



# SPAHRS Web Tutorial

6901-SPAHRS Travel Process  
Tutorial v7 6/20/2016

1

6/20/2016

Click to begin.





## Table of Contents

- [Accessing SPAHRS](#)
- [SPAHRS Travel Process Overview](#)
- [SPAHRS Travel Menu Diagram](#)
- [Travel Processing](#)
  - ▶ [Travel Authorization](#)
  - ▶ [Travel Account Distribution](#)
  - ▶ [Travel Advance/PTE Request](#)
  - ▶ [Travel Vouchers](#)
  - ▶ [Travel Voucher Summary](#)
  - ▶ [Travel Payroll Processing– Preliminary/Final](#)
  - ▶ [Travel Voucher Adjustments](#)
- [Troubleshooting Hints](#)

Click on an Option to begin.

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## Accessing SPAHRS

```
TPX MENU FOR PHFNC10 PanelId - TENU041
Terminal - VTRM0580
Cmdkey=PF12/24 Jump=PA2 Menu=PF4 Model - 3278-2A
Print=NONE Cmdchar=/ Messages=/B System - TPX
==> Session SPAHRSA has ended <==

  Sessid      Sesskey      Session Description      Status
- ADACICS    PF           ADABAS C.I.C.S.
- FMVIEW     PF           FMVIEW
- SPAHRS     PF           SPAHRS CICS
- SPAHRSA    PF           SPAHRS CICS
- TEST41     PF           TEST CICS FOR SPAHRS
- TEST41A    PF           TEST CICS FOR SPAHRS
- TSO        PF           TSO for Production
- VIEW       PF           VIEW

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

**From the TPX Menu:**

Place your cursor on the line next to SPAHRS.

Press ENTER.



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## Accessing SPAHRs

```
WELCOME TO THE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM (SPAHRs)
THIS SCREEN LAST MODIFIED:  SEPTEMBER 5, 2012  TT
*****
*****TROPICAL STORM ISAAC INSTRUCTIONS*****
INSTRUCTIONS FOR REPORTING IN SAAS FOR TROPICAL STORM ISAAC ARE
PROVIDED IN A MEMO FROM DFA DATED AUGUST 27, 2012, WHICH CAN BE
FOUND AT WWW.MMRS.STATE.MS.US UNDER FEATURED NEWS.

ALSO A NEW EARNINGS CODE HAS BEEN SET UP IN SPAHRs TO CAPTURE OVERTIME
FOR THIS EMERGENCY.  THE EARNINGS CODE IS ISAAX.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE MMRS CALL CENTER AT
601-359-1343 OR MASH@DFA.MS.GOV.
*****INSURANCE CATEGORY CHANGES*****
PLEASE REFER TO "INSURANCE CATEGORY CHANGES" FOUND ON THE MMRS HOME
PAGE AT WWW.MMRS.STATE.MS.US FOR INFORMATION REGARDING ASSOCIATING
SOME INSURANCE DEDUCTION CODES WITH A DIFFERENT CATEGORY.
```

If there are any messages in the Mailbox they will display on the SPAHRs Banner Screen.

Press the Pause/Break key on your keyboard to clear the Banner Screen.

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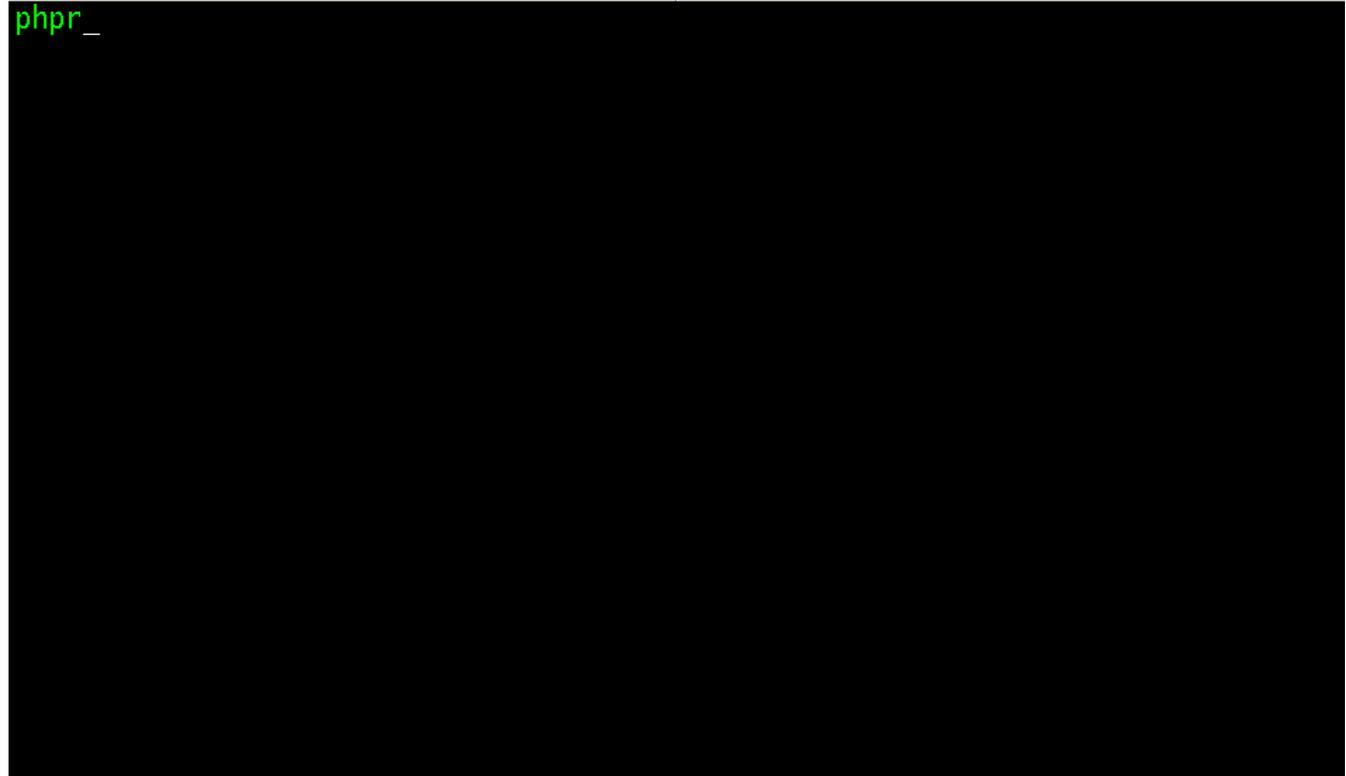


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## Accessing SPAHRs



Type PHPR.  
Press ENTER.

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## Accessing SPAHRS

```
13:53:55                *** NATURAL SECURITY ***                06-04-19
                        - Logon Procedure -

      SSSSSSS      PPPPPPP      AAAAAAA      HH      HH      RRRRRRR      SSSSSSS
      SSSSSSS      PPPPPPP      AAAAAAA      HH      HH      RRRRRRR      SSSSSSS
      SS           PP      PP      AA      AA      HH      HH      RR      RR      SS
      SS           PP      PP      AA      AA      HH      HH      RR      RR      SS
      SSS          PP      PP      AA      AA      HH      HH      RR      RR      SSS
      SSSSSSS      PPPPPPP      AAAAAAA      HHHHHHH      RRRRRRR      SSSSSSS
      SSSSSSS      PPPPPPP      AAAAAAA      HHHHHHH      RRRRRRR      SSSSSSS
      SSS PP          AA      AA      HH      HH      RR      RR          SSS
      SS PP          AA      AA      HH      HH      RR      RR          SS
      SS      SS PP          AA      AA      HH      HH      RR      RR      SS      SS
      SSSSSSS      PP          AA      AA      HH      HH      RR      RR      SSSSSSS
      SSSSSSS      PP          AA      AA      HH      HH      RR      RR      SSSSSSS

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM

MESSAGE : *** WELCOME TO THE SPAHRS PRODUCTION DATABASE - DATABASE 30 ***

      Library ID: PHPR_____      User ID: _____
      Password:      New Password:
```

**From the SPAHRS Login Screen:**  
Enter your SPAHRS User ID and Password.  
Press ENTER.



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## Accessing SPAHRS

```
10:20:17          *** NATURAL LOGON PROCEDURE ***          06-04-26
                  - Mailbox Display -

