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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
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-of-country. 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 Menu and press ENTER.	The Travel Menu will appear.

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PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/07/2015
PHIMAINU PHIMAINM Travel Menu 01:01 PM

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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>IS</b> (In-State Travel) from the Travel Menu and press ENTER.	The In-State Travel voucher screen will appear.

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PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/07/2015
PHTRV01D PHTRV01M In-State Travel 01:02 PM
1 more >

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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: \_\_\_\_\_  
Non-Taxable Meals In State: \_\_\_\_\_  
Lodging In State: \_\_\_\_\_  
Travel In State (Auto-Private): \_\_\_\_\_  
Travel In State(Auto-Rental): \_\_\_\_\_  
Travel In State (Public Carrier): \_\_\_\_\_  
Other in State Travel Cost: \_\_\_\_\_  
Prior to Trip Expenses Repaid: \_\_\_\_\_  
Prior to Trip Expenses Issued: \_\_\_\_\_  
Advance Repaid: \_\_\_\_\_  
Advance Issued: \_\_\_\_\_  
Subtotal In State Travel: \_\_\_\_\_

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

Your Action ...	System Response ...
<p>3. Choose Add and enter the following information:</p> <p><b>*Agency:</b> Enter the SPAHRS agency code XXXX.</p> <p><b>FY:</b> Enter the fiscal year YYYY.</p> <p><b>Trip Number:</b> Enter the authorized trip number previously established and approved.</p> <p><b>SSN:</b> Enter the Social Security number of the employee/worker.</p> <p>Voucher #: This field is populated by the system when the voucher is added; it is a sequential number of the vouchers entered for the specific employee for the trip number entered.</p>	<p>The name of the employee/ worker will appear next to the SSN.</p>
<p>4. Press ENTER.</p>	
<p>5. Enter the following information:</p> <p><b>Travel From Date:</b> Enter the exact start date of the actual travel for this trip (MM DD YYYY).</p> <p><b>Travel To Date:</b> Enter the exact end date of the actual travel for this trip (MM DD YYYY).</p> <p>Emp Type: The system defaults to PIN or WIN based on the Social Security Number entered.</p> <p><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.</p> <p>Contract#: This field will be populated by the system when a contract WIN number is selected and/or entered into the PIN/WIN field.</p> <p>Per Diem in Lieu of Salary: Enter the per diem amount (for board members or commissioners).</p> <p>Taxable Meals In-State: Enter the actual cost of in-state taxable meals.</p> <p>Non-Taxable Meals In-State: Enter the actual cost of in-state non-taxable meals.</p> <p>Lodging In-State: Enter the amount of actual in-state lodging expenditures.</p> <p>Travel In-State (Auto-Private): Enter the actual dollar amount of expenses incurred for travel in a private automobile.</p>	

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

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Warrant/EFT No: This field is populated with the warrant or Electronic Funds Transfer number after the voucher is processed and paid.</p> <p>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.</p> <p>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.</p>	
<p>6. Press <b>F11</b> to enter other travel costs if applicable.</p>	<p>The Other In-State Travel Expenses screen will appear.</p>

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/18/2012
PHTRV01D PHTRV02M In-State 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-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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Your Action ...	System Response ...
<p>7. Complete the appropriate fields:</p> <p><b>**Earnings Code:</b> Enter each applicable earnings code that does <u>not</u> appear on first panel of this screen.</p> <p><b>Amount:</b> Enter the expense amount for each of the above earnings codes.</p> <p><b>Description:</b> This field is populated by the system.</p>	

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 <b>Modify</b> and press ENTER.	
10. <b>Approval:</b> Enter <b>Yes</b> 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 <b>TR</b> (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose <b>OS</b> (Out-of-State Travel) from the Travel Menu and press ENTER.	The Out-of-State Travel voucher screen will appear.

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/07/2015
PHTRV02D PHTRV03M out-of-State Travel 01:36 PM
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): _____ Date Approved: _____
Travel out of state(Auto-Rental): _____ Date Paid: _____
Travel out of state(Public carrier): _____ Trans #: _____
Other out of State Travel Cost: _____ Warrant EFT No: _____
Prior to Trip Expenses Repaid: _____ Advance Repaid: _____
Prior to Trip Expenses Issued: _____ Advance Issued: _____
subtotal out of State Travel: _____ 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

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

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p><b>Travel Out-of-State (Auto-Rental):</b> Enter the actual dollar amount of expenses incurred during official out-of-state travel in a rental automobile.</p> <p><b>Travel Out-of-State (Public Carrier):</b> Enter the actual dollar amount of expenses used for travel in a public carrier (e.g., bus, taxi, airline, plane, etc.).</p> <p>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.</p> <p><b>Prior to Trip Expenses Repaid:</b> If the PTE was greater than the actual expenses incurred, enter the unused amount.</p> <p>Prior to Trip Expenses Issued: This field is populated by the system with the total amount of paid PTE Lodging and Airfare expenses.</p> <p><b>Advance Repaid:</b> 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.</p> <p>Advance Issued: This field is populated by the system after an advance has been issued.</p> <p>Subtotal Out-of-State Travel: This field is calculated and populated by the system from information entered in all categories.</p> <p>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.</p> <p>Date Approved: This field is populated by the system once approval is secured for this transaction.</p> <p>Date Paid: This field is populated by the system after the voucher is processed and paid.</p> <p>Trans #: This field is populated by the system with the Journal Voucher number after the voucher is processed and paid.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Warrant/EFT No: This field is populated with the warrant number or EFT (Electronic Funds Transfer) number after the voucher is processed and paid.</p> <p><b>XR#:</b> 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.</p> <p><b>Date to Pay:</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.</p>	
<p>6. Press <b>F11</b> to enter other out-of-state travel costs if applicable.</p>	<p>The Other Out-of-State Travel Expenses screen will appear.</p>

