# Mississippi Management and Reporting System

## **Department of Finance and Administration**

MMRS MASH/Training Materials		
6335	SPAHRS Travel Vouchers	Revision Date: 02/10/2016
		Version: 7

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#### Objective

Report travel expenses; process in-state, out-of-state, and out-of country travel vouchers.

#### Outcome

Travel expenses are processed and reported.

#### Overview

Before travel expenses can be processed through SPAHRS, the employee must submit a completed Travel Voucher (Standard Form 13.20.10 prescribed by the Department of Finance and Administration) for agency approval. The expenses recorded on this paper form are then entered into SPAHRS for the payment to be processed.

There are three different types of travel vouchers in SPAHRS: in-state, out-of-state, and out-ofcountry. Separate vouchers must be completed for each type of travel that occurs, even if the types of travel occur within the same travel processing period.

A generic trip authorization allows a traveler to report multiple days of travel on one voucher whether or not the days are consecutive. If the traveler incurs travel related to more than one trip number, a separate voucher must be completed for each trip number used. The system will combine the vouchers on the Official Travel Voucher Summary screen to generate one warrant.

The SPAHRS travel vouchers contain two screen panels. The first panel is used to record the majority of travel expenses; the second panel is used to record other travel costs. Other travel costs are entered using travel earnings codes found using the F1 function for active help.

If a travel advance has been processed in SPAHRS, an unapproved travel voucher for expenses is automatically established by the system. This voucher may be accessed from the browse screen or from the voucher screen; it must be modified to record the offsetting expenses.

Each of the three travel voucher screens has a second panel used for recording other travel expenses. These expenses are entered using specific travel earnings codes. Multiple earnings codes can be entered on this second panel. The amounts entered are then summarized by the system and posted to the first panel of the screen to be added to the total on the voucher. The fields on this second panel are the same for each of the three types of travel vouchers and data entry is the same. The earnings codes for other travel expenses are somewhat different for each type of travel voucher.