This mailbox: PRODNEWS was mailed on: 2006-04-25 at: 15:36:19 by: PHSYS02

*****
*
* ***** MMRS TRAINING SCHEDULE FOR MAY*****
*
* SAAS COMPRESSED - MAY 16-17, 2006          8:30 A.M.-4:30 P.M.
* GENIE P1 - MAY 18, 2006                    8:30 A.M.-11:30 A.M.
* SPAHRS TRAVEL - MAY 18, 2006              1:30 P.M.-4:30 P.M.
* MELMS APPROVER ADMINSTRATOR FUNDAMENTALS - MAY 25, 2006
*                                           8:30 A.M.-11:30 A.M.
* MERLIN.NET LAB - MAY 30, 2006              9:00 A.M.-11:00 A.M.
*                                           or          2:00 P.M.-4:00 P.M.
* COGNOS - MAY 31, 2006                      8:30 A.M.-4:30 P.M.
*
*
* PLEASE LOG INTO YOUR ACE USER ID AND PASSWORD TO REGISTER
* FOR ANY OF THE CLASSES UNDER THE MELMS STUDENT CENTER,
* REGISTER FOR CLASSES LINK.
*****
```

View any messages in the Mailbox Display.

Press ENTER.

# MISSISSIPPI MANAGEMENT AND REPORTING SYSTEM – MMRS

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## Accessing SPAHRs

W E L C O M E  
SPAHRs USER  
T O  
M I S S I S S I P P I  
S T A T E W I D E  
P A Y R O L L A N D H U M A N R E S O U R C E  
S Y S T E M  
User Id: PHFNC11  
Agency: 0161

Press ENTER.

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## Accessing SPAHRS

```
FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2012
PHIMAINU PHIMAINM Main Menu 10:53 AM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Quit
```

SPAHRs Main Menu  
Type TR in the Code field.  
Press Enter.

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## SPAHRs Travel Process - Overview

```

PHFNC11 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/28/2006
PHIMAINU PHIMAINM Travel Menu 11:26 AM

Code Description FastPath
TA Travel Authorization TAUT
AT Travel Advance/PTE Request TADV
IS In-State Travel TRIS
OS Out-of-State Travel TROS
OC Out-of-Country Travel TROC
TS Official Travel Voucher Summary TRSU
ST Preliminary/Final Travel Submission TRSUB
TD Travel Distribution TRDIST
TB Travel Browsers
UN Un-Freeze Travel Records
TU Travel Upload/Download
TJ Travel Adjustments

Code: __

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
    
```

The SPAHRs Travel process is used to process travel payments for employees and workers. Most travel must be processed in SPAHRs. The only exception occurs when an agency credit card is used to purchase airline tickets, handle direct bill arrangement with hotels, or pay seminar or conference registration costs directly for travelers. These types of expenses must be charged to a travel expenditure code, and are made through MAGIC. Travel payments made through SPAHRs are sent to MAGIC to ensure the payments are reflected in the agencies' budgets and accounting records.



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# SPAHRs Travel Menu Diagram

IR - Travel Menu .....			
TA - Travel Authorization .....	TAUT		
AT - Travel Advance/PTE Request .....	TADV		
IS - In-State Travel .....	TRIS		
OS - Out-of-State Travel .....	TROS		
OC - Out-of-Country Travel .....	TROC		
TS - Official Travel Voucher Summary .....	TRSU		
ST - Preliminary/Final Travel Submission .....	TRSUB		
TD - Travel Distribution .....	TRDIST		
TB - Travel Browsers .....			
TA - Paid Travel Advance/PTE .....	TRBADV		
TV - Paid Travel Voucher .....	TRBVO		
TS - Paid Travel Summary .....	TRBSU		
TD - Travel Distribution Browse .....	TRBDIST		
TB - Approved/Un-Approved/Pending Approval Browsers .....	TRAVEL		
AA - Approved Advances/PTEs .....	TRADA		
NA - Un-Approved Advances/PTEs .....	TRADN		
PA - Pending Approval Advances/PTEs .....	TRADP		
AU - Approved Authorizations .....	TRAUA		
NU - Un-Approved Authorizations .....	TRAUN		
PU - Pending Approval Authorizations .....	TRAUP		
AV - Approved Travel Vouchers .....	TRVOA		
NV - Un-Approved Travel Vouchers .....	TRVON		
PV - Pending Approval Travel Vouchers .....	TRVOP		
SA - Approved Travel Summaries .....	TRSUA		
NS - Un-Approved Travel Summaries .....	TRSUN		
PS - Pending Approval Travel Summaries .....	TRSUP		
TG - Travel Accounting (Gen SAAS) Browsers .....			
JE - Browse Journal Entry/Encumbrance .....	TRBJE		
EE - Browse Journal Entry/Encumbrance Errors .....	TRBJEE		
BD - Browse SPAHRs Documents .....	TRBDOC		
RD - REJECTED SPAHRs Documents by SAAS .....	TRBDOCR		
SB - SAAS On-Line Batch Status .....	TRBSTAT		
BP - Employee Position Account Distribution .....	TEPAD		
BR - Employee Position Acct Dist by Run Number .....	TEPADR		
TW - Travel Warrants / EFT's Browsers .....			
BW - Browse Employee Travel Warrants .....	TRBW		
BE - Browse Employee Travel EFTs .....	TRBE		
BS - Browse Specific Employee Travel EFT / Warr .....	TRBS		
TP - Travel Payments by Trip / Person Reports .....	TRVOO		
TC - Browse Travel Vendor Credits .....			
		TE - Travel Pay Details Browse .....	TRPD
		GP - Get PID .....	GPID
	UN - Un-Freeze Travel Records .....		
	UF - Un-Freeze Travel Summary .....		
	BU - Batch Un-Freeze Travel Summary Records .....		
	UA - Un-Freeze Travel Advance/PTE .....		
	BA - Batch Un-Freeze Travel Adv/PTE Records .....		
	TU - Travel Upload/Download .....		
	TU - Upload Travel Advances & Vouchers .....		
	TD - Download Travel Authorizations .....		
	TJ - Travel Adjustments .....		
	TV - Travel Voucher Adjustment .....	TADJ	
	TJ - Browse Travel Voucher Adjustments .....		



# Travel Processing

The following steps should be accomplished to process SPAHRS Travel from start to finish:

1. Travel Authorization
2. Travel Account Distribution (Optional)
3. Travel Advance/PTE Request
4. Travel Vouchers
5. Travel Voucher Summary
6. Travel Payroll Processing
7. Travel Voucher Adjustments (If needed)

SPAHRS Travel Training documentation can be found on the web in the MMRS Training Documentation database, accessible through the MMRS web site at:

[www.dfa.ms.gov/mmrsl/](http://www.dfa.ms.gov/mmrsl/).



# Travel Authorization

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## Travel Authorization

```

PHFNC11 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/23/2006
PHTRAA1D PHTRAA1M Travel Authorization 09:51 AM

*Action: (A,C,D,M,P)
*Agency: 0373 Fiscal Year: 2006 Status: *Trip Nbr:
SAAS: *Travel Type: Generic/Specific: PTE Authorized:

Meeting/Trip From Date: To Date:

Destination:
Meeting Title:
Meeting Purpose:

Total Estimated Cost:
Total PTE $ Issued:
Total Advance $ Issued:
SPAHRs Actual Cost:

Date Approved: Approval: N
LastUpdtTm: 01/02/0000 12:00:00.0 AM LastUpdtUser/Pgm: PHFNC11 PHTRAA1D
Direct Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note List Quit
    
```

The travel authorization assigns an agency trip number for reporting travel costs. The trip number must be entered on each SPAHRs record (Travel Advance/PTE request, Travel Voucher; Travel Voucher Adjustment; and Travel Account Distribution *if used*) for the system to track costs and to process payments. There are three types of travel, IS – in state, OS – out-of-state, and OC – out-of-country. The Travel Authorization also provides a mechanism for listing approved travelers for each trip. The Traveler List is only required for out-of-country travel.

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## Travel Authorization

```
FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2012
PHIMAINU PHIMAINM Main Menu 10:53 AM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Quit
```

**From the SPAHRS Main Menu:**

Enter Code: TR (Travel Menu)

Press ENTER.

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## Travel Authorization

```

PHFNC11 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHIMAINU PHIMAINM Travel Menu 03:03 PM

Code Description FastPath

TA Travel Authorization TAUT
AT Travel Advance/PTE Request TADV
IS In-State Travel TRIS
OS Out-of-State Travel TROS
OC Out-of-Country Travel TROC
TS Official Travel Voucher Summary TRSU
ST Preliminary/Final Travel Submission TRSUB
TD Travel Distribution TRDIST
TB Travel Browsers
UN Un-Freeze Travel Records
TU Travel Upload/Download
TJ Travel Adjustments

Code: TA

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
    
```

### From the Travel Main Menu:

Enter Code: TA (Travel Authorization)

Press ENTER.

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## Travel Authorization

There are three types of Travel:

- In-state (IS)
- Out-of-State (OS)
- Out-of-Country (OC).

This presentation represents an OS Travel Authorization.

