



Project – SUGAM End User Manual Travel Management



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	TRAVEL MANAGEMENT	Travel Management
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Sri Abdur Rahman	M Srinivas/M Venkat	Sri Rajeev Ranjan Kumar
BBP NUMBER AS PER BPML	PROCESS NAME	
05.05.01	TRAVEL MANAGEMENT	

AUTHORS & PARTICIPANTS

Role	Name
Core Team Members	Sri Abdur Rahman Sri Rajeev Ranjan Kumar Sri Nishant Kumar Singh Sri Dilip Kumar Sri Ravi Sri Balram Kumar Ms. Priya Rani
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Business Process Owner	Sri Rajeev Ranjan Kumar

REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
24.04.2019	0.1	User Manual Preparation	M.Srinivas	Venkat Mandala

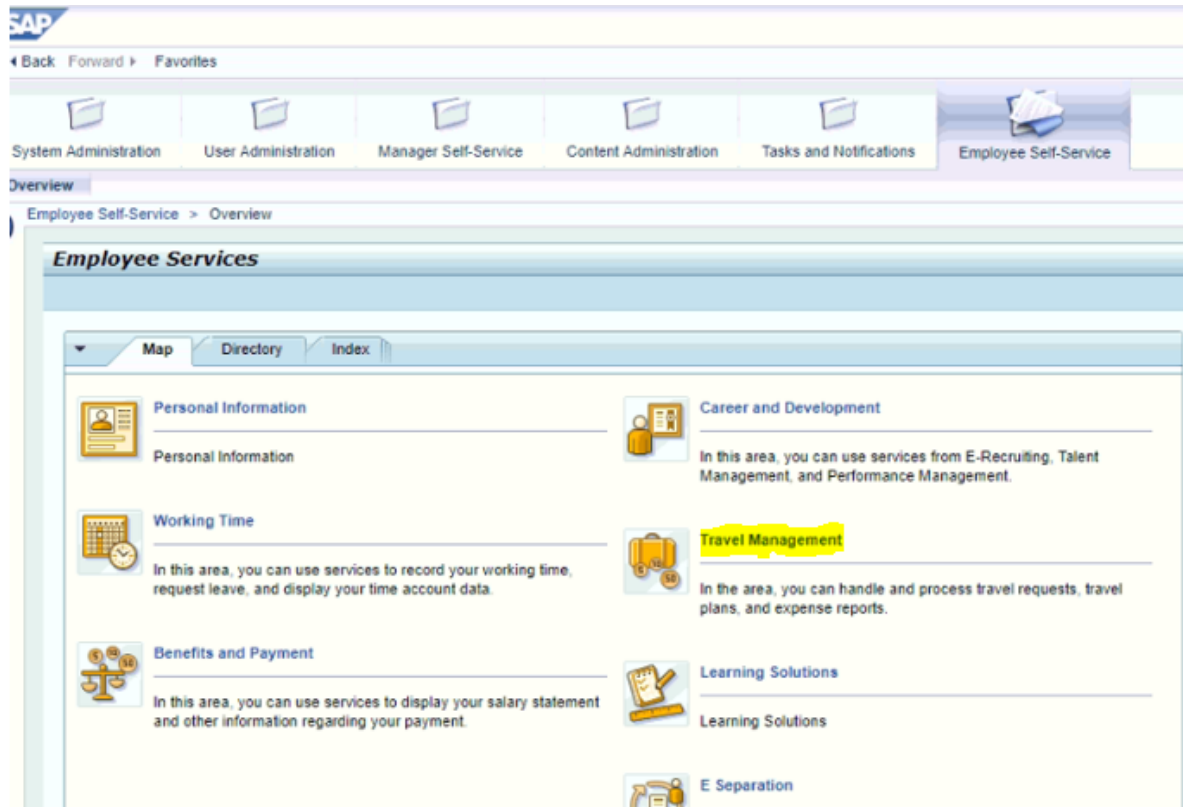


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Travel and Expenses

Employee can raise the travel request along with expenses for reimbursement.