#### In-State Travel Voucher

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

	STATEWIDE PAYROLL AND	HUMAN RESOURCE SYSTEM	10/07/2015 01:01 PM
		-	
Code	Description	F	astPath
ТА	Travel Authorization	т	AUT
AT	Travel Advance/PTE Request	Т	ADV
IS	In-State Travel	Т	RIS
05	Out-of-State Travel	T	ROS
00	Out-ot-Country Travel		ROC
15	Droliminary/Final Travel Sum	nary I	RSU
	Travel Distribution		
TB	Travel Browses	'	ND131
UN	Un-Freeze Travel Records		
TU	Travel Upload/Download		
L T J	Travel Adjustments		
	2		
Code:			
Direct Command	:		
Enter-PF1PF	2PF3PF4PF5PF6	PF7PF8PF9PF10	PF11PF12
Не]р Ма	in End		Quit
	Your Action	System Resp	onse
2. Choose IS (	In-State Travel) from the Travel	The In-State Travel vouc	cher screen will
Menu and p	ress ENTER.	appear.	
PHFNC10 PHVE	STATEWIDE PAYROLL AND	HUMAN RESOURCE SYSTEM	10/07/2015
PHFNC10 PHVE PHTRVO1D PHTRV	STATEWIDE PAYROLL AND OIM In-State	HUMAN RESOURCE SYSTEM Travel	10/07/2015 01:02 PM
PHFNC10 PHVE PHTRVO1D PHTRV	STATEWIDE PAYROLL AND OIM In-State	HUMAN RESOURCE SYSTEM Travel	10/07/2015 01:02 PM 1 more >
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C	STATEWIDE PAYROLL AND OIM In-State C,D,M,P) *Agency: F	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number	10/07/2015 01:02 PM 1 more >
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN:	STATEWIDE PAYROLL AND OIM In-State C,D,M,P) *Agency: F	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher#	10/07/2015 01:02 PM 1 more > 
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _	STATEWIDE PAYROLL AND O1M In-State ,,D,M,P) *Agency: F To:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN#	10/07/2015 01:02 PM 1 more > 
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: Per Die	STATEWIDE PAYROLL AND O1M In-State C,D,M,P) *Agency: F To: F	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract#	10/07/2015 01:02 PM 1 more > :
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tay	STATEWIDE PAYROLL AND O1M In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to	10/07/2015 01:02 PM 1 more > : : Trip Expenses
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: sable Meals In State:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$	10/07/2015 01:02 PM 1 more > : : Trip Expenses
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tay Non-Tay	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: Lodging In State:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Airfare \$	10/07/2015 01:02 PM 1 more > : : Trip Expenses
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In S	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: Lodging In State: tate (Auto-Private):	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Airfare \$	10/07/2015 01:02 PM 1 more > : : Trip Expenses
PHFNC10 PHVE PHTRV01D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In S Travel In S	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: Lodging In State: tate (Auto-Private): State(Auto-Rental):	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Date Approved	10/07/2015 01:02 PM 1 more > : : Trip Expenses : :
PHFNC10 PHVE PHTRV01D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In St Travel In Sta	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: able Meals In State: Lodging In State: state (Auto-Private): State(Auto-Rental): te (Public Carrier):	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Date Approved Date Paid	10/07/2015 01:02 PM 1 more > : : Trip Expenses : :
PHFNC10 PHVE PHTRV01D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In St Other i	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: able Meals In State: Lodging In State: state (Auto-Private): State(Auto-Rental): n State Travel Cost:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Airfare \$ Date Approved Date Paid Trans #	10/07/2015 01:02 PM 1 more > : : Trip Expenses
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In St Other i Prior to 1	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: able Meals In State: table Meals In State: able Meals In State: to dging In State: State (Auto-Private): State (Auto-Rental): te (Public Carrier): n State Travel Cost: rip Expenses Repaid:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Airfare \$ Date Approved Date Paid Trans # Warrant/EFT No	10/07/2015 01:02 PM 1 more > : : Trip Expenses : :
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In Sta Other i Prior to 1 Prior to 1	STATEWIDE PAYROLL AND OIM In-State .,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: able Meals In State: table Meals In State: able Meals In State: to diging In State: state (Auto-Private): state (Auto-Rental): te (Public Carrier): n State Travel Cost: rip Expenses Repaid: Advance Repaid:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Airfare \$ Date Approved Date Paid Trans # Warrant/EFT No	10/07/2015 01:02 PM 1 more > : : Trip Expenses : :
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In Sta Other i Prior to 1 Prior to 1	STATEWIDE PAYROLL AND OIM In-State .,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: table Meals In State: Lodging In State: state (Auto-Private): State(Auto-Rental): State Travel Cost: rip Expenses Repaid: Advance Repaid:	HUMAN RESOURCE SYSTEM Travel  Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract#  Prior to Lodging \$ Airfare \$ Date Approved Date Paid Trans # Warrant/EFT No	10/07/2015 01:02 PM 1 more > : Trip Expenses
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In Sta Other i Prior to 1 Prior to 1	STATEWIDE PAYROLL AND OIM In-State .,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: table Meals In State: ble Meals In State: cable Meals In State: table Meals In State: able Meals In State: to dging In State: state (Auto-Private): State (Auto-Rental): te (Public Carrier): n State Travel Cost: rip Expenses Repaid: Advance Repaid: Advance Issued: tal In State Travel	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Date Approved Date Approved Trans # Warrant/EFT No XR# Date to Pay Annrova	10/07/2015 01:02 PM 1 more > 
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In Sta Other i Prior to 1 Prior to 1 Subto	STATEWIDE PAYROLL AND OIM In-State ,D,M,P) *Agency: F To: F m In Lieu of Salary: able Meals In State: table Meals In State: ble Meals In State: cable Meals In State: table Meals In State: fable Meals In State: ble Meals In State: cable Meals In State: fable Meals In State: ble Meals In State: cable Meals In State: for the Meals In State: for the Meals In State In State Travel: find Expenses Issued: Advance Issued: fable Meals In State Travel: fable Meals In State Travel: fable Meals In State Travel:	HUMAN RESOURCE SYSTEM Travel Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Date Approved Date Paid Trans # Warrant/EFT No XR# Date to Pay Approval	10/07/2015 01:02 PM 1 more > 
PHFNC10 PHVE PHTRVO1D PHTRV Action: _ (A,C *SSN: Travel From: _ Per Die Tax Non-Tax Travel In Sta Other i Prior to T Prior to T Subto Direct Command Enter-PF1PF	STATEWIDE PAYROLL AND OIM In-State .,D,M,P) *Agency: F TO: F m In Lieu of Salary: able Meals In State: Lodging In State: state (Auto-Private): tate (Auto-Private): state (Auto-Rental): te (Public Carrier): n State Travel Cost: rip Expenses Repaid: rip Expenses Issued: Advance Repaid: Advance Issued: tal In State Travel: : 2PF3PF4PF5PF6	HUMAN RESOURCE SYSTEM Travel  Y: *Trip Number Voucher# Emp Type: P *PIN/WIN# Contract# Prior to Lodging \$ Airfare \$ Date Approved Date Paid Trans # Warrant/EFT No XR# Date to Pay Approval PF7PF8PF9PF10	10/07/2015 01:02 PM 1 more > 

