

Travel Upload					
This file is used to upload data into the SPAHRs travel system. This is file is fixed length, 330 characters per record					
This file can contain two different records.					
1. An advance record (A) and 2. A voucher (V)					
All numeric (N) fields are right adjust and zero fill					
All alpha (A) fields are left adjust and blank fill					
Advance record layout					
	FRMT	LNNGTH	Edit Mask	Beg Pos	End Pos
*Record indicator	A	1		1	1
Value 'A' for an advance					
*Agency Number	A	4		2	5
A unique Identifier for a Mississippi State Government Agency in SPAHRs					
*Travel Type	A	2	IS, OS, OC	6	7
Identifies the trip type					
Values: IS - In state					
OS - Out of state					
OC - Out of country					
*Trip Number	A	12		8	19
A unique number assigned by the SPAHRs travel system generated by the travel system when the authorization is inputted to SPAHRs					
Composed of the SAAS agency number, fiscal year and a SPAHRs generated number					
*Social Security Number	A	9		20	28

Individual's SSN or Tax ID.					
* Advance Date to Pay	A	8	YYYYMMDD	29	36
The requested date the advance is to be paid					
* Advance travel from date	A	8	YYYYMMDD	37	44
The start date of the trip for which this advance is being issued					
* Advance travel to date	A	8	YYYYMMDD	45	52
The end date of the trip for which this advance is being issued					
* Pin Win Number	N	6		53	58
Position Identification Number (PIN) or Worker Identification Number (WIN) identifies a particular position or worker. The PIN/WIN is unique for an agency and must not be reused within an agency.					
* Worker Type	A	1	P, W	59	59
Valid Values: P = State Employee W = Non-State Employee (contractors, board/commission members, students, patients, etc.)					
* Advance Amount	N	9.2		60	70
The amount of the advance to be paid					
* Filler	A	260		141	400

<u>Voucher record</u>	FRMT	LNTH	Edit Mask	Beg Pos	End Pos
*Record type	A	1	V	1	1
Value 'V' for a voucher record					
*Agency number	A	4		2	5
A unique Identifier for a Mississippi State Government Agency in SPAHRs					
*Travel Type	A	2	IS, OS, OC	6	7
Identifies the trip type					
Values: IS - In state					
OS - Out of state					
OC - Out of country					
*Trip Number	A	12		8	19
A unique number assigned by the SPAHRs travel system generated by the travel system when the authorization is inputted to SPAHRs					
Composed of the SAAS agency number, fiscal year and a SPAHRs generated number					
*Social Security Number	A	9		20	28
Individual's SSN or Tax ID.					
*Voucher to pay date	A	8	YYYYMMDD	29	36
The requested date that the voucher is to be paid on					
*Voucher travel from date	A	8	YYYYMMDD	37	44
The start date of the travel being submitted on this voucher					
*Voucher travel to date	A	8	YYYYMMDD	45	52
The end date of the travel being submitted on this voucher					
*Pin Win Number	N	6		53	58

Position Identification Number (PIN) or Worker Identification Number (WIN) identifies a particular position or worker. The PIN/WIN is unique for an agency and must not be reused within an agency.					
*Worker Type	A	1	P,W	59	59
Valid Values: P = State Employee W = Non-State Employee (contractors, board/commission members, students, patients, etc.)					
*Advance amount repaid	N	9.2		60	70
The amount of the advance that is being repaid (total expenses for the trip are less than the advance)					
*Cash receipt number	A	12		71	82
The SAAS receipt number for the deposit into SAAS of the advance overpayment					
*Non taxable per deim	N	9.2		83	93
The amount of non taxable per deim					
*Taxable per deim	N	9.2		94	104
The amount of taxable per deim					
*Non Taxable meals	N	9.2		105	115
The amount of non taxable meals					
*Taxable Meals	N	9.2		116	126
The amount of taxable meals					
*Lodging	N	9.2		126	137
The amount of lodging					
*Auto Private	N	9.2		138	148
The amount for use of private automobile					

*Public Carrier	N	9.2		149	159
The amount for public carrier					
*Rental Automobile	N	9.2		160	170
The amount of automobile rental					
Other travel costs					
*Earnings code other 1	A	5		171	175
The travel earnings code for other 1 travel expense					
See "Travel Earnings Code Table".					
*Amount other 1	N	9.2		176	186
The amount for other expense 1					
*Earnings code other 2	A	5		187	191
The travel earnings code for other 2 travel expense					
See "Travel Earnings Code Table".					
*Amount other 2	N	9.2		192	202
The amount for other expense 2					
*Earnings code other 3	A	5		203	207
The travel earnings code for other 3 travel expense					
See "Travel Earnings Code Table".					
*Amount other 3	N	9.2		208	218
The amount for other expense 3					
*Earnings code other 4	A	5		219	223
The travel earnings code for other 4 travel expense					
See "Travel Earnings Code Table".					
*Amount other 4	N	9.2		224	234
The amount for other expense 4					
*Earnings code other 5	A	5		235	239
The travel earnings code for other 5 travel expense					
See "Travel Earnings Code Table".					

*Amount other 5	N	9.2		240	250
The amount for other expense 5					
*Earnings code other 6	A	5		251	255
The travel earnings code for other					
6 travel expense					
See "Travel Earnings Code Table".					
*Amount other 6	N	9.2		256	266
The amount for other expense 6					
*Earnings code other 7	A	5		267	271
The travel earnings code for other					
7 travel expense					
See "Travel Earnings Code Table".					
*Amount other 7	N	9.2		272	282
The amount for other expense 7					
*Earnings code other 8	A	5		283	287
The travel earnings code for other					
8 travel expense					
See "Travel Earnings Code Table".					
*Amount other 8	N	9.2		288	298
The amount for other expense 8					
*Earnings code other 9	A	5		299	303
The travel earnings code for other					
9 travel expense					
See "Travel Earnings Code Table".					
*Amount other 9	N	9.2		304	314
The amount for other expense 9					
*Earnings code other 10	A	5		315	319
The travel earnings code for other					
10 travel expense					
See "Travel Earnings Code Table".					
*Amount other 10	N	9.2		320	330
The amount for other expense 10					
*PTE Lodging Amount	N	9.2		331	341

PTE Airfare Amount	N	9.2		342	352