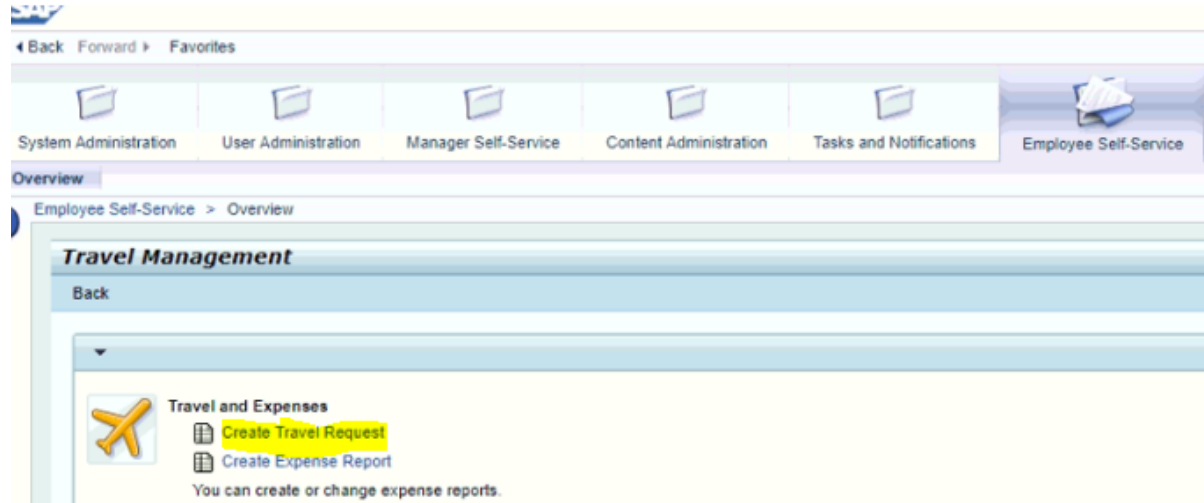
Employee can raise a TRIP request and request for expenses as below:

Create Travel Request:

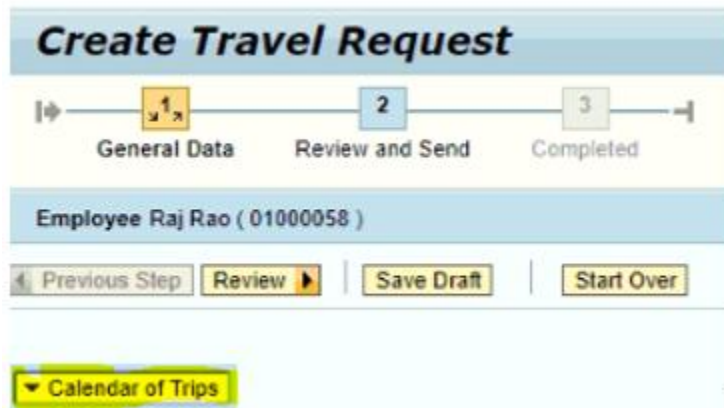
This is the service to raise a TRIP request.



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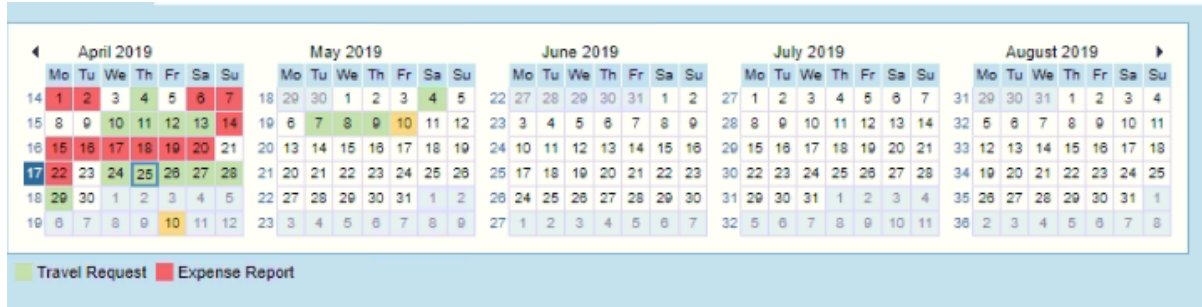
We will see the below screen to enter the TRIP details:



Click on Calendar of Trips.