	Your Action	System Response
3.	Choose Add and enter the following	· · · · ·
-	information.	
	*Aganav: Entar the SDAUDS aganav and	
		The name of the ampleuse/worker will
	$\wedge \wedge \wedge \wedge$ .	The name of the employee/ worker will
	FY: Enter the fiscal year YYYY.	appear next to the SSN.
	Irip Number: Enter the authorized trip	
	number previously established and	
	approved.	
	<b>SSN:</b> Enter the Social Security number of	
	the employee/worker.	
	Voucher #: This field is populated by the	
	system when the youcher is added; it is a	
	sequential number of the vouchers entered	
	for the specific employee for the trip	
	number entered	
4	Droco ENTER	
4.	FIESS EINTER.	
э.	Enter the following information.	
	Travel From Date: Enter the exact start date	
	of the actual travel for this trip (MM DD	
	YYYY). Travel To Dotes, Extended and data of	
	Iravel Io Date: Enter the exact end date of	
	the actual travel for this trip (MM DD	
	YYYY).	
	Emp Type: The system defaults to PIN or	
	WIN based on the Social Security Number	
	entered.	
	*PIN/WIN#: If the traveler is in a PIN, the	
	system will display the active PIN. If the	
	traveler is in a WIN, enter the correct WIN	
	number.	
	Contract#: This field will be populated by the	
	system when a contract WIN number is	
	selected and/or entered into the PIN/WIN	
	field	
	Per Diem in Lieu of Salary: Enter the per	
	diam amount (for board mombors or	
1	Journalio Moole In States Enter the actual	
	axable meals in-State: Enter the actual	
	cost of in-state taxable meals.	
1	NON- I AXADIE IVIEAIS IN-STATE: ENTER THE	
1	actual cost of in-state non-taxable meals.	
1	Lodging In-State: Enter the amount of actual	
	in-state lodging expenditures.	
	Travel In-State (Auto-Private): Enter the	
1	actual dollar amount of expenses incurred	
	for travel in a private automobile.	

Your Action	System Response
Continue entering the associated costs into	
the applicable travel categories listed below.	
Travel In-State (Auto-Rental): Enter the	
actual dollar amount of expenses allowed	
for travel in a rental automobile.	
Travel In-State (Public Carrier): Enter the	
actual dollar amount of expenses for travel	
in a public carrier ( <i>e.g.</i> , bus, taxi, train,	
plane, etc.).	
Other In-State Travel Cost: This field is	
populated by the system after it calculates	
the expenses entered on the second panel	
of the In-State Travel Voucher screen.	
Prior to Trip Expenses Repaid: If the PTE	
was greater than the actual expenses	
incurred, enter the unused amount.	
Prior to Trip Expenses Issued: Total amount	
of the PTE expenses for Lodging and	
Airfare. This field contains the total \$	
amount of PTEs issued and is populated by	
the system.	
Advance Repaid: This field is used to track	
repayment of advances by employees. If	
the amount of the advance was greater	
than the expenses, the repayment amount	
must be entered. When this field is	
Number) field must also be entered	
Advance Issued: This field is populated by	
the system after an advance has been	
issued	
Subtotal In-State Travel: This field is	
calculated and populated by the system	
from data entered in all categories.	
Prior to Trip Expenses:	
Lodging \$: This field will be populated by	
the system when the PTE is approved.	
Airfare \$: This field will be populated by the	
system when the PTE is approved.	
Date Approved: This field is populated by the	
system once approval is secured for this	
transaction.	
Date Paid: This field is populated by the	
system after the voucher is processed and	
I rans #: I his field is populated by the	
system with the Journal Voucher number	
paid. Trans #: This field is populated by the system with the Journal Voucher number after the voucher is processed and paid.	

