User Manual

For

State Travel Expense Reimbursement System (STERS)

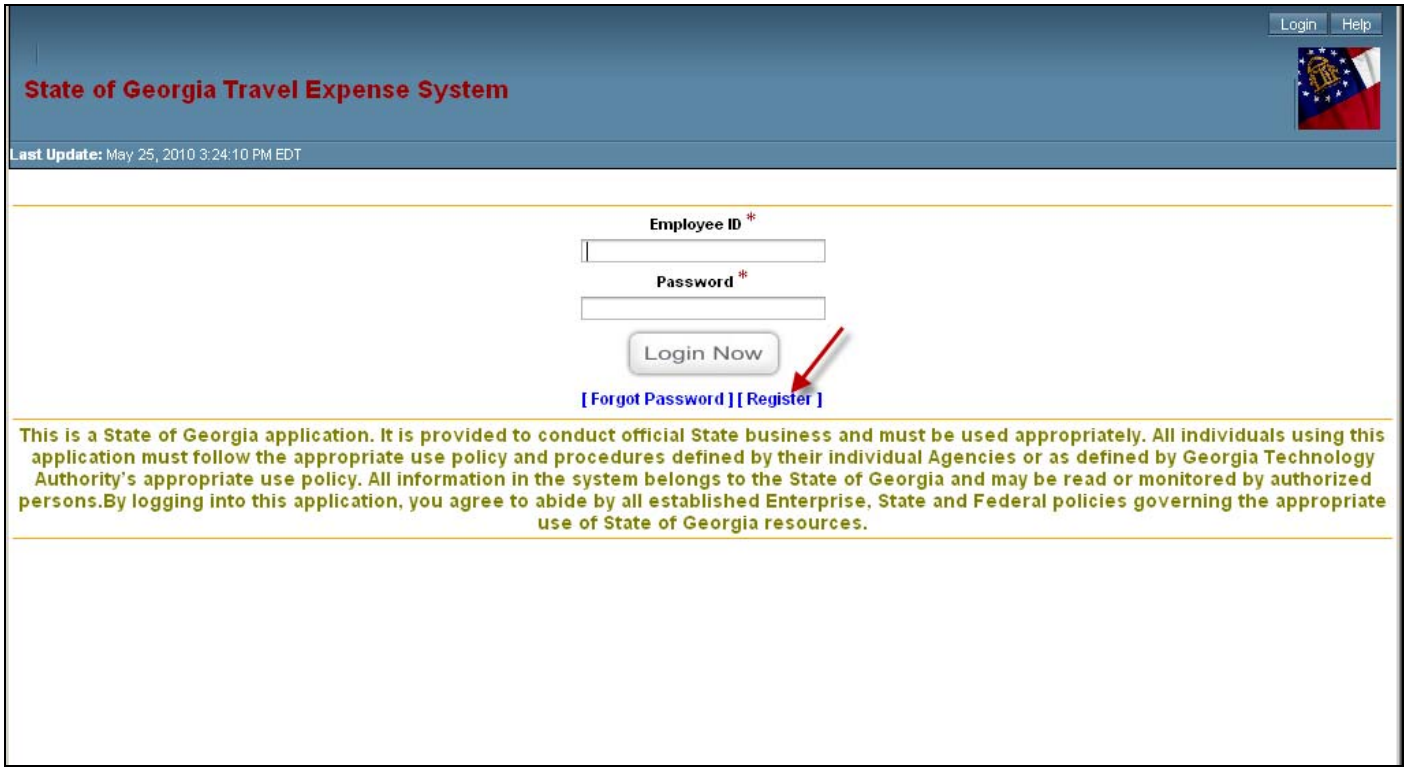
Version #1.0

For any questions about this manual contact either:

Kristi Rayford @ krayford@sao.ga.gov, or
Jarbas Carvalho @ jcarvalho@sao.ga.gov.