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/18/2012
PHTRV02D PHTRV02M Out-of-State Travel 01:06 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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Dist Left Right Quit
    
```

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

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 <b>Modify</b> and press ENTER.	
10. <b>Approval:</b> Enter <b>Yes</b> 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 Menu and press ENTER.	The Travel Menu will appear.
2. Choose <b>OC</b> (Out-of-Country Travel) from the Travel Menu and press ENTER.	The Out-of-Country Travel Voucher screen will appear.

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PHFNC10  PHV5          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/07/2015
PHTRV03D PHTRV04M          Out-of-Country Travel                      01:40 PM
                                                                    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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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>FY:</b> Enter the fiscal year YYYY.</p> <p><b>*Trip Number:</b> Enter the previously approved authorized trip number.</p> <p><b>SSN:</b> Enter the Social Security Number of the employee/worker.</p> <p><b>Voucher#:</b> This field is populated by the system when a voucher is added. The voucher number is a sequential number for the specific employee for the trip number entered.</p>	<p>The name of the employee/ worker is populated on the screen by the system.</p>
<p>4. Press ENTER.</p>	
<p>5. Enter the following information:</p> <p><b>Travel From:</b> Enter the exact start date of the actual travel for this trip (MM DD YYYY).</p> <p><b>To:</b> Enter the exact end date of the actual travel for this trip (MM DD YYYY).</p> <p><b>Emp Type:</b> The system defaults to <b>PIN</b> based on the Social Security Number entered. If the SSN belongs to a person in a WIN, enter <b>WIN</b>.</p> <p><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.</p> <p><b>Contract#:</b> This field will be populated by the system when a contract WIN number is selected and/or entered into the PIN/WIN field.</p> <p>Enter associated costs into the <b>applicable</b> travel categories listed below:</p> <p><b>Per Diem In Lieu of Salary:</b> Enter the per diem amount.</p> <p><b>Non-Taxable Meals Out-of-Country:</b> Enter the actual cost of meals during official out-of-country travel.</p> <p><b>Lodging Out-of-Country:</b> Enter the amount of actual lodging expenditures.</p> <p><b>Travel Out-of-Country (Auto-Private):</b> Enter the actual dollar amount of expenses allowed for travel in a private automobile.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p><b>Travel Out-of-Country (Auto-Rental):</b> Enter the actual dollar amount of expenses incurred during official out-of-country travel in a rental automobile.</p> <p><b>Travel Out-of-Country (Public Carrier):</b> Enter the actual dollar amount of expenses used for travel in a public carrier (e.g., bus, taxi, airline, etc.).</p> <p>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.</p> <p><b>Prior to Trip Expenses Repaid:</b> If the PTE was greater than the actual expenses incurred, enter the unused amount.</p> <p>Prior to Trip Expenses Issued: Total amount of the PTE expenses for Lodging and Airfare.</p> <p><b>Advance Repaid:</b> 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.</p> <p>Advance Issued: This field is populated by the system after an advance has been issued.</p> <p>Subtotal Out-of-Country Travel: This field is calculated and populated by the system from data entered in all categories.</p> <p>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.</p> <p>Date Approved: This field is populated by the system once approval is secured for this transaction.</p> <p>Date Paid: This field is populated by the system after the voucher is processed and paid.</p> <p>Trans #: This field is populated by the system with the Journal Voucher number after the voucher is processed and paid.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p><b>Warrant EFT No:</b> This field is populated by the system with the warrant number or Electronic Funds Transfer (EFT) number after the voucher is processed and paid.</p> <p><b>XR#:</b> 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.</p> <p><b>Date to Pay:</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.</p>	
<p>6. Press <b>F11</b> to enter other out-of-country travel costs if applicable.</p>	<p>The Other Out-of-Country Travel Expenses screen will appear.</p>

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FMSAS23  PHV4          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/19/2012
PHTRV03D PHTRV02M          Out-of-Country Travel                      09:15 AM
< 1 more
Action:  _ (A,C,D,M,P)    *Agency:  ____  FY:  ____  *Trip Number:  _____
*SSN:  _____          Voucher#:  ____
Travel From:  __ __ ____  To:  __ __ ____  Emp Type: P  *PIN/WIN#:  _____
                                           Contract#:
*Earnings
Code      Amount          Description          1 of 20
____      _____
____      _____
____      _____
____      _____
____      _____
____      _____
____      _____
Date Approved:
LastUpdtTm:
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
    
```

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

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 <b>Modify</b> and press ENTER.	
15. <b>Approval:</b> Enter <b>Yes</b> 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.