Your Action	System Response
Continue entering the following information:	
<ul> <li>Warrant/EFT No: This field is populated with the warrant or Electronic Funds Transfer number after the voucher is processed and paid.</li> <li>XR#: This field is used to track repayment of advances/PTEs by employees. Enter a unique Transaction Receipt Number. This field is required when the Advance Repaid or Prior to Trip Expenses Repaid field is entered.</li> <li>Date to Pay: Enter the date the warrant is to be issued (MM DD YYYY). If the date is not entered, the system defaults to the usual bate.</li> </ul>	
Voucher approved date.	The Other In Otele Trevel Foreses
b. Press F11 to enter other travel costs if	
applicable.	screen will appear.

FMSAS23 PHV1 STATEW	IDE PAYROLL AND	HUMAN RESOURCE SYSTEM	09/18/2012
PHTRVO1D PHTRVO2M	In-Stat	e Travel	12:21 PM
< 1 more			
Action: _ (A,C,D,M,P) *	Agency:	FY: *Trip Number:	
*SSN:		Voucher#:	
Travel From: To	»:	Emp Type: _ *PIN/WIN#: Contract#:	
*Earnings			
Code Amount		Description	1 of 20
	_		
	_		
	_		
Date Approved:		Approval: N	
LastUpdtTm:		LastUpdtUser/Pgm:	
Direct Command:			
Enter-PF1PF2PF3PF	4PF5PF6	-PF7PF8PF9PF10	•PF11PF12
Help Main End	Note	Bkwd Fwd Dist Left	Right Quit

Your Action	System Response
<ol><li>Complete the appropriate fields:</li></ol>	
<ul> <li>**Earnings Code: Enter each applicable earnings code that does <u>not</u> appear on first panel of this screen.</li> <li>Amount: Enter the expense amount for each of the above earnings codes.</li> <li>Description: This field is populated by the system.</li> </ul>	

Your Action	System Response
8. Press ENTER.	The costs associated with the travel have been added, and the following message is displayed:
	Travel Voucher ### added successfully.
9. To approve the Travel Voucher, choose	
Modify and press ENTER.	
10. Approval: Enter Yes to approve the record.	
The system defaults to No.	
11. Press ENTER.	The voucher has been added and approved, and the following message is displayed: Travel Voucher #### modified successfully.

#### Out-of-State Travel Voucher

**Note:** If a travel advance/PTE has been processed for in-state, out-of-state, or out-of-country travel, an unapproved travel voucher for expenses is automatically established by the system. This voucher may be accessed from the browse screen or from the voucher screen; it must be modified to record the offsetting expenses.

	Your Action	System Response
1.	Choose TR (Travel Menu) form the Main	The Travel Menu will appear.
	Menu and press ENTER.	
2.	Choose <b>OS</b> (Out-of-State Travel) from the	The Out-of-State Travel voucher screen
	Travel Menu and press ENTER.	will appear.

PHENCLU PHV5 STATEWIDE PATROLL A	AND HUMAN RESOURCE SYSTEM 10/07/2015
PHTRVO2D PHTRVO3M Out-of-	-State Travel 01:36 PM
	1 more >
Action: (A.C.D.M.P) *Agency:	FY: *Trip Number:
*SSN:	Voucher#
Traval 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:	Lodaina \$:
Lodging Out of State	Airfare \$
Travel out of state(Auto Private);	
Travel out of State(Auto-Private).	Data Annuavada
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 FFT No:
Prior to Trip Expenses Tesued:	
Advance Denaid	VD#1
Advance Repard:	XK#:
Advance Issued:	Date to Pay:
Subtotal out of State Travel:	Approval: N
Direct Command:	
Enter-PE1PE2PE3PE4PE5PE6	SPE7PE8PE9PE10PE11PE12
Holp Main End Noto	Pland End Dist Loft Bight Ouit
neip Maill Ellu Note	DRWU FWU DISC LEIC RIGHL QUIL