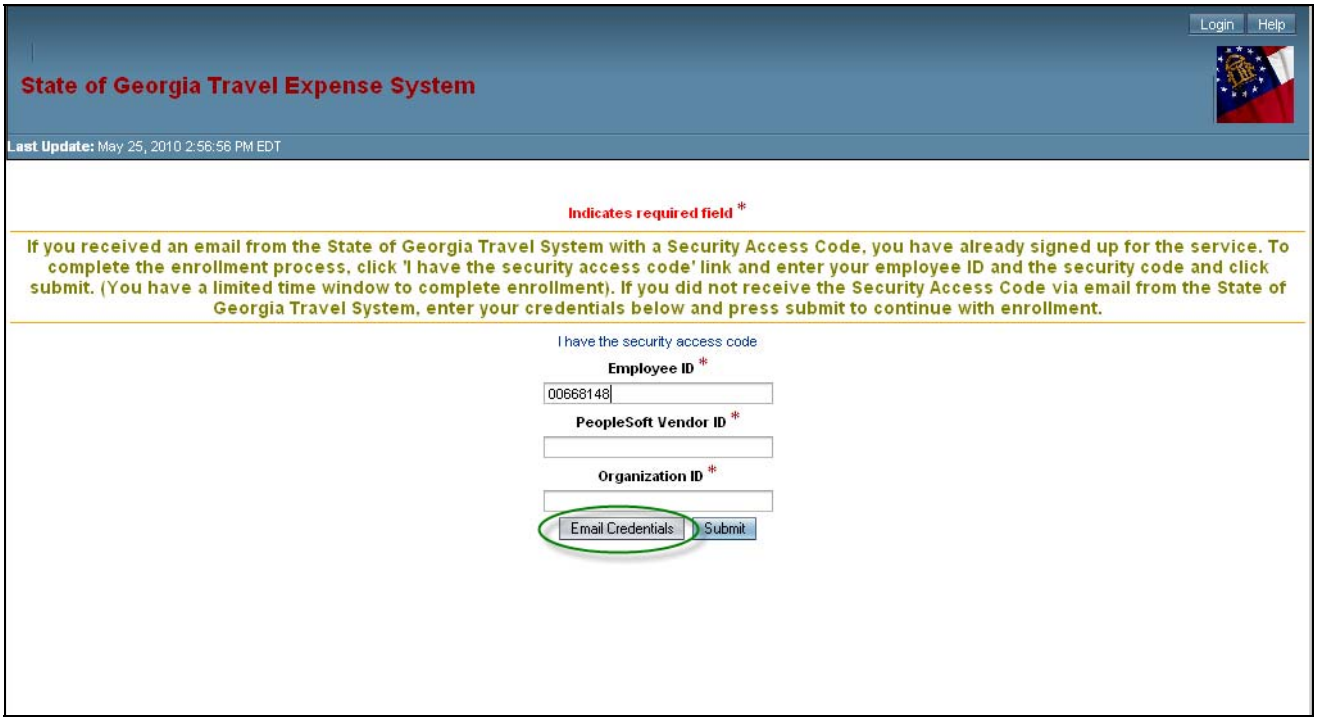
Employee Registration

1. User should access the STERS system homepage and click on the "Register" button.
2. This registration process will only need to be completed once by the user.