```

PHFNC11 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAA1D PHTRAA1M Travel Authorization 03:07 PM

*Action: A (D) 1
*Agency: 2 Fiscal Year: 2006 Status: *Trip Nbr: SPAHRS will Assign
SAAS: *Travel Type: Generic/Specific: PTE Authorized:

Meeting/Trip From Date: To Date:

Destination:
Meeting Title:
Meeting Purpose:

Total Estimated Cost:
Total PTE $ Issued:
Total Advance $ Issued:
SPAHRS Actual Cost:

Date Approved: Approval: N
LastUpdtTm: 01/02/0000 12:00:00.0 AM LastUpdtUser/Pgm: PHFNC11 PHTRAA1D
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note List Quit
    
```

1. Enter 'A' in action for Add.
2. Enter your agency number.
3. Enter the Fiscal Year. Do **not** enter the Trip Number; it will be assigned by SPAHRS.
4. Press ENTER.

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## Travel Authorization

### Generic/Specific:

Enter 'G' for Generic (generally used for in-state travel; used for an indefinite period of time within a fiscal year).

Enter 'S' for Specific trips (those with specific locales and dates).

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006  
 PHTRAA1D PHTRAA1M Travel Authorization 03:12 PM

\*Action: A (A,C,D,M,P)  
 \*Agency: 0373 Fiscal Year: 2006 Status: \*Trip Nbr: \_\_\_\_\_  
 SAAS: 0373 \*Travel Type: OS Generic/Specific: S\_\_\_\_\_ PTE Authorized: Y

Meeting/Trip From Date: 04 01 2006 To Date: 04 15 2006

Destination: New York, NY \_\_\_\_\_  
 Meeting Title: Train the Trainer \_\_\_\_\_  
 Meeting Purpose: Training Conference \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_  
 Total PTE \$ Issued: \_\_\_\_\_  
 Total Advance \$ Issued: \_\_\_\_\_  
 SPAHRS Actual Cost: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approval: N  
 LastUpdtTm: 01/02/0000 12:00:00.0 AM LastUpdtUser/Pgm: PHFNC11 PHTRAA1D

Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Note List Quit

Enter information to be added

5. Complete required fields.

PTE authorized. (Y, if agency allows employees to be reimbursed for out-of-pocket expenses paid prior to actual travel for **lodging** and **airfare**. N, if not allowed.)

Estimated Cost (Optional, except for out-of-country).

6. Press ENTER. The Trip Number will be assigned.

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## Travel Authorization

```

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAA1D PHTRAA1M Travel Authorization 03:21 PM

*Action: (A,C,D,M,P)
*Agency: 0373 Fiscal Year: 2006 Status: P *Trip Nbr: 037306000056★
SAAS: 0373 *Travel Type: OS Generic/Specific: SPECF PTE Authorized: Y

Meeting/Trip From Date: 04 01 2006 To Date: 04 15 2006

Destination: NEW YORK, NY
Meeting Title: TRAIN THE TRAINER
Meeting Purpose: TRAINING CONFERENCE

Total Estimated Cost:
Total PTE $ Issued:
Total Advance $ Issued:
SPAHS Actual Cost:

Date Approved: Approval: N
LastUpdtTm: 04/19/2006 3:21:28.0 PM LastUpdtUser/Pgm: PHFNC11 PHTRAA1D
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note List Quit
Trip Number 037306000056 added successfully
    
```

The Trip Number has been assigned.  
The Trip Authorization must be Approved.

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## Travel Authorization

```

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAA1D PHTRAA1M Travel Authorization 03:23 PM

*Action: M (A,C,D,M,P)
*Agency: 0373 Fiscal Year: 2006 Status: P *Trip Nbr: 037306000056
SAAS: 0373 *Travel Type: OS Generic/Specific: SPEC PTE Authorized: Y

Meeting/Trip From Date: 04 01 2006 To Date: 04 15 2006

Destination: NEW YORK, NY
Meeting Title: TRAIN THE TRAINER
Meeting Purpose: TRAINING CONFERENCE

Total Estimated Cost:
Total PTE $ Issued:
Total Advance $ Issued:
SPAHR Actual Cost:

Date Approved: Approval: N
LastUpdtTm: 04/19/2006 3:21:28.0 PM LastUpdtUser/Pgm: PHFNC11 PHTRAA1D
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note List Quit
Enter changes
    
```

### To Approve:

1. Enter 'M' in action for Modify.
2. Press ENTER. (continued)

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## Travel Authorization

```

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAA1D PHTRAA1M Travel Authorization 03:23 PM

*Action: M (A,C,D,M,P)
*Agency: 0373 Fiscal Year: 2006 Status: P *Trip Nbr: 037306000056
SAAS: 0373 *Travel Type: OS Generic/Specific: SPECIF PTE Authorized: Y

Meeting/Trip From Date: 04 01 2006 To Date: 04 15 2006

Destination: NEW YORK, NY_____
Meeting Title: TRAIN THE TRAINER_____
Meeting Purpose: TRAINING CONFERENCE_____

Total Estimated Cost: _____
Total PTE $ Issued: _____
Total Advance $ Issued: _____
SPAHS Actual Cost: _____

Date Approved: _____ Approval: Y
LastUpdtTm: 04/19/2006 3:21:28.0 PM LastUpdtUser/Pgm: PHFNC11 PHTRAA1D
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note List Quit
Enter changes
    
```

1. Enter "Y" in the Approval field.
2. Press ENTER.

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## Travel Authorization

```

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAA1D PHTRAA1M Travel Authorization 03:25 PM

*Action: _ (A,C,D,M,P)
*Agency: 0373 Fiscal Year: 2006 Status: A *Trip Nbr: 037306000056
SAAS: 0373 *Travel Type: OS Generic/Specific: SPECF PTE Authorized: Y

Meeting/Trip From Date: 04 01 2006 To Date: 04 15 2006

Destination: NEW YORK, NY_____
Meeting Title: TRAIN THE TRAINER_____
Meeting Purpose: TRAINING CONFERENCE_____

Total Estimated Cost: _____
Total PTE $ Issued: _____
Total Advance $ Issued: _____
SPAHS Actual Cost: _____

Date Approved: 04/19/2006 Approval: A
LastUpdtTm: 04/19/2006 3:25:58.3 PM LastUpdtUser/Pgm: PHFNC11 PHTRAA1D
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note List Quit
3015I Pending record has been Updated - APPROVED by system
    
```

The Travel Authorization has been approved. If your agency has multiple approvers, a note screen will appear.



# Travel Account Distribution

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## Travel Account Distribution

```

PHFNC11 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/28/2006
PHTRAC1D PHTRAC1M Travel Account Distribution 09:40 AM
*Action: (A,D,M,N,P)
*Agency: 0373 Budget Fiscal Year: 2006
PIN/WIN: 2342 Type: P Last Distributed:
Start Date: 03 01 2006 End Date: 03 10 2006 Note : N
*Trip Number: 037306000040

1_ of 1
*F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1 01 0 3373 3731 6051 50R 1-01 100.000
2
3
4
5
6
7
8
Save With Errors (Y/N): N Total Percent: 100.000
LastUpd: 03/28/2006 9:37:17.3 AM PHFNC11 PHTRAC1X Approval: Y
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Back Quit
Travel Distribution 0373-P-2342- modified successfully
    
```

The Travel Account Distribution (optional) directs the system to charge travel costs to one or more funding sources **different from** the PIN or WIN Default Account Distribution. However, there must be a **Default Account Distribution** for the traveler’s PIN or WIN. The Travel Account Distribution, if used, is only for the PIN/WIN for a specified period of time and for the specific authorized trip number. When the Travel Account Distribution record is first added in SPAHRS, the system displays the PIN or WIN default distribution for data entry ease.

The Travel Account Distribution can only be added after the Travel Authorization has been established.



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## Travel Account Distribution

To be used **only** when the account distribution for travel is **different from** the default account distribution.

The Travel Account Distribution is trip specific & PIN/WIN specific. If the person in this PIN/WIN travels on a different trip, and if it needs to be paid from a distribution **different from** the Default Account Distribution, then a Travel Account Distribution will need to be set up for that trip, also.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2012
PHIMAINU PHIMAINM Main Menu 10:53 AM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Quit
    
```

**From the SPAHRS Main Menu:**  
 Enter Code: TR (Travel Menu)  
 Press ENTER.

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## Travel Account Distribution

```
PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHIMAINU PHIMAINM Travel Menu 03:37 PM

Code Description FastPath
TA Travel Authorization TAUT
AT Travel Advance/PTE Request TAVD
IS In-State Travel TRIS
OS Out-of-State Travel TROS
OC Out-of-Country Travel TROC
TS Official Travel Voucher Summary
ST Preliminary/Final Travel Submission
TD Travel Distribution
TB Travel Browses
UN Un-Freeze Travel Records
TU Travel Upload/Download
TJ Travel Adjustments

Code: td

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
```

### From the Travel Main Menu:

Enter Code: TD (Travel Distribution)

Press ENTER.

