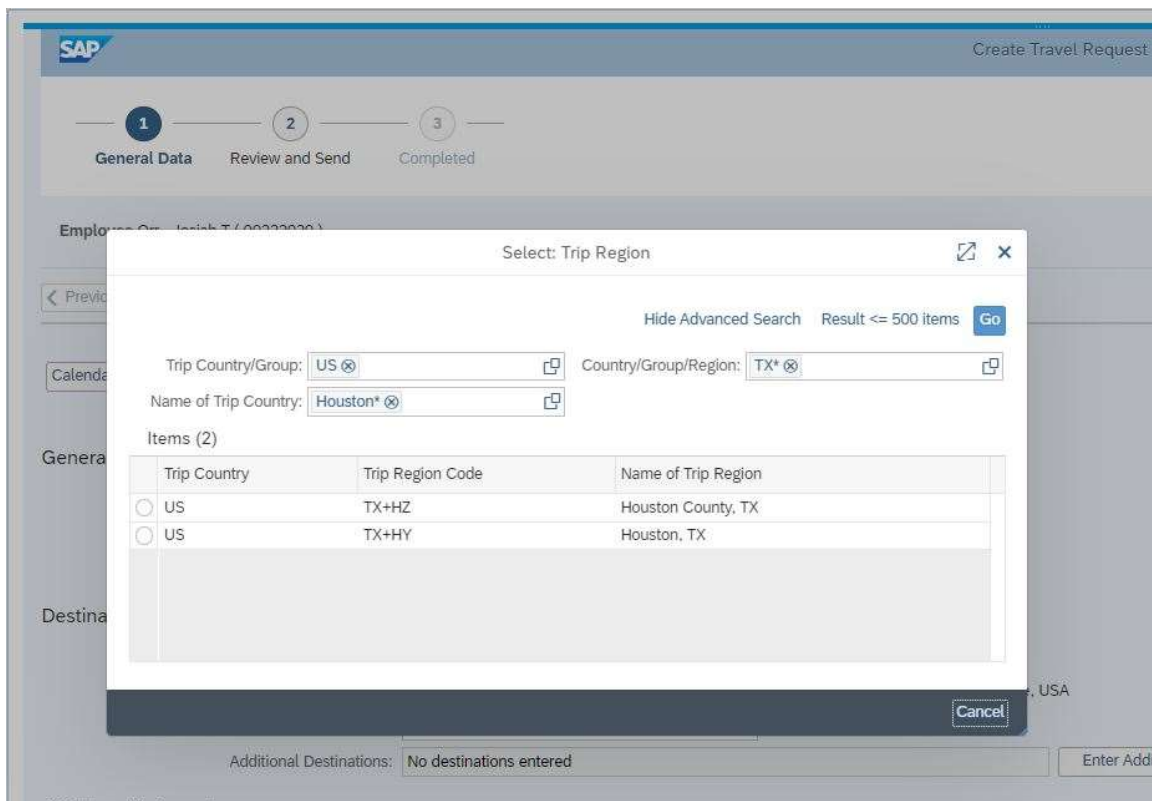
## **Destination:**

**Trip Country** should be **Standard Conus Rate, USA**, unless you are going out of the country, then you should choose correct selection.

To complete **Trip Region** you will first need to click the small boxes in the fill in box.



**The screen below will pop-up.**



Trip Country	Trip Region Code	Name of Trip Region
<input type="radio"/> US	TX+HZ	Houston County, TX
<input type="radio"/> US	TX+HY	Houston, TX

**Country/Group/Region** = The State you are traveling to (Followed by an asterisk).

**Example: California = CA\* or Florida = FL\* or New York = NY\***

**Name of Trip Country** = City or Town (or city close on a map if not on list. Followed one asterisk.)

**Example: Jamestown\* or Lebanon\* (First letter needs to be capitalized)**

**If traveling to locations such as San Diego. Be sure to make them two words (Followed by one asterisk.)**

**Example: San Diego\* or New York\* (First letter of each separate word needs to be capitalized)**

Destination is free text and will be the location you are doing business. You can add additional destinations if needed as well.

**Example: “ABC Convention center” or “ Marriott Center”**

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 (Expenses):  
\* Reason:  
Estimated Costs: 807.13 USD Enter Estimated Costs  
Comment:  
Advances: 0.00 United States Dollar Enter Advances  
Cost Assignment: 100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin... Change Cost Assignment

< Previous Step Review > Save Draft

## Additional Information:

**Activity (Expenses)** will always be General Travel.

**Reason** will be reason for travel.

Example: "ABC Conference"

**Estimated costs** will automatically generate Hotel and Meals/Subsistence for overnight travel.

You will need to add any other costs that may occur by selecting **"Enter Estimated Costs"**

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 (Expenses): General Travel  
\* Reason: ABQ Conference  
Estimated Costs: 807.13 USD Enter Estimated Costs  
Comment:  
Advances: 0.00 United States Dollar Enter Advances  
Cost Assignment: 100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin... Change Cost Assignment

< Previous Step Review > Save Draft

< Previous Step Accept Exit to General Data Save Draft

Estimated Costs

Calculate

Travel Mediums	Estimated Costs	Curr...
Airfare	0.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	0.00	USD
Gasoline	0.00	USD
Hotel	488.00	USD
Meals/Subsistence	319.13	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	0.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	0.00	USD
<b>Sum</b>	<b>807.13</b>	<b>USD</b>

< Previous Step Accept Exit to General Data Save Draft

This is where you will enter flight amounts, Conference registrations or any of the expenses you can think of.