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General Data

* Start Date: 10.05.2019 00:00 Departure from First Workplace
 End Date: 10.05.2019 00:01
 Posting Date: 25.04.2019

Destination

Country / Region: India/Bihar
 Destination: Bihar

Additional Information

Activity (Planning): Audit /Plant Visit
 Reason: Audit
 Estimated Costs: 4000.00 INR
 Advances: 0.00 Indian Rupee
 Cost Assignment: 100.00 % Cost Center 1610272 ("220/132/33 KV GSS.), Funds Center 1610272 ("220/132/33 KV GSS.)

Enter Advances
Change Cost Assignment

Click on Enter Advance

Enter Advances



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Enter all the details.

Create Travel Request

1 2 3
General Data Advances General Data Review and Send Completed

Employee Raj Rao (01000058) Start Date 10.05.2019 End Date 10.05.2019

Previous Step **Accept** Save Draft Start Over

Advances

New Entry Check Copy Delete

S...	Amount	Currency	Exchange Rate	Amount	Accounting in	Cash	Payment Date
001	1500.00	Indian Rupee		0.00	Indian Rupee	<input type="checkbox"/>	25.04.2019

Previous Step **Accept** Save Draft Start Over

Click on Accept.



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Create Travel Request



Employee Raj Rao (01000058) Start Date 10.05.2019 End Date 10.05.2019

Previous Step **Save and Send for Approval** | Start Over

Final Action

- Save Draft I only want to save my travel request and send it later
- Save and Send for Approval** I want to save my travel request and send it now for further processing
I confirm that I have entered all data to the best of my knowledge

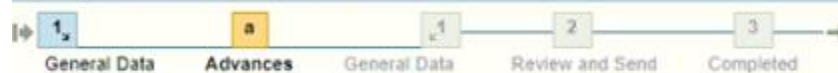
Summary

Total Travel Expenses	0.00 INR
Amount Reimbursed	0.00 INR
Amount Paid Out	0.00 INR

Display Request Form

Click on Accept

Create Travel Request



Employee Raj Rao (01000058) Start Date 10.05.2019 End Date 10.05.2019

Previous Step **Accept** | Save Draft | Start Over

Click on Save and Send for Approval.



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Create Travel Request

1 General Data 2 Review and Send 3 Completed


Employee Raj Rao (01000058) Start Date 10.05.2019 End Date 10.05.2019

Previous Step **Save and Send for Approval**

Travel request 0000500055 was saved and sent for approval

Here we can see that the entered travel request is saved and trip number is generated as “500055”. We can refer the same trip number for further queries.

Create Travel Expense Report:

 **Create New**

[Create Travel Request](#)
You can create or change travel requests.

[Create Expense Report](#)
You can create or change expense reports.

Now to raise an expense report, we can click on “Create expense Report” link and raise the expense report. But if we wanted to raise an expense report for “OUTSTATION”, a TRIP number is required.

Once we have clicked on “Create Expense Report” the below screen appears:

Click on Start button, as below:



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Create Expense Report

Employee Raj Rao (01000058)

[Start](#)

Available Travel Requests / Plans

[Reset Selection](#)