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## Travel Account Distribution

```

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAC1D PHTRAC1M Travel Account Distribution 03:47 PM
*Action: A (A,D,M,N,P)
*Agency: 0001 Budget Fiscal Year: 2006
PIN/WIN: 2 Type: W Last Distributed:
Start Date: 04 01 2006 End Date: Note : N
*Trip Number: 000106000124

1_ of
 *F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1 01 G 2001 100.000
2
3
4
5
6
7
8
Save With Errors (Y/N): N Total Percent: 100.000
LastUpd: 01/02/0000 12:00:00.0 AM Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Back Quit
Enter information to be added
    
```

1. Enter 'A' in action for Add.
2. Enter your agency number.
3. Enter the Budget Fiscal Year.
4. Enter the PIN/WIN number.
5. Enter the type (PIN or WIN).
6. Enter the Start Date of trip (Date the trip begins).
7. Enter the Trip Number.
8. Press ENTER.



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## Travel Account Distribution

```

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAC1D PHTRAC1M Travel Account Distribution 03:54 PM
*Action: M (A,D,M,N,P)
*Agency: 0001 Budget Fiscal Year: 2006
PIN/WIN: 2_____ Type: W Last Distributed:
Start Date: 04 01 2006 End Date: 04 30 2006 Note : N
*Trip Number: 000106000124

1_ of 1
 *F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1 01 G 2001 _____ 100.000
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
Save With Errors (Y/N): N Total Percent: 100.000
LastUpd: 04/19/2006 3:51:44.4 PM PHFNC11 PHTRAC1X Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Back Quit
Enter changes
    
```

9. Enter the End Date of the travel.
10. Modify inaccurate information.
11. Press ENTER.



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## Travel Account Distribution

```

PHFNC15 PHV8 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/11/2007
PHTRAC1D PHTRAC1M Travel Account Distribution 02:09 PM
*Action: M (A,D,M,N,P)
*Agency: 0001 Budget Fiscal Year: 2006
PIN/WIN: 2 Type: W Last Distributed:
Start Date: 04 01 2006 End Date: 04 03 2006 Note : N
*Trip Number: 000106000124

1_ of 1
 *F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1 02 G 2001 100.000
2
3
4
5
6
7
8

Save With Errors (Y/N): N Total Percent: 100.000
LastUpd: 09/11/2007 2:02:57.2 PM PHFNC15 PHTRAC1X Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Back Quit
Enter changes
    
```

### To Approve:

Enter 'M' in Action for Modify.

Press ENTER.

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## Travel Account Distribution

```

PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHTRAC1D PHTRAC1M Travel Account Distribution 03:54 PM
*Action: M (A,D,M,N,P)
*Agency: 0001 Budget Fiscal Year: 2006
PIN/WIN: 2_____ Type: W Last Distributed:
Start Date: 04 01 2006 End Date: 04 30 2006 Note : N
*Trip Number: 000106000124

1_ of 1
 *F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1 01 G 2001 _____ 100.000
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Save With Errors (Y/N): N Total Percent: 100.000
LastUpd: 04/19/2006 3:51:44.4 PM PHFNC11 PHTRAC1X Approval: y
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Back Quit
Enter changes
    
```

Enter 'Y' in the Approval field.  
Press ENTER.



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## Travel Account Distribution

```

PHFNC15 PHV8 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/11/2007
PHTRAC1D PHTRAC1M Travel Account Distribution 02:18 PM
*Action: (A,D,M,N,P)
*Agency: 0001 Budget Fiscal Year: 2006
PIN/WIN: 2 Type: W Last Distributed:
Start Date: 04 01 2006 End Date: 04 03 2006 Note : N
*Trip Number: 000106000124

1_ of 1
*F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1 02 G 2001 100.000
2
3
4
5
6
7
8
Save With Errors (Y/N): N Total Percent: 100.000
LastUpd: 09/11/2007 2:18:25.1 PM PHFNC15 PHTRAC1X Approval: A
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Help Main End Note Bkwd Fwd Back Quit
    
```

Record has been approved and updated.



# Travel Advance/PTE Request

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## Travel Advance/PTE Request

```

PHFNC11 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/23/2006
PHTRAV1D PHTRAV1M Travel Advance/PTE Request 03:22 PM

Action: _ (A,C,D,M,P) *Agency: 0373 FY: 2006 *Trip Number: 037306000024
*SSN: Advance/PTE#: _1
SAAS: 0373 Travel Type: OS Emp Type: P *PIN/WIN#: _105

Meeting/Trip Details
From: 04 10 2006 To: 04 14 2006 Destination: GATLINBURG, TN
Title: SPRING IN THE MOUNTAINS
Purpose/Benefits: DISCUSS THE EFFECT OF POLLEN ON WORKERS ATTITUDES.

Travel Advance From Date: 04 10 2006 To Date: 04 14 2006
Prior To Trip $ Lodging: _____500.00
Prior To Trip $ Airfare: _____350.00
Advance $ Requested: _____
Advance Pay Date: 04 06 2006 Override Requested: N

Date Paid: _____ Warrant/EFT No: _____ Trans #: _____
Date Approved: 03 23 2006 Certified By: PHFNC11 Approval: A
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Dist Quit
3015I Pending record has been Updated - APPROVED by system
    
```

The Travel Advance/PTE request function allows payment for travel prior to the actual travel dates. When an **advance** is issued, the system automatically creates a travel voucher to be used to clear the advance. The amount of the advance is reflected on the system-generated voucher. The Prior to Travel (**PTE**) function allows travelers to be reimbursed for **lodging** or **public carrier** ticket purchases paid by the employee *prior to* traveling. The PTE can be paid any time prior to the trip and is not subject to the 20-day prior to travel limit imposed for travel advances. There is not a limit on the number of PTEs that can be outstanding for each traveler.

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## Travel Advance/ PTE Request

**Note:** When a travel advance or PTE is created, the system creates a voucher to clear the advance when the expense report is received. That system-generated voucher **must** be used for clearing the advance/PTE.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2012
PHIMAINU PHIMAINM Main Menu 10:53 AM

Code Description FastPath

AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Quit
    
```

**From the SPAHRS Main Menu:**  
Enter Code: TR (Travel Menu)  
Press ENTER.

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## Travel Advance/ PTE Request

```
PHFNC11 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/19/2006
PHIMAINU PHIMAINM Travel Menu 04:01 PM

Code Description FastPath
TA Travel Authorization TAUT
AT Travel Advance/PTE Request TAVD
IS In-State Travel TRIS
OS Out-of-State Travel TROS
OC Out-of-Country Travel TROC
TS Official Travel Voucher Summary
ST Preliminary/Final Travel Submission
TD Travel Distribution
TB Travel Browsers
UN Un-Freeze Travel Records
TU Travel Upload/Download
TJ Travel Adjustments

Code: at

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
```

**From the Travel Main Menu:**

Enter Code: AT

Press ENTER.

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## Travel Advance/ PTE Request

```

PHFNC11 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/20/2006
PHTRAV1D PHTRAV1M Travel Advance/PTE Request 08:29 AM

Action: A (A.C.D.M.P) *Agencv: 0373 FY: 2006 *Trip Number: 037306000056
*SSN: XXXXXXXX LAST, FIRST MIDDLE Advance/PTE#:
SAAS: Travel Type: Emp Type: P *PIN/WIN#: 2308

Meeting/Trip Details
From: To: Destination:
Title:
Purpose/Benefits:

Travel Advance From Date: To Date:
Prior To Trip $ Lodging:
Prior To Trip $ Airfare:
Advance $ Requested:
Advance Pay Date: Override Requested: N

Date Paid: Warrant/EFT No: Trans #:
Date Approved: Certified By: Approval: N
Direct Command:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Dist Quit
    
```

1. Enter 'A' in action to Add.
2. Enter your agency number.
3. Enter the FY.
4. Enter the Trip Number. Press F1 for help for this field.)
5. Enter the SSN.
6. Press ENTER.



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## Travel Advance/ PTE Request

**Note:** Override is not needed on most advances. Override is required for one of two reasons:

- 1) When an advance is to be paid more than 20 days prior to trip start, and
- 2) When the traveler has more than one other advance outstanding.

**Note 2:** A PTE does not always have an advance issued.