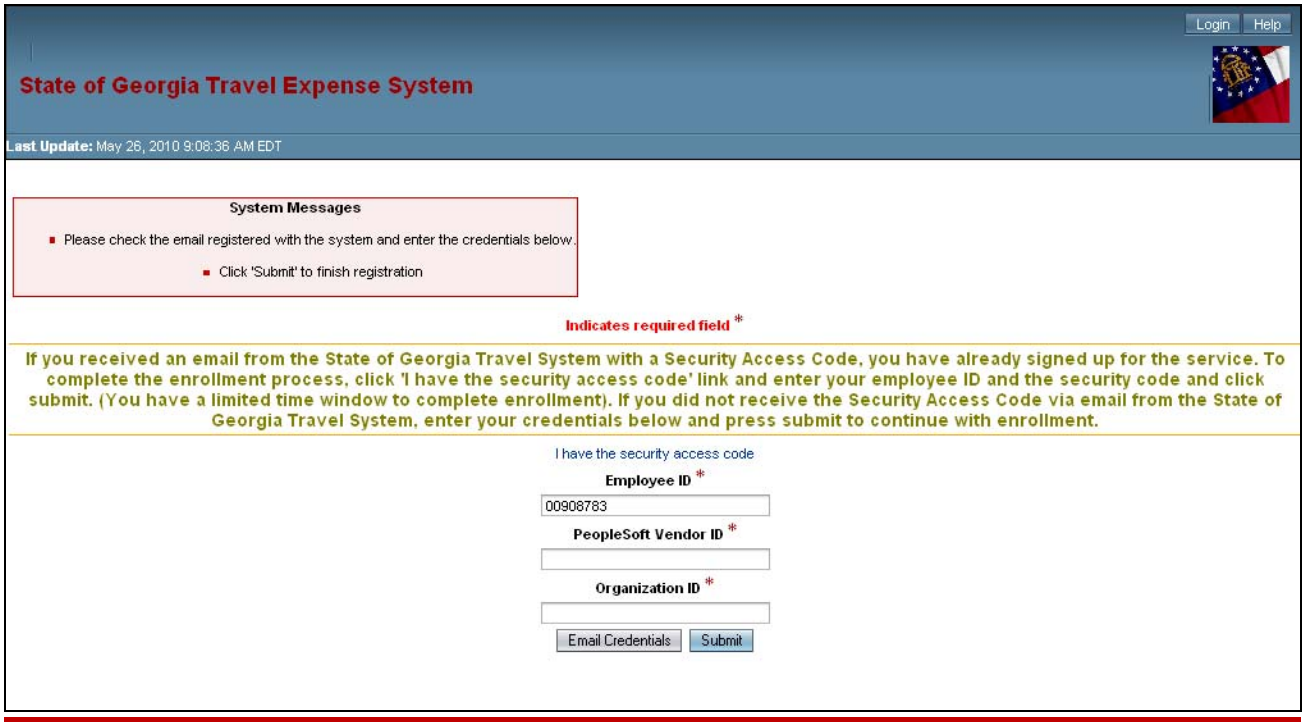


3. User will need to know your Employee ID # for registration:

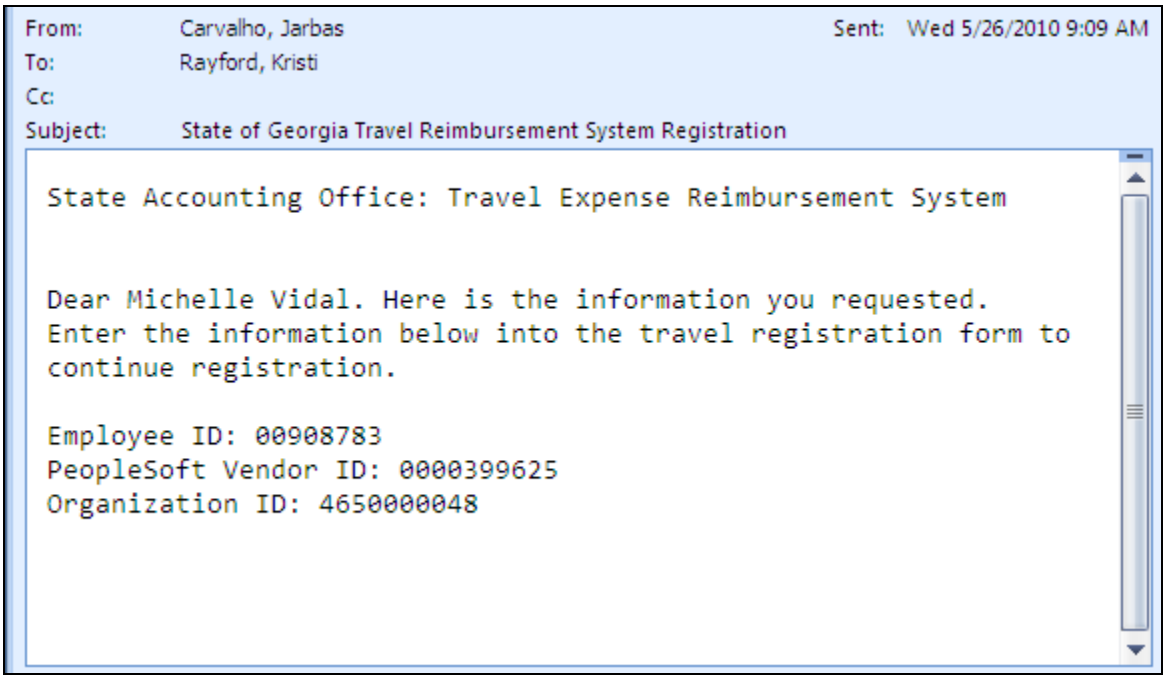
4. User should enter the employee ID # in the appropriate box, click "**Email Credentials**". The system will email you the other information so the user can enter.



Check your email. This is usually your work email. If you are not sure, contact your local administrator.