	Your Action	System Response
3.	Choose Add and enter the following	
	information:	
	*Agency: Enter the SPAHRS agency code	
	XXXX.	
	FY: Enter the fiscal year YYYY.	
	*Trip Number: Enter the previously	The name of the employee/ worker is
	approved trip number.	populated by the system.
	<b>SSN</b> : Enter the Social Security Number of	
	the employee/worker.	
	Voucher #: The sequential voucher number	
	is populated by the system for the specific	
	employee for the trip number entered.	
4.	Press ENTER.	
5.	Enter the following information:	
	-	
	Travel From: Enter the exact start date of	
	the actual travel for this trip (MM DD	
	YYYY).	
	To: Enter the exact end date of the actual	
	travel for this trip (MM DD YYYY).	
	Emp Type: The system defaults to <b>P</b> IN for	
	an employee based on the Social Security	
	Number entered. If the SSN belongs to	
	someone in a WIN, enter <b>W</b> IN.	
	* <b>PIN/WIN#</b> : If the traveler is in a PIN, the	
	system will display the active PIN. If the	
	traveler is in a WIN, enter the correct WIN	
	number.	
	Contract#: This field will be populated by the	
	system when a contract WIN number is	
	selected and/or entered into the PIN/WIN	
	field.	
	Enter eccepticited costs into the emplicable	
	travel estegarias listed below:	
	travel categories listed below.	
	Per Diem In Lieu of Salary: Enter the per	
	diem amount (for commissioners or board	
	members)	
	Non-Taxable Meals Out-of-State: Enter the	
	actual cost of meals during official out-of-	
1	state travel	
1	Lodging Out-of-State. Enter the amount of	
1	actual lodging expenditures	
1	Travel Out-of-State (Auto-Private). Enter	
	the actual dollar amount of expenses	
	allowed for travel in a private automobile	

Your Action	System Response
Continue entering the following information:	
5 5	
Travel Out-of-State (Auto-Rental): Enter	
the actual dollar amount of expenses	
incurred during official out-of-state travel in	
a rental automobile.	
Travel Out-of-State (Public Carrier): Enter	
the actual dollar amount of expenses used	
for travel in a public carrier ( <i>e.g.,</i> bus, taxi,	
airline, plane, etc.).	
Other Out-of-State Travel Cost: This field is	
populated by the system after it calculates	
the expenses entered on the second panel	
of the Out-of-State Travel Voucher screen.	
Prior to Trip Expenses Repaid: If the PTE	
was greater than the actual expenses	
incurred, enter the unused amount.	
Prior to Trip Expenses Issued: This field is	
populated by the system with the total	
amount of paid PTE Lodging and Airfare	
expenses.	
Advance Repaid: This field is used to track	
repayment of advances by employees. If	
the amount of the advance was greater	
than the expenses, the repayment amount	
must be entered. When this field is	
completed, the <b>XR</b> (Transaction Receipt	
Number) field must also be entered.	
Advance Issued: This field is populated by	
the system after an advance has been	
Subtotal Out-of-State Travel: This field is	
calculated and populated by the system	
trom information entered in all categories.	
Prior to Trip Expenses	
Lodging 5: This field will be populated by	
the system when the PIE is approved.	
Alfrare \$: This field will be populated by the	
System when the PTE is approved.	
Date Approved. This field is populated by the	
system once approval is secured for this	
lidisaction. Data Daid: This field is papulated by the	
system after the voucher is processed and	
naid	
Trans #: This field is populated by the	
system with the Journal Voucher number	
after the voucher is processed and paid	

\*Earnings

Your Action	System Response
Continue entering the following information:	
<ul> <li>Warrant/EFT No: This field is populated with the warrant number or EFT (Electronic Funds Transfer) number after the voucher is processed and paid.</li> <li>XR#: This field is used to track repayment of advances/PTEs by employees. Enter a unique Transaction Receipt Number. This field is required when the Advance Repaid field is entered.</li> <li>Date to Pay: Enter the date the warrant is to be issued (MM DD YYYY). If the date is not entered, the system defaults to the voucher approved date.</li> </ul>	
6. Press <b>F11</b> to enter other out-of-state travel	The Other Out-of-State Travel Expenses
FMSAS23PHV1STATEWIDEPAYROLLANDPHTRV02DPHTRV02MOut-of-Sta< 1	HUMAN RESOURCE SYSTEM 09/18/2012 te Travel 01:06 PM
Action: _ (A,C,D,M,P) *Agency: F *SSN:	Y: *Trip Number: Voucher#:
Travel From: To:	Emp Type: _ *PIN/WIN#: Contract#:

