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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6332	SPAHRs Travel Authorization	Revision Date: 09/21/2017
		Version: 7

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## Objective

Develop an understanding of the Travel Authorization process.

## Outcome

An understanding of the process, menus, and screens is achieved.

## Overview

The travel authorization serves three main functions. The first function provides a method of assigning an agency trip number; the second provides a method of listing people who will be traveling within the parameters of the authorized trip; and the final function provides a method for on-line approval/authorization of the trip. The three functions are detailed below.

## Trip Number

Trip numbers are required for all travel. The trip number is one of the common denominators used for tracking travel-related costs in SPAHRS and MAGIC. The trip number tracks and ties together all travel expenses of numerous individuals traveling on a particular trip.

Trip numbers can be generic or specific. If an agency wishes to track travel costs related to one type of agenda, a generic trip number can be established; and all travel for that program, regardless of who performs the travel, is then charged to that trip number. If an agency wants to determine how much is spent on a specific trip (such as a convention), a specific trip number is established to track the actual expenses for that trip.

*Generic* should only be selected for routine travel, such as a bank examiner traveling in-state each week of the year to audit banks throughout the state; that trip type would be generic, as would the description. For these instances, the date information can be entered as July 1, 20XX to June 30, 20XX.

*Specific* is used for meetings and conferences, whether they are held in-state or out of state. In order for detailed trip information for meetings and conferences to be displayed in Transparency, DFA recommends a *specific* trip number be established to properly reflect the actual expenses for that trip. Specific details are needed for the required fields: *Destination, Meeting Title, and Meeting Purpose*. The *Destination* field **must** have the City and State of the trip. The *Meeting Title* field must include the name/type of meeting/conference, and the purpose of the meeting/conference should be entered in *Meeting Purpose field*. The dates should be the actual starting and ending dates of the meeting/conference, including dates of travel.

Separate trip numbers are required for each type of travel (in-state, out-of-state, and out-of-country). In addition, trip numbers cannot cross budget fiscal years. These requirements were established to ensure budgetary and legislative reporting requirements are met.

Trip numbers are assigned sequentially by the system in the travel authorization process and consist of the SAAS agency number (four digits--a zero is added before the agency number), the fiscal year (last two digits of the current fiscal year), and the six-digit number sequentially assigned by the system. The system will overwrite any unique trip number entered during data entry.

After all information for a trip is captured in MAGIC and SPAHRS, MERLIN will produce legislative reports that reflect actual costs per trip. This information is also included in Transparency Mississippi.

Due to reporting and audit requirements, trip numbers should not be purged once they have been approved. If a trip number is not needed and has not been used, it can be modified and the end date changed to reflect that no travel will occur.

### Traveler List

The traveler list is a list of people who will be traveling under a particular trip number. The traveler list is optional for in-state and out-of-state travel and may be used at the discretion of the agency. A Traveler List is **required** for out-of-country travel authorization. For all out-of-country travel the traveler list accompanies the travel authorization to the queues of designated approvers at the agency, if applicable, and finally to the Office of Purchasing, Travel and Fleet Management (OPTFM).

### Travel Authorization

The travel authorization is added during the initial data entry process and cannot be approved at that time. For the approval process to occur, the record must be modified once it has been added successfully.

The approval options provide a means to approve the authorization request as submitted, to disapprove, or to approve with modifications. When this process is submitted for approval, it is sent through the approval routes set up by the agency and by DFA as required by policy.

Your Action ...	System Response ...
1. Choose <b>TR</b> (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.

Your Action ...		System Response ...
FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/15/2014 PHIMAINU PHIMAINM Travel Menu 01:13 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: __		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Main End Quit		

Your Action ...	System Response ...
2. Choose <b>TA</b> (Travel Authorization) from the Travel Menu and press ENTER.	The Travel Authorization screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2012
PHTRAA1D PHTRAA1M Travel Authorization 10:05 AM

*Action: = (A,C,D,M,P)
*Agency: ____ Fiscal Year: ____ 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: _
LastUpdtTm: LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note List Quit
    