1. User should receive an automatic email with the other (2) numbers to input. See example below:

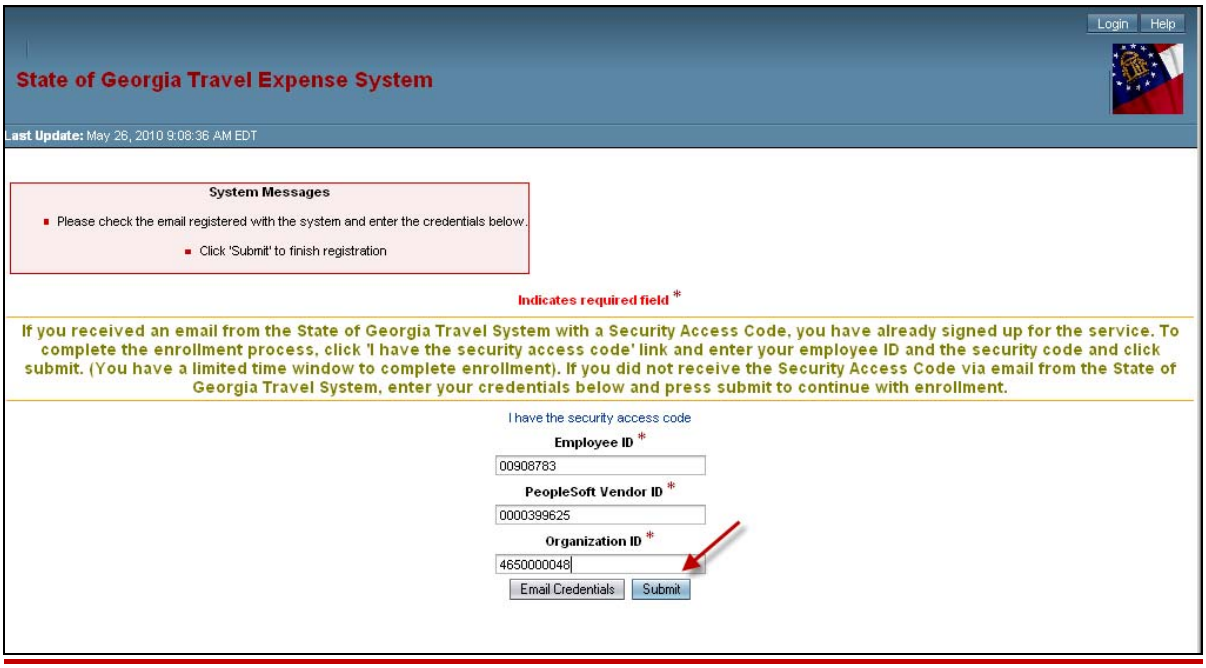

From: Carvalho, Jarbas Sent: Wed 5/26/2010 9:09 AM
To: Rayford, Kristi
Cc:
Subject: State of Georgia Travel Reimbursement System Registration

State Accounting Office: Travel Expense Reimbursement System

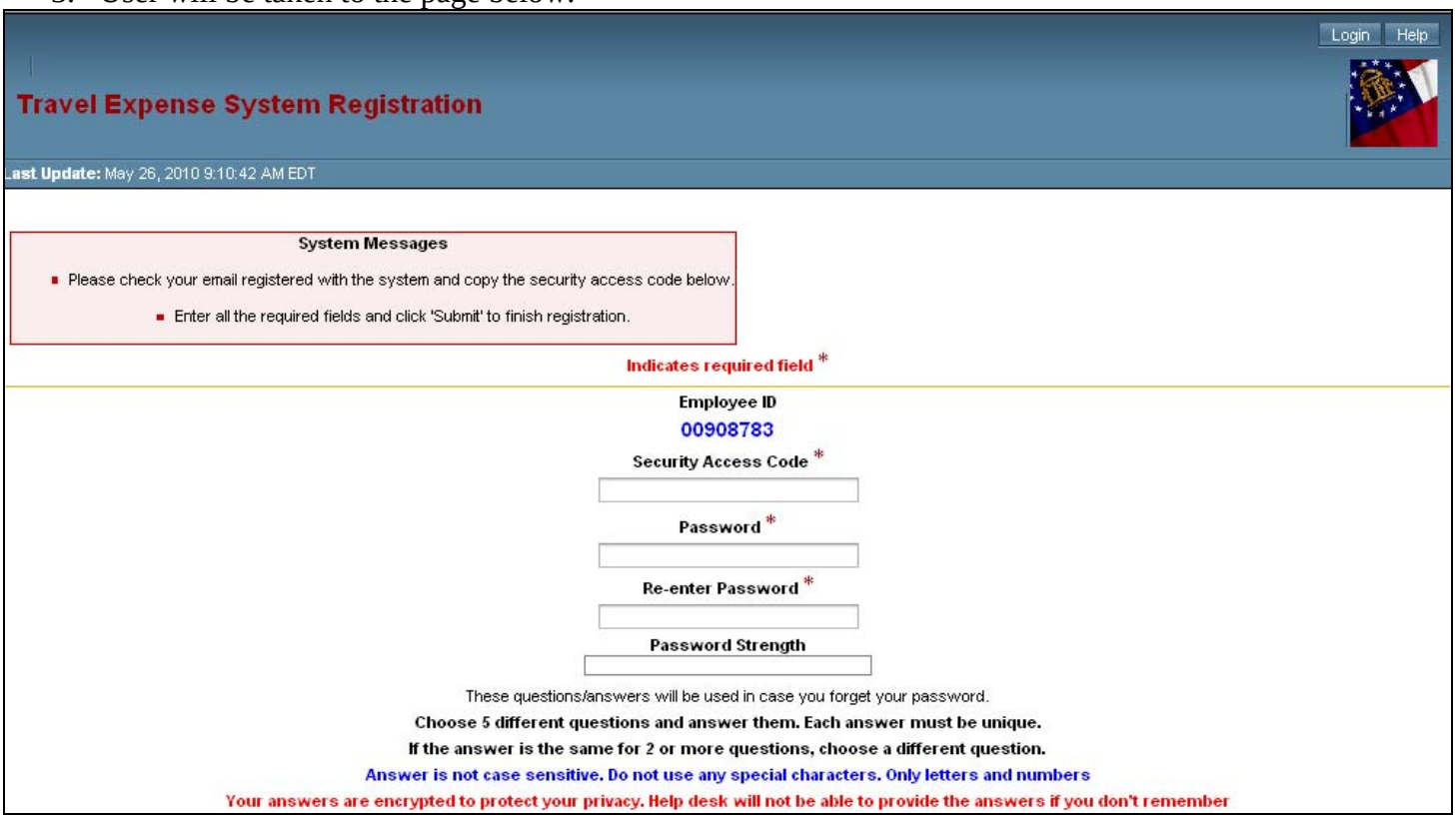
Dear Michelle Vidal. Here is the information you requested. Enter the information below into the travel registration form to continue registration.