```

PHFNC11  PHV1          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/20/2006
PHTRAV1D PHTRAV1M      Travel Advance/PTE Request                               08:37 AM

Action: A (A.C.D.M.P)   *Agency: 0373   FY: 2006   *Trip Number: 037306000056
*SSN:   XXXXXXXXX     LAST, FIRST MIDDLE   Advance/PTE#: _____
SAAS:   U5/5   Travel type: OS           Emp type: P           *PIN/WIN#: 2308

Meeting/Trip Details
From: 04 01 2006   To: 04 15 2006   Destination: NEW YORK, NY
Title: TRAIN THE TRAINER
Purpose/Benefits: TRAINING CONFERENCE

Travel Advance From Date: 04 05 2006           To Date: 04 15 2006
Prior To Trip $ Lodging: 150_____
Prior To Trip $ Airfare: 150_____
Advance $ Requested: 300_____
Advance Pay Date: 04 01 2006           Override Requested: N

Date Paid:           Warrant/EFT No:           Trans #:
Date Approved:      Certified By:             Approval: N
Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End           Note           Dist           Quit
Enter information to be added
    
```

7. Complete the Travel Advance information.
8. Press ENTER.

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## Travel Advance/ PTE Request

```

PHFNC11 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/20/2006
PHTRAV1D PHTRAV1M Travel Advance/PTE Request 08:44 AM

Action: M (A,C,D,M,P) *Agency: 0373 FY: 2006 *Trip Number: 037306000056
*SSN: XXXXXXXX LAST, FIRST MIDDLE Advance/PTE#: 1
SAAS: 05/3 Travel Type: OS Emp Type: P *PIN/WIN#: 2308

Meeting/Trip Details
From: 04 01 2006 To: 04 15 2006 Destination: NEW YORK, NY
Title: TRAIN THE TRAINER
Purpose/Benefits: TRAINING CONFERENCE

Travel Advance From Date: 04 05 2006 To Date: 04 15 2006
Prior To Trip $ Lodging: 150.00
Prior To Trip $ Airfare: 150.00
Advance $ Requested: 300.00
Advance Pay Date: 04 01 2006 Override Requested: N

Date Paid: Warrant/EFT No: Trans #:
Date Approved: Certified By: Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Dist Quit
Enter changes
    
```

### To Approve:

- Enter 'M' in action for Modify.
- Press ENTER.

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## Travel Advance/ PTE Request

```

PHFNC11 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2006
PHTRAV1D PHTRAV1M Travel Advance/PTE Request 08:24 AM

Action: M (A.C.D.M.P) *Adency: 0373 FY: 2006 *Trip Number: 037306000054
*SSN: XXXXXXXXX LAST, FIRST MIDDLE Advance/PTE#: __1
SAAS: U3/3 Travel Type: OS Emp Type: P *PIN/WIN#: __2072

Meeting/Trip Details
From: 04 01 2006 To: 04 30 2006 Destination: IOWA CITY, IA
Title: TEST
Purpose/Benefits: TEST

Travel Advance From Date: 04 05 2006 To Date: 04 15 2006
Prior To Trip $ Lodging: _____150.00
Prior To Trip $ Airfare: _____365.87
Advance $ Requested: _____500.00
Advance Pay Date: 04 01 2006 Override Requested: N

Date Paid: Warrant/EFT No: Trans #:
Date Approved: Certified By: Approval: y
Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Dist Quit
Enter changes
    
```

- Enter 'Y' in approval field.
- Press ENTER.

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## Travel Advance/ PTE Request

**Note:** An advance does not require a summary.

```

PHFNC11 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2006
PHTRAV1D PHTRAV1M Travel Advance/PTE Request 08:24 AM

Action: M (A,C,D,M,P) *Agency: 0373 FY: 2006 *Trip Number: 037306000054
*SSN: +----- CERTIFICATION -----+ 1
SAAS: 0373 | 2072
From: 04 01 20 | By approving this transaction, you are certifying
Title: TEST | that you are the agency head or his designee and
Purpose/Benefi | that the services specified herein, and the
Travel Ad | related expenditures, are necessary, legal and
| correct, have met all statutory or other
| requirements, and have not been previously paid.
| Press 'Enter' if you are so certifying;
| press 'PF3' if you are not.
+-----+ 6
Advance $ Requested: 500.00
Advance Pay Date: 04 01 2006 Override Requested: N

Date Paid: Warrant/EFT No: Trans #:
Date Approved: Certified By: Approval: y
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Dist Quit
    
```

To certify for payment, **press Enter** again. If you do not wish to complete certification, press F3 to escape. An advance will not process unless it has been certified.



# Travel Vouchers

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```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV01D PHTRV01M In-State Travel 10:38 AM
1 more >
Action: _ (A,C,D,M,P) *Agency: _____ FY: _____ *Trip Number: _____
*SSN: _____ Voucher#: _____
Travel From: _____ To: _____ Emp Type: P *PIN/WIN#: _____
Contract#: _____

Per Diem In Lieu of Salary: _____
Taxable Meals In State: _____ Prior to Trip Expenses
Non-Taxable Meals In State: _____ Lodging $: _____
Lodging In State: _____ Airfare $: _____
Travel In State (Auto-Private): _____
Travel In State(Auto-Rental): _____ Date Approved: _____
Travel In State (Public Carrier): _____ Date Paid: _____
Other in State Travel Cost: _____ Trans #: _____
Prior to Trip Expenses Repaid: _____ Warrant/EFT No: _____
Prior to Trip Expenses Issued: _____
Advance Repaid: _____ XR#: _____
Advance Issued: _____ Date to Pay: _____
Subtotal In State Travel: _____ Approval: N

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
    
```

## Travel Vouchers

There are three types of travel vouchers in SPAHRS: In-State, Out-of-State, and Out-of-Country. The travel vouchers are used to record all expenses associated with travel. A separate voucher must be completed for each traveler for each trip type. If an employee has in-state travel and out-of-state travel in the same travel payroll period, separate vouchers must be created - one for each travel type.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV02D PHTRV03M Out-of-State Travel 10:39 AM
1 more >
Action: _ (A,C,D,M,P) *Agency: _____ FY: _____ *Trip Number: _____
*SSN: _____ Voucher#: _____
Travel From: _____ To: _____ Emp Type: P *PIN/WIN#: _____
Contract#: _____

Amount
Per Diem in Lieu of Salary: _____ Prior to Trip Expenses
Non-Taxable Meals Out of State: _____ Lodging $: _____
Lodging out of State: _____ Airfare $: _____
Travel Out of state(Auto-Private): _____
Travel Out of State(Auto-Rental): _____ Date Approved: _____
Travel out of State(Public Carrier): _____ Date Paid: _____
Other Out of State Travel Cost: _____ Trans #: _____
Prior to Trip Expenses Repaid: _____ Warrant EFT No: _____
Prior to Trip Expenses Issued: _____
Advance Repaid: _____ XR#: _____
Advance Issued: _____ Date to Pay: _____
Subtotal out of State Travel: _____ Approval: N

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
    
```

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV03D PHTRV04M Out-of-Country Travel 10:40 AM
1 more >
Action: _ (A,C,D,M,P) *Agency: _____ FY: _____ *Trip Number: _____
*SSN: _____ Voucher#: _____
Travel From: _____ To: _____ Emp Type: P *PIN/WIN#: _____
Contract#: _____

Amount
Per Diem In Lieu of Salary: _____ Prior to Trip Expenses
Non-Taxable Meals Out of Country: _____ Lodging $: _____
Lodging out of Country: _____ Airfare $: _____
Travel out of Country(Auto-Private): _____
Travel Out of Country(Auto-Rental): _____ Date Approved: _____
Travel out of Country(Public-Carrier): _____ Date Paid: _____
Other Out of Country Travel Cost: _____ Trans #: _____
Prior to Trip Expenses Repaid: _____ Warrant/EFT No: _____
Prior to Trip Expenses Issued: _____
Advance Repaid: _____ XR#: _____
Advance Issued: _____ Date to Pay: _____
Subtotal out of Country Travel: _____ Approval: N

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
    
```



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## Travel Vouchers

```
FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2012
PHIMAINU PHIMAINM Main Menu 10:53 AM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Quit
```

**From the SPAHRS Main Menu:**  
Enter Code: TR (Travel Menu)  
Press ENTER.



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## Travel Vouchers

**NOTE:** From the Travel Menu, select **IS** for in-state voucher, **OS** for out-of-state voucher, or **OC** for out-of-country voucher, or **OC** for out-of-country voucher.

For the purpose of this example **Out-of-State (OS) Travel** will be used.

```

PHFNC15 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/10/2010
PHIMAINU PHIMAINM Travel Menu 03:39 PM

Code Description FastPath
TA Travel Authorization TAUT
AT Travel Advance/PTE Request TADV
IS In-State Travel TRIS
OS Out-of-State Travel TROS
OC Out-of-Country Travel TROC
TS Official Travel Voucher Summary TRSU
ST Preliminary/Final Travel Submission TRSUB
TD Travel Distribution TRDIST
TB Travel Browsers
UN Un-Freeze Travel Records
TU Travel Upload/Download
TJ Travel Adjustments

Code: OS

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
    
```

**From the Travel Main Menu:**  
 Enter Code: OS (Out-of-State Travel)  
 Press ENTER.

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Note: If you have processed an advance for the trip, you will need to enter a 'D' in Action for

Display followed by a 'M' in Action for Modify to update your trip by the employee.