Your Action	System Response
7. Complete the appropriate fields:	
<ul> <li>*Earnings Code: Enter each applicable earnings code that does <u>not</u> appear on first panel of this screen.</li> <li>Amount: Enter the expense amount for each of the above earnings codes.</li> <li>Description: This field is populated by the system.</li> </ul>	

Your Action	System Response
8. Press ENTER.	The costs associated with the travel have
	been added, and the following message is displayed:
	Travel Voucher ### added successfully.
9. To approve the Travel Voucher, choose	
Modify and press ENTER.	
10. <b>Approval:</b> Enter <b>Y</b> es to approve the record.	
The system defaults to No.	
11. Press ENTER.	The voucher has been added and
	approved, and the following message is
	displayed: Travel Voucher # modified
	successfully.

#### **Out-of-Country Travel Voucher**

**Note**: If a travel advance has been processed for in-state, out-of-state or out-of-country travel, an unapproved travel voucher for expenses is automatically established by the system. This voucher may be accessed from the browse screen or from the voucher screen; it must be modified to record the offsetting expenses.

Your Action	System Response
1. Choose <b>TR</b> (Travel Menu) from the Main	The Travel Menu will appear.
Menu and press ENTER.	
2. Choose <b>OC</b> (Out-of-Country Travel) from the	The Out-of-Country Travel Voucher
Travel Menu and press ENTER.	screen will appear.

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	PHIRVO3D PHIRVO4M Out-ot-Count	ry travel	01:40 PM	N
			1 more >	>
	Action: _ (A,C,D,M,P) *Agency: F	Y: *1	Frip Number:	_
	*SSN:		Voucher#:	
	Travel From: To:	Emp Type: P	*PTN/WTN#:	
		Ling Typer T	Contract#:	
	Amour	+		
		IL		
	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):	Da	ate Approved:	
	Travel Out of Country (Public-Carrier):	00	Date Paid:	
	other out of country Travel Cost			
	other out of country travel cost.			
	Prior to Trip Expenses Repaid:	War	rrant/EFT No:	
	Prior to Trip Expenses Issued:			
	Advance Repaid:		XR#:	_
	Advance Issued:	[	Date to Pav:	
	Subtotal out of Country Travel:		Approval: N	
	Direct Command:			
	Enter-PE1PE2PE3PE4PE5PE6E		PE9PE10PE11PE12	_
	Heln Main End Note F	kwd Ewd r	ist Loft Bight Ouit	
	neip main Enu Nole B	JKWU FWU L	אסנ בפונ גועוונ עעונ	

Your Action	System Response
3. Choose Add and enter the following	
information:	
*Agency: Enter the SPAHRS agency code	
XXXX.	
<b>FY</b> : Enter the fiscal year YYYY.	The name of the employee/ worker is
*Trip Number: Enter the previously	populated on the screen by the system.
approved authorized trip number.	
SSN: Enter the Social Security Number of	
the employee/worker.	
voucher#: This field is populated by the	
system when a voucher is added. The	
voucher number is a sequential number for	
antered	
4. PIESS ENTER.	
Travel From: Enter the exact start date of	
the actual travel for this trip (MM DD	
<b>To</b> : Enter the exact end date of the actual	
travel for this trip (MM DD YYYY).	
Emp Type: The system defaults to <b>P</b> IN	
based on the Social Security Number	
entered. If the SSN belongs to a person in	
a WIN, enter <b>W</b> IN.	
*PIN/WIN#: If the traveler is in a PIN, the	
system will display the active PIN. If the	
traveler is in a WIN, enter the correct WIN	
number.	
Contract#: This field will be populated by the	
system when a contract WIN number is	
selected and/or entered into the PIN/WIN	
field.	
Enter associated costs into the <b>applicable</b>	
travel categories listed below:	
<b>Bar Diam In Lieu of Salary</b> Enter the par	
diom amount	
Non-Taxable Meals Out of Country:	
Enter the actual cost of meals during	
official out-of-country travel	
Lodging Out-of-Country Foter the	
amount of actual lodging expenditures	
Travel Out-of-Country (Auto-Private):	
Enter the actual dollar amount of	
expenses allowed for travel in a private	
automobile.	