Employee ID: 00908783
PeopleSoft Vendor ID: 0000399625
Organization ID: 4650000048

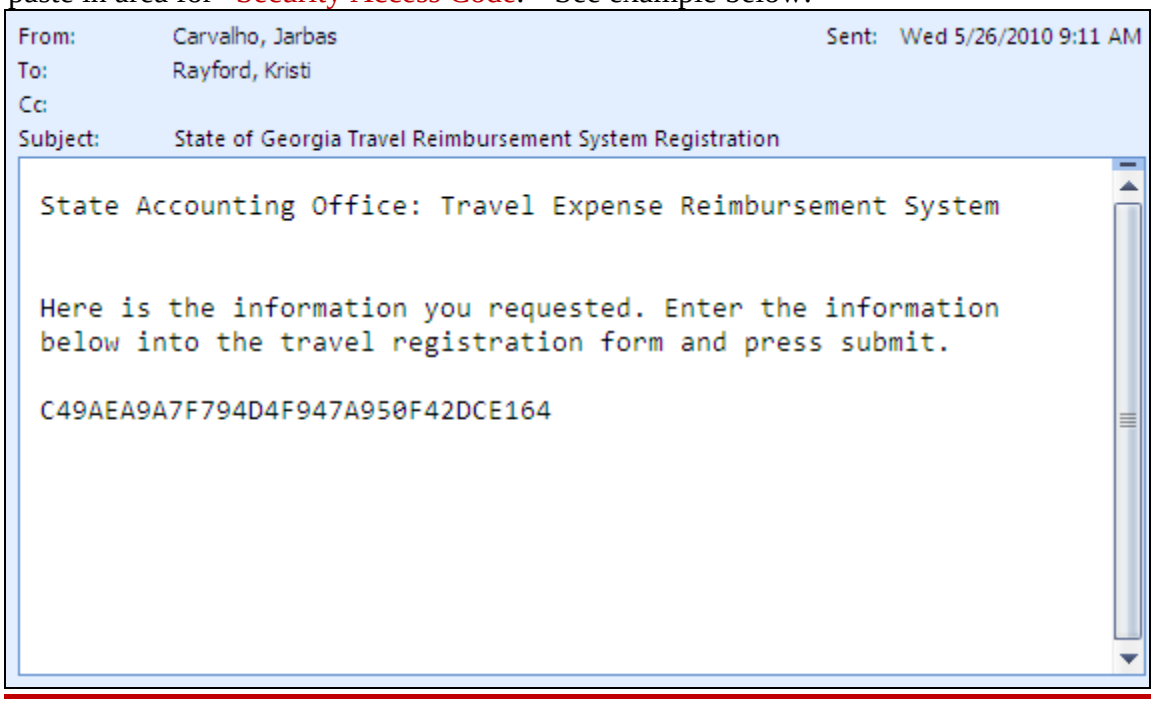
2. User should enter all (3) numbers given on the email, and click "Submit."



3. User will be taken to the page below.



4. User should receive an automatic email with a security access code. User should copy the entire number and paste in area for "Security Access Code." See example below:



5. User should paste the security access code in the top location. The user will need to create a password and re-enter the password. (The password strength color **must not** be "red" in order for the password to accept.