```

Your Action ...	System Response ...
<p>3. Choose <b>Add</b> and enter the following information:</p> <p><b>*Agency:</b> Enter the SPAHRS agency code XXXX.</p> <p><b>Fiscal Year:</b> Enter the 4-digit budget fiscal year YYYY.</p>	
<p>4. Press ENTER.</p>	
<p>5. Enter the following information:</p> <p>Status: This field is populated by the system.</p> <p>*Trip Nbr: This field is populated by the system. The number will be the SAAS agency number preceded by a zero, followed by the two-digit fiscal year and a unique six-digit sequential number (0aaay#####).</p> <p>SAAS: The SAAS agency number is populated by the system based upon the SPAHRS agency number.</p> <p><b>*Travel Type:</b> Enter the type of travel for this authorization. Three are available for use:</p> <p><b>IS</b> - in-state travel</p> <p><b>OS</b> - out-of-state travel</p> <p><b>OC</b> - out-of-country travel</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p><b>*Generic/Specific:</b> Enter <b>G</b> for Generic or <b>S</b> for Specific. Generic trips are generally for in-state travel only; they can be used for an indefinite period of time within a fiscal year. Specific trips are to specific locales for a limited time. Either a generic or a specific trip may be set up for travel to include multiple travelers.</p> <p><b>PTE Authorized:</b> Prior to Trip Expense - Enter <b>Y</b> for Yes or <b>N</b> for No. This option is used to allow employees to be reimbursed for out of pocket expenses paid prior to actual travel for 1) lodging and 2) airfare.</p> <p><b>Meeting/Trip From Date:</b> Enter the trip start date (MM DD YYYY).</p> <p><b>To Date:</b> Enter the trip end date (MM DD YYYY). The travel dates should be within the same budget year.</p> <p><b>Destination:</b> Enter the destination (<b>city, state</b>).</p> <p><b>Meeting Title:</b> Enter title of meeting.</p> <p><b>Meeting Purpose:</b> Enter the purpose of the meeting, conference, etc.</p> <p>Total Estimated Cost: If desired, enter the estimated cost (without a dollar sign). This field is required for out-of-country travel, but optional for in-state and out-of-state travel.</p> <p>Total PTE \$ Issued: This field is populated by the system after the prior to trip expense is paid for this trip.</p> <p>Total Advance \$ Issued: This field is populated by the system after an advance is paid for this trip.</p> <p>SPAHRS Actual Cost: All SPAHRS expenses associated with this trip will be populated by the system in this field when travel vouchers are paid.</p>	
<p>6. Press ENTER.</p>	<p>The system assigns a trip number (in sequential order for the SAAS agency) and sets up the travel authorization record.</p> <p>Message displays, "Trip Number 0####YY##### added successfully."</p>

Your Action ...	System Response ...
7. Press F9 to list the people traveling if desired. <i>(The Traveler List is required for out-of-country travel.)</i> <b>NOTE:</b> The authorization record must be added prior to accessing the Traveler List screen.  See Traveler List on page 7 for instructions to add a person to the list.	The system will display the Traveler List screen.
8. To approve the Travel Authorization, choose <b>Modify</b> and press ENTER.	
9. <b>Approval:</b> Enter <b>Yes</b> to approve the record. The system default is No.	The system will display the Create Approval Record.
10. Enter any notes about this trip, if applicable, via F5. <i>Notes are required only for out-of-country travel authorizations.</i>	
11. Press ENTER.	The authorization record has been added and approved, and the following message is displayed:  Message displays, Trip Number 0####YY##### modified successfully.

### Traveler List Entry

The traveler list is required for all out-of-country travel. It may also be used for in-state or out-of-state travel. The out-of-country traveler list is submitted with the out-of-country authorization for approval by the agency and the Office of Purchasing, Travel and Fleet Management (OPTFM). Any other traveler lists are for agency reference only.

The Traveler List screen cannot be accessed unless there is a Travel Authorization record, although the record does not have to be approved prior to adding the Traveler List. For out-of-country travel, the list must be added prior to approving the Authorization record.

Your Action ...	System Response ...
1. Choose <b>TR</b> (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose <b>TA</b> (Travel Authorization) from the Travel Menu and press ENTER.	The Travel Authorization screen will appear.
3. After completion of the Travel Authorization screen, press <b>F9</b> .	The Traveler List screen will appear, with the following fields displayed from the Travel Authorization record:  Agency, Fiscal Year, Trip Number, Travel Status, SAAS Agency Number, Travel Type, Travel Code, Meeting/Trip From and To Dates, and Destination.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2012
PHTRAL1B PHTRALBM Traveler List 10:39 AM
Actions: (A,D,M,P)
*Agency: 0160 Fiscal Year: 2013 Trip Number: 061413000008 Travel Status: P
SAAS: 0614 Travel Type: IS Travel Code: GENRC
Meeting Trip From Date: 09/01/2012 To Date: 12/01/2012
Destination: JACKSON

Act SSN Name Est Cost
--- ---- -
*** End of Data ***

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

```

Your Action ...	System Response ...
4. If there is no existing Traveler List, press <b>F4</b> <u>twice</u> to create one. If there is an existing list, place the cursor in the action line beside any name, type in <b>Add</b> , and press ENTER.	The Traveler Information screen will be displayed with an Action of Add. See the following screen.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2012
PHTRAL1D PHTRAL1M Traveler Information 10:40 AM

*Action: A (A,D,M,P)

*Agency: 0160 Fiscal Year: 2013 Status: P Trip Nbr: 061413000008
SAAS: 0614
Travel Type: IS Generic/Specific: GENRC

Meeting/Trip from date: 09/01/2012 To Date: 12/01/2012
Destination: JACKSON

*SSN: _____ Name: _____ Est Cost: _____

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

```



Your Action ...	System Response ...
5. Enter the following information:  * <b>SSN</b> : Enter the Social Security number for the employee/worker who will be traveling. Name: The employee/worker's name will be populated by the system. <b>Est Cost</b> : Enter the estimated cost of the trip for the traveler listed.	
6. Press ENTER twice.	The Traveler List screen will be displayed with the traveler's name added.
7. To continue to add Traveler Information, press F4 twice, <u>or</u> place an "A" in the Action field of any traveler already listed.	
8. To return to the Travel Authorization screen, press either F9 or F3.	The system will return to the Travel Authorization screen.

### Modifying the Traveler List

Travelers may be added to or removed from the list at any time until there is payment made against the trip. The list may be modified to change the estimated cost of travel for a specific traveler, unless payment has been made against the particular trip.

To remove a traveler from the list, the action of Purge must be selected on the Traveler List screen. The Purge action will display the Travel Information screen with a purge confirmation window. Enter **Yes** to purge the record.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2012
PHTRAL1D PHTRAL1M Traveler Information 10:48 AM

*Action: P (A,D,M,P)

*Agency: 0160 Fiscal Year: 2013 Status: P Trip Nbr: 061413000008
SAAS: 0614
Travel Type: IS Generic/Specific: GENRC

Meeting/Trip from date | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM
Destination: JACKSON | CONFIRMATION WINDOW
*SSN: _____ Name: |
| Do you really want to Purge this record.
| Once Record is Purged may not be able to
| Restore it back. Please Confirm it now.
| (Y)es/(N)o _
|
+-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Addition or removal of a traveler from an approved out-of-country traveler list or modification of the estimated costs will require withdrawing the approval on the Travel Authorization screen, modifying the list, and resubmitting the authorization for approval.