Estimated Costs		
<input type="button" value="Calculate"/>		
Travel Mediums	Estimated Costs	Curr...
Airfare	600.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	250.00	USD
Gasoline	0.00	USD
Hotel	488.00	USD
Meals/Subsistence	319.13	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	15.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	<input type="text" value="0.00"/>	USD
<b>Sum</b>	<b>1,672.13</b>	<b>USD</b>

If you are just submitting a request and do not anticipate a reimbursement you can zero it out by entering the amount in the “Sum” Area in the “Z: Unfunded Travel costs Section” with a Negative in front of the amount (-). **Press Accept when done**

Estimated Costs		
<input type="button" value="Calculate"/>		
Travel Mediums	Estimated Costs	Curr...
Airfare	600.00	USD
Baggage Fee	0.00	USD
Business Meal (auth required)	0.00	USD
Conference Regist	250.00	USD
Gasoline	0.00	USD
Hotel	488.00	USD
Meals/Subsistence	319.13	USD
Mileage Reimb	0.00	USD
Other Miscellaneous Costs	0.00	USD
Parking	15.00	USD
Car rental	0.00	USD
Taxi, shuttle, public trans.	0.00	USD
Toll	0.00	USD
Train	0.00	USD
Z: Unfunded Travel Costs	1,672.13-	USD
<b>Sum</b>	<b>0.00</b>	<b>USD</b>



**Comment** will be where you enter any additional information.

Example: “Traveling with students”, “Traveling with 3 3 faculty members”, Or any justification for an expense, etc.

**ADVANCES ARE NEVER USED DO NOT ENTER ANYTHING THERE.**

This screenshot shows a travel request form with the following fields and values:

- 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 Information:** Activity (Expenses): General Travel; Reason: ABC Conference; Estimated Costs: 1,672.13 USD
- Comment:** Traveling with 3 Faculty Members
- Advances:** 0.00 United States Dollar
- Cost Assignment:** 100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin...)

A red box highlights the **Comment** and **Advances** fields.

### COST ASSIGNMENT

Your assigned departments main cost center will automatically generate

Click Change Cost assignment to choose a different one or to divide up estimated cost amount to multiple cost centers

This screenshot shows the same travel request form as above, but with the **Change Cost Assignment** button highlighted in a red box.

The amounts are based on percentages (Two decimal places). Get it as close as you can, you may be off a couple cents, but this will be fixed on the back end.

If broken up between percentages total percentages combined will need to equal 100%

**Example: Estimated costs= \$2450 & Department is only covering \$1300**

**Equation would be  $\$1300 / \$2450 = 0.5306122$  (Percentage you will put as 53.06% for department cost center & 46.94% for other cost center).**

Cost Assignment for Trip

<input type="checkbox"/>	Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	State System of Higher Ed	60	Cost Center	6011412000

Cost Center: 6011412000

Cost Assignment for Trip

<input type="checkbox"/>	Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input type="checkbox"/>	53.06	State System of Higher Ed	60	Cost Center	6011412000
<input type="checkbox"/>	46.94	State System of Higher Ed	60	Cost Center	6022422000
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

If you have a grant WBS Element (E.g. 603450323.10 ) or an order number (Usually for grants) you will change the accounting object to the correct one.

< Previous Step **Accept** Exit to General Data Save Draft

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
<input checked="" type="checkbox"/>	100.00	State System of Higher Ed	60	5011412000

Cost Center: 6011412000

**Accept** Accept and New Entry Check Delete

Accounting Object dropdown menu:  
Cost Center  
Order  
WBS Element  
All

< Previous Step **Accept** Exit to General Data Save Draft

# SUBMITTING TRAVEL REQUEST

Once you are done with the Cost Assignment click Review button to go to the next page.

The screenshot displays a web-based travel request form. At the top, there are navigation buttons: '< Previous Step', 'Review >' (highlighted with a red box), and 'Save Draft'. Below this are 'Calendar of Trips' and 'Attachments (0)'. The form is organized into sections: 'General Data' with fields for Start Date (08/16/2024, 08:00), End Date (08/20/2024, 16:00), and Posting Date (08/20/2024); 'Destination' with Trip Country (Standard Conus Rate, USA), Trip Region (TX+HY, Houston, TX), and Destination (George R. Brown Convention Center); 'Additional Information' with Activity (Expenses) (General Travel), Reason (ABC Conference), Estimated Costs (1,672.13 USD), Comment (Traveling with 3 Faculty Members), Advances (0.00 United States Dollar), and Cost Assignment (100.00 % Cost Center 6011412000 (6011412000), Funds Center 6011412000 (Accountin...)). Buttons for 'Enter Additional Destinations', 'Enter Advances', and 'Change Cost Assignment' are visible at the bottom of the form. A second set of navigation buttons is at the very bottom, with 'Review >' again highlighted in red.

On this page you can Display your request form which will show you the information you entered. You want to double check and make sure it all is correct.

If you want to come back to finish the Travel Request, you will select Save Draft (this will not submit it for approval)

When you are satisfied with everything you can select Save and Send for Approval. This will send it to whoever will need to approve the travel request.

Once you save and send for approval if you display Travel Request Form at the bottom of that page it will show you the filled approval log.

Once approved you can create your Travel Expense Form.