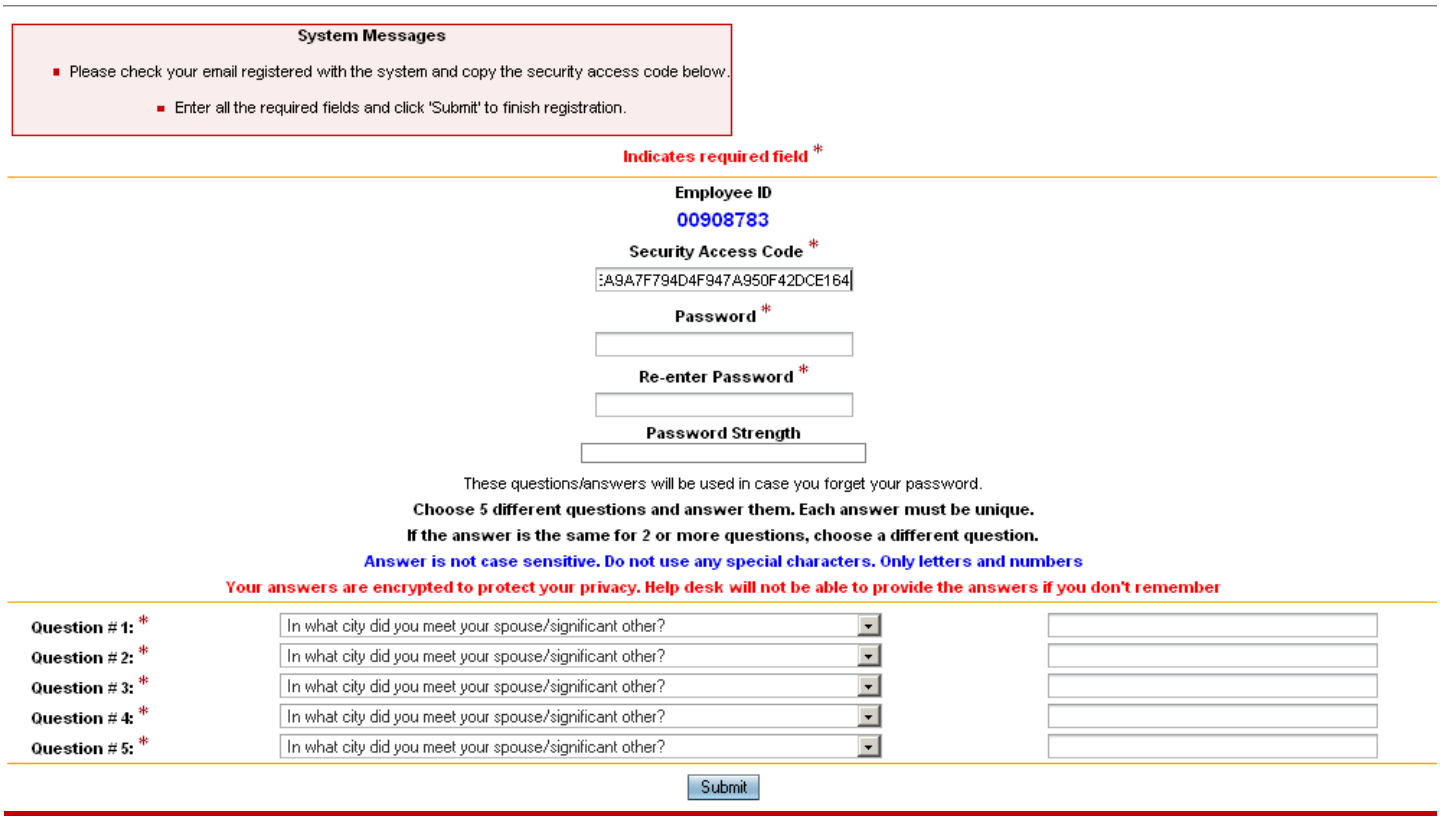
   One upper case, one lower case, one number and one Special Character

   Password must have at least 6 characters in total

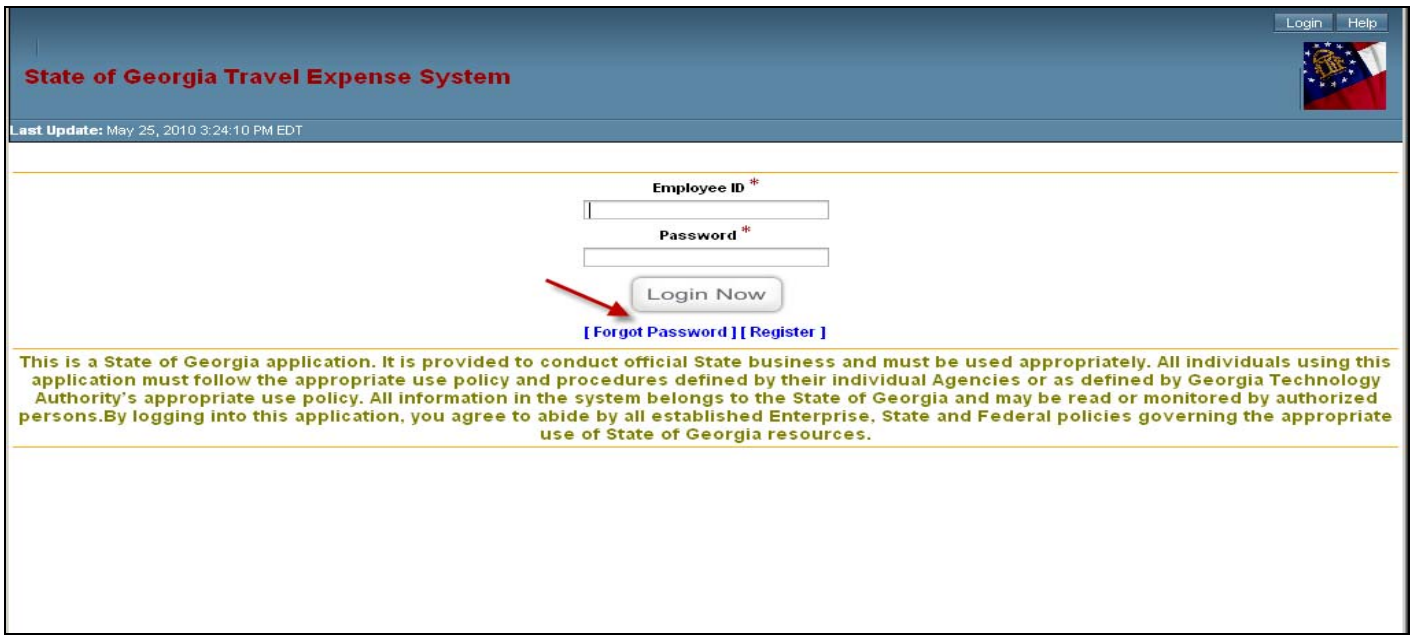
6. The user will need to select 5 different security questions and answers for each. *(Note: The answers cannot be repeated.)*