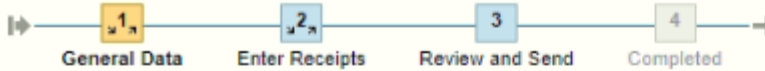
Trip Number	Trip Begins On	Trip Ends On	Destination	Trip Country	Reason
0000500038	04.04.2019	04.04.2019	Delhi	IN	SAP HR Meeting
0000500032	09.09.2018	09.09.2018	GAYA	IN	On duty
0000500029	12.10.2018	12.10.2018	Delhi	IN	Audit
0000500028	04.09.2018	04.09.2018	Patna	IN	Audit
0000500027	01.09.2018	01.09.2018	Mumbai	IN	Report
0000500026	10.10.2018	10.10.2018	Pune	IN	Meeting
0000500025	10.08.2018	10.08.2018	Patna	IN	Training
0000500024	13.02.2019	13.02.2019	Bihar	IN	SAP Meeting



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Create Expense Report



Employee Raj Rao (01000058) Schema Domestic Trip

Previous Step **Enter Receipts** Save Draft Start Over

Calendar of Trips Attachments (0)

General Data

* Start Date: 10.05.2019 00:00 Departure from First Workplace
End Date: 10.05.2019 00:01
Posting Date: 02.05.2019

Destination

Country / Region: India/Bihar
Destination: Bihar

Additional Information

Trip Type, Statutory: Business Trip
Reason: Meeting
Comment: Meeting

Once we enter the basic details and click on enter receipts icon, we will get the below screen where we can enter the receipt details. Now click on “New Entry” to enter the receipt details.



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Create Expense Report

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee Raj Rao (01000058) Schema Domestic Trip Start Date 13.05.2019 End Date 13.05.2019

◀ Previous Step Review ▶ Save Draft Start Over

▶ Available Credit Card Receipts (0) ▶ Scanned Receipts (0)

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency
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Here we will enter the expense types, receipt amount and location details. Once enter all the details, click on “ACCEPT” icon to verify the receipt.

Employee Raj Rao (01000058) Schema Domestic Trip Start Date 13.05.2019 End Date 13.05.2019

◀ Previous Step Review ▶ Save Draft Start Over

▶ Available Credit Card Receipts (0) ▶ Scanned Receipts (0)

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Shc
001	<input checked="" type="checkbox"/>	Airfare Paid	5000.00	Indian Rupee	13.05.2019	0.00	Indian Rupee	

No. of Lunches: No. of Dinners:

Description:

Provider Code:

Document No.:

Location:

Country / Region:

Business Purpose:

Comment:

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete

Likewise, we can enter all other expense receipts.



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Click on Review and Send.

Create Expense Report

Progress bar: 1. General Data, 2. Enter Receipts, 3. Review and Send (highlighted in red)

Employee Raj Rao (01000058) Schema Domestic Trip Start Date

Navigation: Previous Step, Review, Save Draft, Start Over

Available Credit Card Receipts (0) Scanned Receipts (0)

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt A
001		Airfare Paid	



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Create Expense Report

1 → 2 → 3 → 4 →
General Data Enter Receipts Review and Send Completed

Employee Raj Rao (01000058) Schema Domestic Trip Start Date 13.05.2019 End Date 13.05.2019

◀ Previous Step **Save and Send for Approval** Start Over

Final Action

Save Draft I only want to save my expense report and send it later

Save and Send for Approval I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Paid Receipts	5,000.00 INR
Total Travel Expenses	5,000.00 INR
Paid by Company	- 5,000.00 INR
Amount Reimbursed	0.00 INR
Amount Paid Out	0.00 INR

Cost Assignment
5,000.00 INR Company Code 1000 (BSPTCL), Cost Center 1610272 (*220/132/33 KV GSS.), Funds center 161

Once all the details are fine, select the Save and Send radio button and click on “Save and Send for Approval” button to send the expense form to Manager approval and from there reimbursement processing.

Up on approval from reporting manager, Finance team will settle the trip and push the same for reimbursement.

Like-wise, we can enter all different type of travel requests as well.



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Click on “Save and Send for Approval” button to send the expense form to Manager approval.

Create Expense Report

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee Raj Rao (01000058) Schema Domestic Trip Start Date 13.05.2019 End Date 13.05.2019

Previous Step **Save and Send for Approval**

Expense report 0000500061 was saved and sent for approval
 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

Manual End