## Travel Vouchers

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRVO2D PHTRVO3M out-of-State Travel 10:39 AM
1 more >
Action: _ (A,C,D,M,P) *Agency: _____ FY: _____ *Trip Number: _____
*SSN: _____ Voucher#: _____
Travel From: _____ To: _____ Emp Type: P *PIN/WIN#: _____
Contract#: _____
Amount
Per Diem in Lieu of Salary: _____ Prior to Trip Expenses
Non-Taxable Meals Out of State: _____ Lodging $: _____
Lodging Out of State: _____ Airfare $: _____
Travel out of state(Auto-Private): _____
Travel out of State(Auto-Rental): _____ Date Approved: _____
Travel out of State(Public Carrier): _____ Date Paid: _____
Other Out of State Travel Cost: _____ Trans #: _____
Prior to Trip Expenses Repaid: _____ Warrant EFT No: _____
Prior to Trip Expenses Issued: _____
Advance Repaid: _____ XR#: _____
Advance Issued: _____ Date to Pay: _____
Subtotal out of State Travel: _____ Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
    
```

1. Enter "A" in action for Add.
2. Enter SPAHRS Agency #.
3. Enter budget FY.
4. Enter Trip #.
5. Enter SSN.
6. Press ENTER.

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## Travel Vouchers

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV02D PHTRV03M out-of-State Travel 10:59 AM
Action: A (A,C,D,M,P) *Agency: 0373 FY: 2016 *Trip Number: 037316000013
*SSN: 111111111 LAST, FIRST MIDDLE Voucher#:
Travel From: 09 28 2015 To: 10 05 2015 Emp Type: w *PIN/WIN#: 3
Contract#:
Amount
Per Diem in Lieu of Salary: _____ Prior to Trip Expenses
Non-Taxable Meals Out of State: 18.23_____ Lodging $:
Lodging Out of State: 556.27_____ Airfare $:
Travel out of state(Auto-Private): _____
Travel out of State(Auto-Rental): _____ Date Approved:
Travel out of State(Public Carrier): 327.41_____ Date Paid:
Other Out of State Travel Cost: _____ Trans #:
Prior to Trip Expenses Repaid: _____ Warrant EFT No:
Prior to Trip Expenses Issued: _____ Advance Repaid: _____ XR#:
Advance Issued: _____ Date to Pay: _____
Subtotal out of State Travel: _____ Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
Enter information to be added
    
```

7. Enter the Travel From and To dates.
8. Press ENTER.
9. Enter all expenses in the appropriate blank(s).
10. Press F11 to go to the next screen if necessary.



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## Travel Vouchers

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV02D PHTRV02M Out-of-State Travel 11:00 AM
< 1 more
Action: A (A,C,D,M,P) *Agency: 0373 FY: 2016 *Trip Number: 037316000013
*SSN: 111111111 LAST, FIRST MIDDLE Voucher#: _____
Travel From: 09 28 2015 To: 10 05 2015 Emp Type: W *PIN/WIN#: 3_____
Contract#: _____

 *Earnings Code Amount Description 1 of 20
 _____
 _____
 _____
 _____
 _____
 _____
 _____

Date Approved: Approval: N
LastUpdtTm: LastUpdtUser/Pgm:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
scrolling performed.
    
```

11. Enter data for earnings codes that are not listed on the first screen. Press F1 on the Earnings Code field if help is needed.
12. Press F10 to return to first screen.

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## Travel Vouchers

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRVO2D PHTRVO3M out-of-State Travel 10:59 AM
1 more >
Action: A (A,C,D,M,P) *Agency: 0373 FY: 2016 *Trip Number: 037316000013
*SSN: 111111111 LAST, FIRST MIDDLE Voucher#:
Travel From: 09 28 2015 To: 10 05 2015 Emp Type: w *PIN/WIN#: 3
Contract#:
Amount
Per Diem in Lieu of Salary: _____ Prior to Trip Expenses
Non-Taxable Meals Out of State: 18.23_____ Lodging $:
Lodging Out of State: 556.27_____ Airfare $:
Travel out of state(Auto-Private): _____
Travel Out of State(Auto-Rental): _____ Date Approved:
Travel out of State(Public Carrier): 327.41_____ Date Paid:
Other Out of State Travel Cost: _____ Trans #:
Prior to Trip Expenses Repaid: _____ Warrant EFT No:
Prior to Trip Expenses Issued: _____
Advance Repaid: _____ XR#:
Advance Issued: _____ Date to Pay:
Subtotal out of state Travel: _____ Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
Enter information to be added
    
```

13. Enter Date to Pay (If you do not enter a date in this field, the system will automatically populate it with the date the voucher is approved.)
14. Press ENTER.

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## Travel Vouchers

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV02D PHTRV03M out-of-State Travel 11:02 AM
Action: (A,C,D,M,P) *Agency: 0373 FY: 2016 *Trip Number: 037316000013
*SSN: 111111111 LAST, FIRST MIDDLE Voucher#: 1
Travel From: 09 28 2015 To: 10 05 2015 Emp Type: W *PIN/WIN#: 3
Contract#:
Amount
Per Diem in Lieu of Salary: _____
Non-Taxable Meals Out of State: 18.23
Lodging Out of State: 556.27
Travel out of state(Auto-Private): _____
Travel Out of State(Auto-Rental): _____
Travel Out of State(Public Carrier): 327.41
Other Out of State Travel Cost: _____
Prior to Trip Expenses Repaid: _____
Prior to Trip Expenses Issued: _____
Advance Repaid: _____
Advance Issued: _____
Subtotal out of State Travel: 901.91
Prior to Trip Expenses
Lodging $:
Airfare $:
Date Approved:
Date Paid:
Trans #:
Warrant EFT No:
XR#:
Date to Pay:
Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
Travel voucher 1 0373-1-0373-16-999986-0000004807 added successfully
    
```

Status is displayed.

### To Modify:

Enter 'M' in Action for Modify

Press ENTER.

Enter Changes.

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## Travel Vouchers

**Note:** In order to process an approved voucher for payment, an approved Travel Voucher Summary must be set up.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV02D PHTRV03M out-of-State Travel 11:02 AM
Action: M (A,C,D,M,P) *Agency: 0373 FY: 2016 *Trip Number: 037316000013
*SSN: 111111111 LAST, FIRST MIDDLE Voucher#: 1
Travel From: 09 28 2015 To: 10 05 2015 Emp Type: W *PIN/WIN#: 3
Contract#:
Amount
Per Diem in Lieu of Salary: _____ Prior to Trip Expenses
Non-Taxable Meals out of State: 18.23 Lodging $:
Lodging out of State: 556.27 Airfare $:
Travel out of state(Auto-Private): _____
Travel out of State(Auto-Rental): _____ Date Approved:
Travel out of State(Public carrier): 327.41 Date Paid:
Other Out of State Travel Cost: _____ Trans #:
Prior to Trip Expenses Repaid: _____ Warrant EFT No:
Prior to Trip Expenses Issued: _____ Advance Repaid:
Advance Repaid: _____ Advance Issued:
Subtotal out of State Travel: 901.91 Date to Pay:
Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
Enter changes
    
```

Type 'Y' in the approval field  
Press ENTER.



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## Travel Vouchers

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2015
PHTRV02D PHTRV03M out-of-State Travel 11:03 AM
Action: (A,C,D,M,P) *Agency: 0373 FY: 2016 *Trip Number: 037316000013
*SSN: 111111111 LAST, FIRST MIDDLE Voucher#: 1
Travel From: 09 28 2015 To: 10 05 2015 Emp Type: W *PIN/WIN#: 3
Contract#:
Amount
Per Diem in Lieu of Salary: _____ Prior to Trip Expenses
Non-Taxable Meals Out of State: 18.23 Lodging $:
Lodging Out of State: 556.27 Airfare $:
Travel Out of state(Auto-Private): _____
Travel Out of State(Auto-Rental): _____ Date Approved: 11/02/2015
Travel Out of State(Public Carrier): 327.41 Date Paid:
Other Out of State Travel Cost: _____ Trans #:
Prior to Trip Expenses Repaid: _____ Warrant EFT No:
Prior to Trip Expenses Issued: _____
Advance Repaid: _____ XR#:
Advance Issued: _____ Date to Pay: 11 02 2015
Subtotal out of State Travel: 901.91 Approval: A
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
3015I Pending record has been updated - APPROVED by system
    
```

Status is displayed.



# Travel Voucher Summary

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## Travel Voucher Summary

```

TRSUID PHTRSU1M      Official Travel Voucher Summary      02:16 F
ction: _ (A,B,C,D,M,P)
Agency: 0001 *SSN: _____ Date to Pay: _ _ _ _ Pay Freq: T
Pay Date:          Emp1 Type: _ PIN/WIN: _____ Run#:

  Transactions      In State      Out of State      Out of Country      Totals
-----
Expenses.....: _____
Advance Issued: _____
Advance Repaid: _____
PTE Issued.....: _____
PTE Repaid.....: _____
Sub Total.....: _____
Deductions.....: _____
Net.....: _____

ate Approved:          Certified By:          Approval: N
astUpdtTm:             LastUpdtUser/Pgm:
rect Command:
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-
ucln Main End Note Quit
    
```

The travel voucher summary combines all open approved vouchers for an employee up to and including the date to pay entered on the summary record. The summary record is used by SPAHRS to process one warrant/EFT for each traveler. Multiple Travel Vouchers may exist for a traveler in a travel payroll cycle. Without an approved, certified summary record, the travel payroll will not pick up the employee's vouchers for processing. Travel Advances do not require summary records and will be paid on a travel payroll once approved and certified.

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## Travel Voucher Summary

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2012
PHIMAINU PHIMAINM Main Menu 10:53 AM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Quit
    
```