7. User should print this page and put in secure location in case password is forgotten.

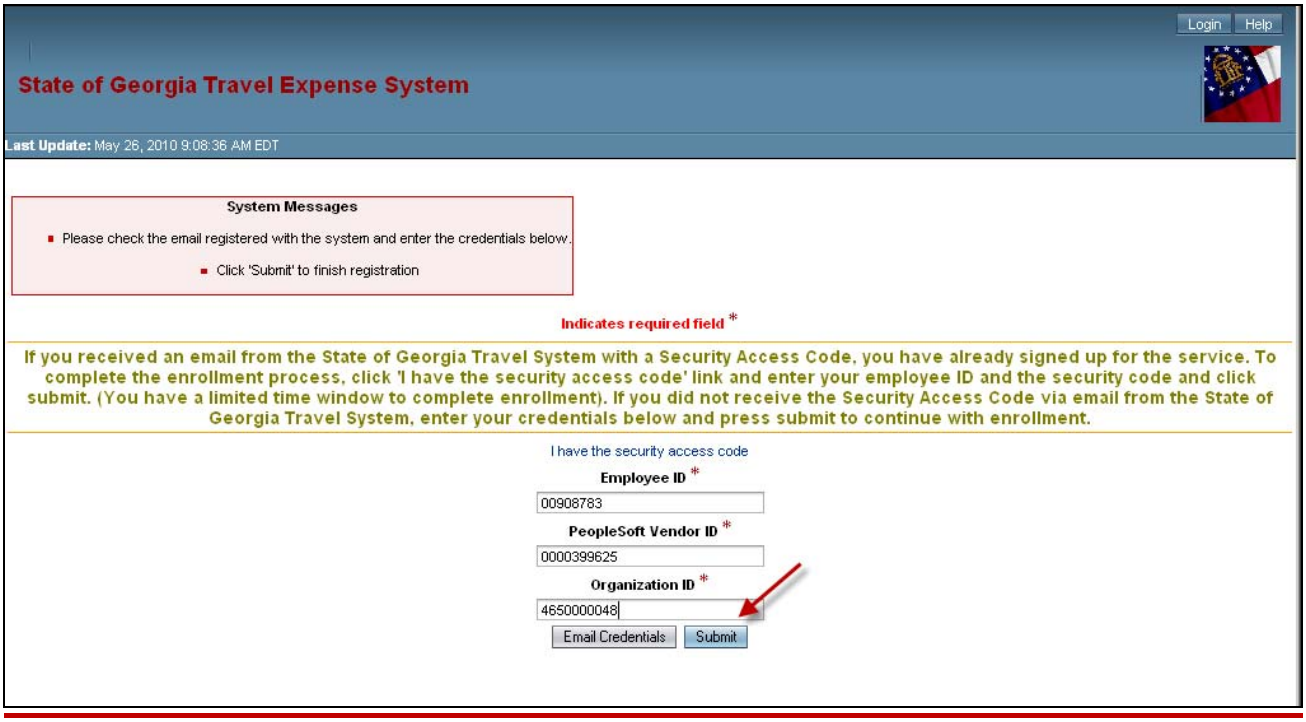
8. Click on "Submit", for registration to be complete.



Reset Password



1. If user forgets their password, they should enter their Employee ID# and click on the "Forgot Password" tab.



2. If you received an email from the State of Georgia Travel System with a FORGOT PASSWORD Security Access Code, click 'I have the security access code' link, enter your employee ID, the security code and click submit. (You have a limited time window to get a new password).

