



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									

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





Travel and Expenses

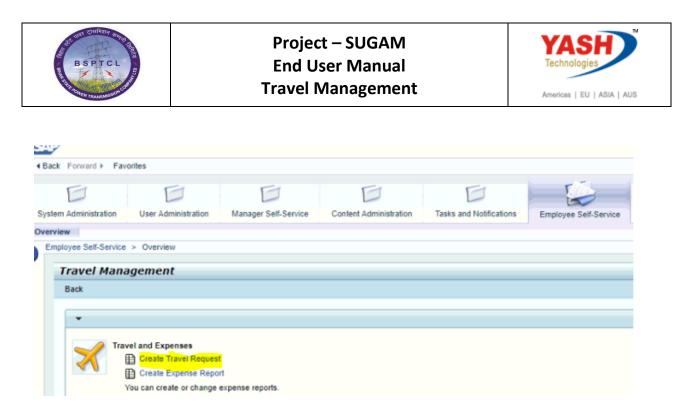
Employee can raise the travel request along with expenses for reimbursement.

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

Create Travel Request:

This is the service to raise a TRIP request.



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

Create Travel Red	quest
l∳2 General Data Review and	3
Employee Raj Rao (01000058)	ve Draft Start Over
Calendar of Trips	

Click on Calendar of Trips.





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•	Apr	ril 20)19						Ma	y 20	19						Jur	ne 20	019						Jul	y 20	19							gust				۲
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15 8	9	10	11	12	13	14	19	6	7	8	9	10	11	12	23	3	4	5	6	7	8	9	28	_	9	10	11	12	13	14	32	5	6	7	8	9	10	11
16 15		17	18	19	20	21	20	13	14	15	16	17	18	19	24	10	11	12	13	14	15	16	29	15	16	17	18	19	20	21	33	12	13	14	15	16	17	18
17 22	23	24	25	26	27	28		20		22	23	24	25	26	25	17	18	19		21			30	22	23	24	25	26	27	28	34	19	20	21	22	23	24	25
18 29	30	1	2	3	4	5	22	27	28	29	30	31	1	2	26	24	25	26	27	28	29	30	31	29	30	31	1	2	3	4	35	26	27	28	29	30	31	1
19 6	7	8	9	10	11	12	23	3	4	5	6	7	8	9	27	1	2	3	4	5	6	7	32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8
	Travel Request Expense Report																																					
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Click on Enter Advance

Enter Advances





Enter all the details.

General Data Advances General Data Review and Send Completed											
imployee Raj Rao (01000058) Start Date 10.05.2019 End Date 10.05.2019											
revious	Step Accept Save	Draft Start Over									
vances											
w Entr	ry Check Copy Delete										
s	Amount	Currency	Exchange Rate	Amount	Accounting in	Cash	Payment Date				
001	1500.00	Indian Rupee 👻 👻		0.00	Indian Rupee		25.04.2019				
_											
-											

Click on Accept.





General Data Revi	ew and Send Completed
Employee Raj Rao (0100005	8) Start Date 10.05.2019 End Date 10.05.2019
Previous Step	Start Over
inal 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	
Display Request Form	
Click on Accept	
Create Travel Re	

Previous Slep Accept Save Draft Start Over

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

Click on Save and Send for Approval.





Create Travel Request	
General Data Review and Send 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 andraise 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:





Create Expense Report

Employee Raj Rao (01000058)

Start

Available Travel Requests / Plans

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

BSPTCL BSPTCL BSPTCL BSPTCL	-	End Use	– SUGAM er Manual anagemen	t	Americas EU ASIA AUS
Create Expens	e Report				
+1	"2 _"	3 riew and Send	4 Completed	-1	
Employee Raj Rao (01000058	3) Schema Dom	estic Trip			
Previous Step Enter Receip	ts 🕨 Save Dra	ft	t Over		
eneral Data * Start Date: End Date: Posting Date:	10.05.2019	 00:00 00:01 00:01 	Departure fro	m First Workplace	×
estination					
Country / Region:	India/Bihar		•		
Destination:	Bihar				
dditional Information					
Trip Type, Statutory:	Business Trip		•		
Reason:	Meeting				đ
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.





Create Expense Report										
l⇒u ² a General Data Enter Receipts I	3 4									
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)	Available Credit Card Receipts (0) Scanned Receipts (0)									
Receipts in This Expense Report	Receipts in This Expense Report									
New Entry Copy Delete	New Entry Copy Delete									
B No. Status Expense Type	Receipt Amount Rece	ipt Currency								

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 13.05.201	9 End Date 13.05.2019				
Previous Step Rev	iew > Save Draft Start Ov	er					
Available Credit Card	d Receipts (0) Scanned Receipts (0	1					
Receipts in This Expe	ense Report						
New Entry Copy D	lelete						
No. Status Expe	inse Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Shc
001 🔲 Airfare	e Paid 👻	5000.00) Indian Rupee 🛛 👻	13.05.2019	0.001	ndian Rupee	
	No. of Lunches: No. of Dir	iners:					
Description:							
Provider Code:			•				
Document No.:							
Location:	Patna						
Country / Region:	India/Bihar		~				
Business Purpose:	Meeting						
Comment:	Going to attend the meeting						
Comment:	Going to allend the meeting						
Accept Accept	and New Entry Change Cost Assign	ment Enter Itemiza	tion Check Copy D	elete			

Likewise, we can enter all other expense receipts.





Click on Review and Send.

Create Exp	ense Repo	ort	
General Data	Enter Receipts	Review and Send	Cor
Employee Raj Rao (0			te
Available Credit Card		anned Receipts (0)	
Receipts in This Exper	ise Report		

New	Entry Co	ppy Delete	
No.	Status	Expense Type	Receipt A
001		Airfare Paid	





General Data Er	ter Receipts Review and Send Completed	
Employee Raj Rao (01000	058) Schema Domestic Trip Start Date 13.05.2019 End Date 13.05.20	019
Previous Step Save and	Send for Approval Start Over	
inal Action		
) Save Draft	I only want to save my expense report and send it later	
Save and Send for Approv	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 com	npa
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	

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.





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

Create Expense Report					
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					
 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