**From the SPAHRS Main Menu:**  
 Enter Code: TR (Travel)  
 Press ENTER.

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## Travel Voucher Summary

```

PHFNC11 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2006
PHIMAINU PHIMAINM Travel Menu 09:12 AM

Code Description FastPath

TA Travel Authorization TAUT
AT Travel Advance/PTE Request TAVD
IS In-State Travel TRIS
OS Out-of-State Travel TROS
OC Out-of-Country Travel TROC
TS Official Travel Voucher Summary
ST Preliminary/Final Travel Submission
TD Travel Distribution
TB Travel Browses
UN Un-Freeze Travel Records
TU Travel Upload/Download
TJ Travel Adjustments

Code: ts

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

### From the Travel Main Menu:

Enter Code: TS (Official Travel Voucher Summary)  
Press ENTER.

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## Travel Voucher Summary

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/12/2012
PHTRSUID PHRSU1M official Travel Voucher Summary 01:34 PM

*Action: A (A,B,C,D,M,P) XXXXX, XXXXX X
*Agency: 0373 *SSN: 000000001 Date to Pay: 12 12 2012 Pay Freq: T
Pay Date: Emp1 Type: P PIN/WIN: 000_ Run#:

Transactions In State Out of State Out of Country Totals
-----
Expenses.....: _____
Advance Issued: _____
Advance Repaid: _____
PTE Issued.....: _____
PTE Repaid.....: _____
Sub Total.....: _____
Deductions.....: _____
Net.....: _____

Date Approved: Certified By: Approval: N
LastUpdtTm: LastUpdtUser/Pgm:

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

1. Enter 'A' in Action for Add.
2. Enter SPAHRS Agency #.
3. Enter SSN.
4. Enter Date to Pay.
5. Enter Employee Type (P or W).
6. Enter PIN/WIN Number. (F1 provides help for this field.)
7. Press ENTER.

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## Travel Voucher Summary

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/12/2012
PHTRSUID PHRSU1M official Travel Voucher Summary 01:34 PM

*Action: A (A,B,C,D,M,P) XXXXX, XXXXX X
*Agency: 0373 *SSN: 000000001 Date to Pay: 12 12 2012 Pay Freq: T
Pay Date: Emp1 Type: P PIN/WIN: 000_ Run#:

Transactions In State Out of State Out of Country Totals
-----
Expenses.....: _____
Advance Issued: _____
Advance Repaid: _____
PTE Issued.....: _____
PTE Repaid.....: _____
Sub Total.....: _____
Deductions.....: _____
Net.....: _____

Date Approved: Certified By: Approval: N
LastUpdtTm: LastUpdtUser/Pgm:

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Quit
    
```

Press ENTER again to add the record.

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## Travel Voucher Summary

### To Approve:

1. Enter 'M' in action for Modify
2. Press ENTER.
3. Type "Y" in the Approval field.
4. Press ENTER.

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/12/2012
PHTRSU1D PHTRSU1M official Travel Voucher Summary 12:44 PM

*Action: _ (A,B,C,D,M,P) XXXXX, XXXXX X
*Agency: XXXX *SSN: XXXXXXXX Date to Pay: 12 12 2012 Pay Freq: T
Pay Date: Emp1 Type: P PIN/WIN: XXX__ Run#:

Transactions In State Out of State Out of Country Totals
-----
Expenses.....: 436.16
Advance Issued:
Advance Repaid:
PTE Issued....:
PTE Repaid....:
Sub Total.....: 436.16
Deductions....:
Net.....: 436.16

Date Approved: Certified By: Approval: N
LastUpdtTm: 12/12/2012 12:44:13.0 PM LastUpdtUser/Pgm: FMSAS23 PHTRSU1D
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Quit
Travel Summary 0373-00000306334-79878787 added successfully
    
```

Status is displayed.

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## Travel Voucher Summary

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/12/2012
PHTRSU1D PHTRSU1M official Travel Voucher Summary 12:49 PM

*Action: M (A,B,C,D,M,P) XXXXX, XXXXX X
*Agency: 0373 +----- Confirm Certification -----+ req: T
Pay Date: |
Transaction | By approving this transaction, you are certifying | als
-----+-----+-----+-----+
Expenses.... | that you are the agency head or his designee and |
Advance Issu | that the services specified herein, and the |
Advance Repa | related expenditures, are necessary, legal and |
PTE Issued.. | correct, have met all statutory or other |
PTE Repaid.. | requirements, and have not been previously paid. |
Sub Total... | Press 'Enter' if you are so certifying; |
Deductions.... | press 'PF3' if you are not. |
Net.....: | -----+-----+-----+-----+
Net.....: | 436.16 | | | 436.16

Date Approved: | Certified By: | Approval: Y
LastUpdtTm: 12/12/2012 12:44:13.0 PM | LastUpdtUser/Pgm: FMSAS23 PHTRSU1D
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

To certify for payment press Enter again. (If you do not wish to complete the certification, press F3. The summary will not process unless it is certified and approved.)

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## Travel Voucher Summary

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/12/2012
PHTRSU1D PHTRSU1M Official Travel Voucher Summary 12:52 PM

*Action: _ (A,B,C,D,M,P) XXXXX, XXXXX X
*Agency: xxxx *SSN: xxxxxxxx Date to Pay: 12 12 2012 Pay Freq: T
Pay Date: Empl Type: P PIN/WIN: xxx__ Run#:

Transactions In State Out of State Out of Country Totals
-----
Expenses.....: 436.16
Advance Issued:
Advance Repaid:
PTE Issued....:
PTE Repaid....:
Sub Total.....: 436.16
Deductions....:
Net.....: 436.16

Date Approved: Certified By: Approval: A
LastUpdtTm: 12/12/2012 12:49:23.5 PM LastUpdtUser/Pgm: FMSAS23 PHTRSU1D
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Quit
3015I Pending record has been updated - APPROVED by system
    
```

Status will be displayed.



# Travel Payroll Processing Preliminary/Final

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## Travel Payroll Processing

```

PHFNC11 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2006
PHTRSP2D PHTRSP2M Preliminary/Final Travel Submission 04:20 PM

- 0071 ATTORNEY GENERAL
- 0096 JUDICIAL PERFORMANCE COMMISSION
- 0111 SECRETARY OF STATE
- 0127 DPS-COUNCIL ON AGING
- 0171 TREASURY - STATE
- 0181 TAX COMMISSION
- 0233 EDUCATION-BLIND AND DEAF SCHOOLS
- 0247 EDUCATIONAL TELEVISION AUTHORITY
- 0331 DRS-OFFICE OF VOC REHABILITATION
- 0333 DRS-OFFICE OF DISABILITY DET SVCS
- 0349 DRS-SUPPORT SERVICES
- 0371 MH-CENTRAL OFFICE
X 0373 MH-ELLISVILLE STATE SCHOOL
- 0379 DRUG AND ALCOHOL SECTION - MENTAL H

Date to Pay: 04 18 2006 (MMDDYYYY) Pay Freq: T Prelim/Final (P/F): P
Submit (Y/N): Y Print Pay Details: N Wage Base Adjustments: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Prnt Quit
3110I PH733224 Has Been Submitted Successfully
    
```

A separate payroll frequency has been established for processing SPAHRS travel payrolls. The pay frequency is T (Travel). When processing occurs directly from the Travel Menu, the system infers this frequency. Separate pay dates are also established for travel; generally, there are two travel payrolls a week.

The date to pay must be on the SPAHRS Pay Date Table in order for the payroll to process. The system will automatically include a travel voucher if it has been approved and incorporated into an approved summary record to pay on or before the pay date on the travel submission screen.



## Travel Payroll Processing

The travel payroll process is similar to all other payroll processes in SPAHRS. A preliminary payroll is run as many times as needed to ensure the payroll is error-free. Once the preliminary process is completed and is error-free, a final payroll can be processed.

SPAHRS automatically submits the final travel payroll to MAGIC. The travel transactions will be loaded into MAGIC as Travel Journal Vouchers (TR transactions). The transactions can be viewed either in MAGIC or from browse screens in SPAHRS.

The preliminary and final payrolls are required for travel advances as well as travel expenses. If there are advance payments and travel expenses, they will be processed together in the same payroll run.

The employee is required to submit a Travel Voucher for Reimbursement of Expense Incident to Official Travel (Standard Form 13.20.10) prescribed by the Department of Finance and Administration (DFA). This form should be used as the source document for data entry into SPAHRS. The employee must sign the form. The Employee Summary for Reimbursement of Expenses Incident to Official Travel (Standard Form 13.20.15) is an optional form for use by the agencies; its purpose is to summarize all travel vouchers for an employee. If used, the SPAHRS summary record may then be verified to the manual form.