Your Action	System Response
Continue entering the following information:	
Iravel Out-of-Country (Auto-Rental): Enter	
the actual dollar amount of expenses	
incurred during official out-or-country travel	
In a rental automobile.	
Enter the actual dellar amount of expension	
Enter the actual upital amount of expenses	
tavi airlina, etc.)	
Other Out-of-Country Travel Cost: This field	
is populated by the system after it	
calculates the expenses entered on the	
second panel of the Out-of-Country Travel	
Voucher	
Prior to Trip Expenses Repaid: If the PTE	
was greater than the actual expenses	
incurred, enter the unused amount.	
Prior to Trip Expenses Issued: Total amount	
of the PTE expenses for Lodging and	
Airfare.	
Advance Repaid: This field is used to track	
repayment of advances by employees. If	
the amount of the advance was greater	
than the expenses, the repayment amount	
must be entered. When this field is	
Number) field must also be entered	
Advance Issued: This field is populated by	
the system after an advance has been	
issued	
Subtotal Out-of-Country Travel. This field is	
calculated and populated by the system	
from data entered in all categories.	
Prior to Trip Expenses	
Lodging \$: This field will be populated by	
the system when the PTE is approved.	
Airfare \$: This field will be populated by the	
system when the PTE is approved.	
Date Approved: This field is populated by the	
system once approval is secured for this	
transaction.	
Date Paid: This field is populated by the	
system after the voucher is processed and	
paiu. Trans #: This field is nonulated by the	
system with the Journal Voucher number	
after the voucher is processed and paid	
and the voucher is processed and paid.	

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Your Action	System Response	
Continue entering the following information:		
Warrant EFT No: This field is populated by		
the system with the warrant number or		
Electronic Funds Transfer (EFT) number		
after the voucher is processed and paid.		
<b>XR#</b> : This field is used to track repayment of		
advances/PTES by employees. Enter a		
field is required when the Advance Renaid		
field is entered		
<b>Date to Pav:</b> Enter the date the warrant is to		
be issued (MM DD YYYY). If the date is		
not entered, the system defaults to the		
voucher approved date.		
6. Press <b>F11</b> to enter other out-of-country travel	The Other Out-of-Country Travel	
costs if applicable.	Expenses screen will appear.	
FMSAS23PHV4STATEWIDEPAYROLLANDFPHTRV03DPHTRV02MOut-of-Count< 1 more	HUMAN RESOURCE SYSTEM 09/: try Travel 09 Y: *Trip Number: Voucher#:	19/2012 9:15 AM
Travel From: To: H	Emp Type: P *PIN/WIN#: Contract#:	
*Earnings	Description 1 of 7	20
Code Amount	Description 1012	20
Date Approved:	Approval: N	
LastUpdtTm: I	_astUpdtUser/Pgm: FMSAS23 PHTM	RVO3D
Direct Command:		
Help Main End Note E	<u>3kwd Fwd Dist Left R</u> ight (	Quit
Your Action	System Response	
12. Complete the appropriate fields:		

12. Complete the appropriate fields:	
<ul> <li>*Earnings Code: Enter each applicable earnings code that does not appear on first panel of this screen.</li> <li>Amount: Enter the expense amount for each of the above earnings codes.</li> <li>Description: This field is populated by the</li> </ul>	
system.	

Your Action	System Response
13. Press ENTER.	The costs associated with the travel have been added, and the following message is displayed:
	Travel Voucher ### added successfully.
14. To approve the Travel Voucher, choose	
Modify and press ENTER.	
15. <b>Approval:</b> Enter <b>Y</b> es to approve the record.	
The system defaults to No.	
16. Press ENTER.	The voucher has been added and
	approved, and the following message is
	displayed: Travel Voucher ### modified
	successfully.

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