## Travel Payroll Processing

The final travel payroll will generate payroll reports showing the pay details and summary information. Since the final travel payroll is automatically sent to MAGIC, the Cal Pay/SAAS Difference Report does *not* have to be forwarded to DFA to ensure the payroll is processed.

Once the final travel payroll has been processed by SPAHRS and warrants are generated, the Department of Finance and Administration will provide the warrants and remittance advices for the agency with a report (warrant register). The agency must attach the paper forms to the report in warrant number sequence order and return all the documentation to DFA.

This process eliminates the pre-audit function for travel by DFA; therefore, the agency bears the responsibility to pre-audit the travel to certify the accuracy and validity of data prior to processing the travel pay run. DFA will post-audit the transactions.

A warrant or Electronic Funds Transfer (EFT) will be made for each traveler included in the travel payroll. The method of payment will always be the same as the employee's or worker's salary payroll; if the traveler receives his/her payroll electronically, he/she will receive the travel payroll electronically.

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## Travel Payroll Processing

**Note:** Always run an error-free preliminary payroll prior to running a final payroll. The preliminary reports are provided for the agency's use in checking the travel pay details for accuracy.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2012
PHIMAINU PHIMAINM Main Menu 10:53 AM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main Quit
    
```

**From the SPAHRS Main Menu:**  
 Enter Code: TR (Travel)  
 Press ENTER.

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## Travel Payroll Processing

```

PHFNC11 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2006
PHIMAINU PHIMAINM Travel Menu 09:32 AM

Code Description FastPath

TA Travel Authorization TAUT
AT Travel Advance/PTE Request TAVD
IS In-State Travel TRIS
OS Out-of-State Travel TROS
OC Out-of-Country Travel TROC
TS Official Travel Voucher Summary
ST Preliminary/Final Travel Submission
TD Travel Distribution
TB Travel Browses
UN Un-Freeze Travel Records
TU Travel Upload/Download
TJ Travel Adjustments

Code: st

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
    
```

### From the Travel Main Menu:

Enter Code: ST (Preliminary/Final Travel Submission)  
Press ENTER.



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MEETING THE MANAGEMENT INFORMATION NEEDS FOR THE STATE OF MISSISSIPPI



## Travel Payroll Processing

```

PHFNC11 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2006
PHTRSP2D PHTRSP2M Preliminary/Final Travel Submission 09:33 AM

- 0071 ATTORNEY GENERAL
- 0096 JUDICIAL PERFORMANCE COMMISSION
- 0111 SECRETARY OF STATE
- 0127 DPS-COUNCIL ON AGING
- 0171 TREASURY - STATE
- 0181 TAX COMMISSION
- 0233 EDUCATION-BLIND AND DEAF SCHOOLS
- 0247 EDUCATIONAL TELEVISION AUTHORITY
- 0331 DRS-OFFICE OF VOC REHABILITATION
- 0333 DRS-OFFICE OF DISABILITY DET SVCS
- 0349 DRS-SUPPORT SERVICES
- 0371 MH-CENTRAL OFFICE
X 0373 MH-ELLISVILLE STATE SCHOOL
- 0379 DRUG AND ALCOHOL SECTION - MENTAL H

Date to Pay: 04 24 2006 (MMDDYYYY) Pay Freq: T Prelim/Final (P/F): P
Submit (Y/N): Y Print Pay Details: N Wage Base Adjustments: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End           Note           Bkwd Fwd Prnt           Quit
    
```

1. Enter 'X' in the blank beside the agency name.
2. Enter all information at bottom of screen.  
 Note: **Never** put a Y in "Wage Base Adjustments" field unless instructed by DFA to do so.
3. Press ENTER.

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## Travel Payroll Processing

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PHFNC11 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2006
PHTRSP2D PHTRSP2M Preliminary/Final Travel Submission 09:35 AM

- 0071 ATTORNEY GENERAL
- 0096 JUDICIAL PERFORMANCE COMMISSION
- 0111 SECRETARY OF STATE
- 0127 DPS-COUNCIL ON AGING
- 0171 TREASURY - STATE
- 0181 TAX
- 0233 EDU
- 0247 EDU
- 0331 DRS
- 0333 DRS
- 0349 DRS
- 0371 MH-
X 0373 MH-
- 0379 DRU

-----Batch Job Submission-----
Job Name: PH733224 *Job Class: A
Job Description: Travel Run
*Destination: R10_____ *Msg Class: Z
*Sysout
Reports Class Forms Copies
Date to Pay: Preliminary Travel Run Release X _____ 1_
Submit (Y/N)
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Prnt Quit
    
```

After preliminary is error-free, run the final.

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MEETING THE MANAGEMENT INFORMATION NEEDS FOR THE STATE OF MISSISSIPPI



## Travel Payroll Processing

```
PHFNC11 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2006
PHTRSP2D PHTRSP2M Preliminary/Final Travel Submission 09:37 AM

- 0071 ATTORNEY GENERAL
- 0096 JUDICIAL PERFORMANCE COMMISSION
- 0111 SECRETARY OF STATE
- 0127 DPS-COUNCIL ON AGING
- 0171 TREASURY - STATE
- 0181 TAX COMMISSION
- 0233 EDUCATION-BLIND AND DEAF SCHOOLS
- 0247 EDUCATIONAL TELEVISION AUTHORITY
- 0331 DRS-OFFICE OF VOC REHABILITATION
- 0333 DRS-OFFICE OF DISABILITY DET SVCS
- 0349 DRS-SUPPORT SERVICES
- 0371 MH-CENTRAL OFFICE
X 0373 MH-ELLISVILLE STATE SCHOOL
- 0379 DRUG AND ALCOHOL SECTION - MENTAL H

Date to Pay: 04 25 2006 (MMDDYYYY) Pay Freq: T Prelim/Final (P/F): P
Submit (Y/N): Y Print Pay Details: N Wage Base Adjustments: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End Note Bkwd Fwd PF11 PF12 Quit
3110I PH733224 Has Been Submitted Successfully
```

Status is displayed.



# Travel Voucher Adjustments



## Travel Voucher Adjustments

SPAHRS was created to process payrolls and any payments in addition to payroll expenses are treated as payroll adjustments. All travel payments are, therefore, considered as payroll adjustments. When a transaction must be corrected once processing occurs, the system must make an adjustment to an existing adjustment. Due to this fact, extreme care should be given when processing travel transactions to ensure they are accurate and that they do not require correcting after the travel payroll has been processed.

Travel vouchers cannot be modified or purged if an approved summary record exists. The summary record must first be unapproved, which allows the vouchers to be unapproved and modified. The steps associated with correcting travel vouchers and summaries are as follows:

- Unapprove the summary record to unlink the vouchers from the summaries, and make any needed corrections on the vouchers;
- Re-approve the voucher; then re-approve the summary record to re-link the vouchers to it.

Neither summary records nor travel advances can be unapproved once the final travel payroll has been processed. To allow the summary records to be unapproved, four screens have been created **for DFA use only**. These screens – the Un-Freeze Travel Summary, the Batch Un-Freeze Travel Summary Records, the Un-Freeze Travel Advance, and the Batch Un-Freeze Travel Advance Records – enable DFA to release the travel summary or the travel advance record(s). Once a summary record or advance record is released, the travel record(s) can be modified. A request to release either of these types of records must be submitted *in writing* and the request signed by the individual designated by the agency for processing payments.



# Troubleshooting Hints



## ■ Preliminary Report

### ▶ No Distribution Found

- Check the default account distribution for the PIN/WIN# of the SSN listed on the report. The person must have been employed during the dates of travel. A current default account distribution must be in place and must cover the dates traveled. Distribution errors will abort travel payment for the person whose distribution is incorrect or missing.
- Check end dates on the travel vouchers to be sure they are in a current or prior FY.

### ▶ Net Pay Not Equal Calc Net Pay

- Be certain there are not two (2) vouchers and or advances (for the same or different trips) with the same “To Date” to be processed on the same travel run for the same SSN. You may check vouchers via travel browses (**TR TB TB AV/NV/PV**), or through voucher screens (**TR IS/OS/OC**).

### ▶ No taxes are deducted for taxable items (should have been noted on the Official Travel Voucher Summary)

- Be certain tax records have been set up for the employee/worker. Once tax records are set up, the summary must be re-approved (certified).



## ■ Other Reports to check:

- ▶ SPAHRS Report: “Travel Summary Checks and Balances” –

**Note:** Advances do not appear on this report.

- Only items listed as ‘P’ were paid.
- Check to be certain paid items balance.
- Items listed as ‘A’ did not pay; determine why and correct the error.

## ■ If someone was not paid, check for Encumbrance Errors (TR TB TG EE).

- ▶ Hint: Be sure to enter the Run # to see only errors for a particular run. Otherwise, all encumbrance errors from all runs will be displayed.
- ▶ Correct these types of errors via SPHARS SAAS Tables 1 & 2.



## Contact Us:



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**E-mail Address: [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov)**

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