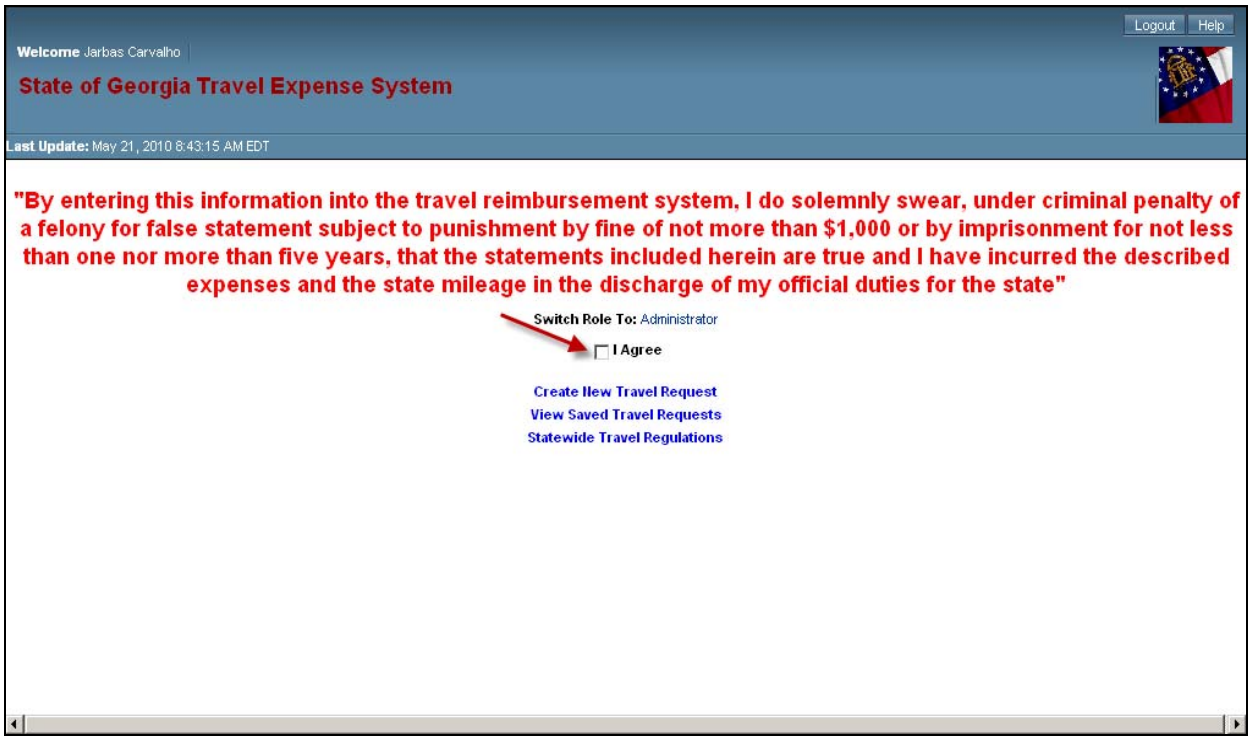
3. If you did not receive the Security Access Code via email from the State of Georgia Travel System, enter your credentials below and press submit to reset your password.

4. User will have to answer (2) of the security questions, prior to resetting their password.

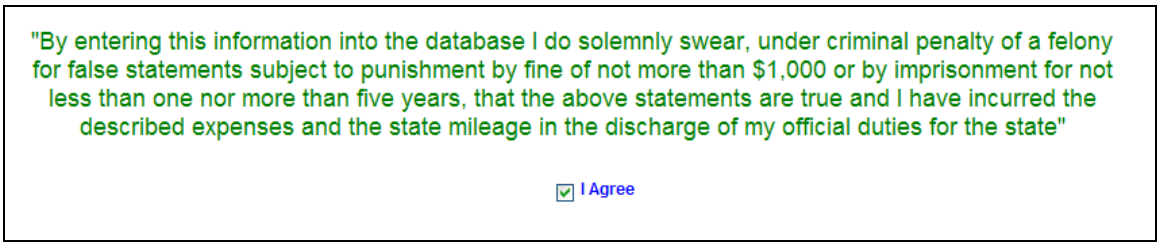
5. If user cannot remember password or security questions, they should contact the global administrators at the State Accounting Office at sao_travel@sao.ga.gov.

Home Page

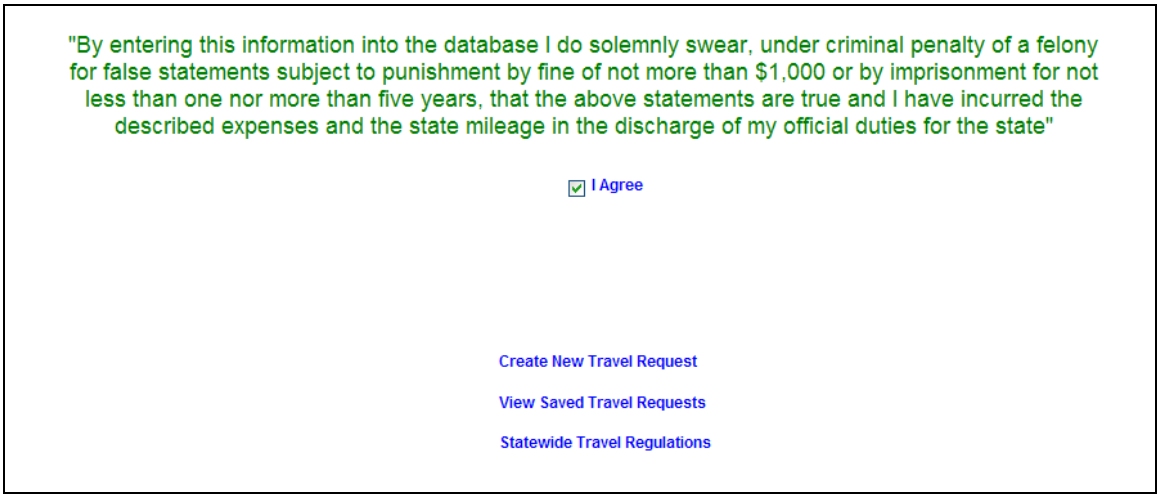
1. If you were successfully authenticated by the system, you will be redirected to the home page.



2. Read the disclaimer and select the "**I agree**" box. You must agree before you can create, review or view a travel request. This is required every time you log in to the system. Once you select the "I agree" box the disclaimer should turn green indicating that you agreed.



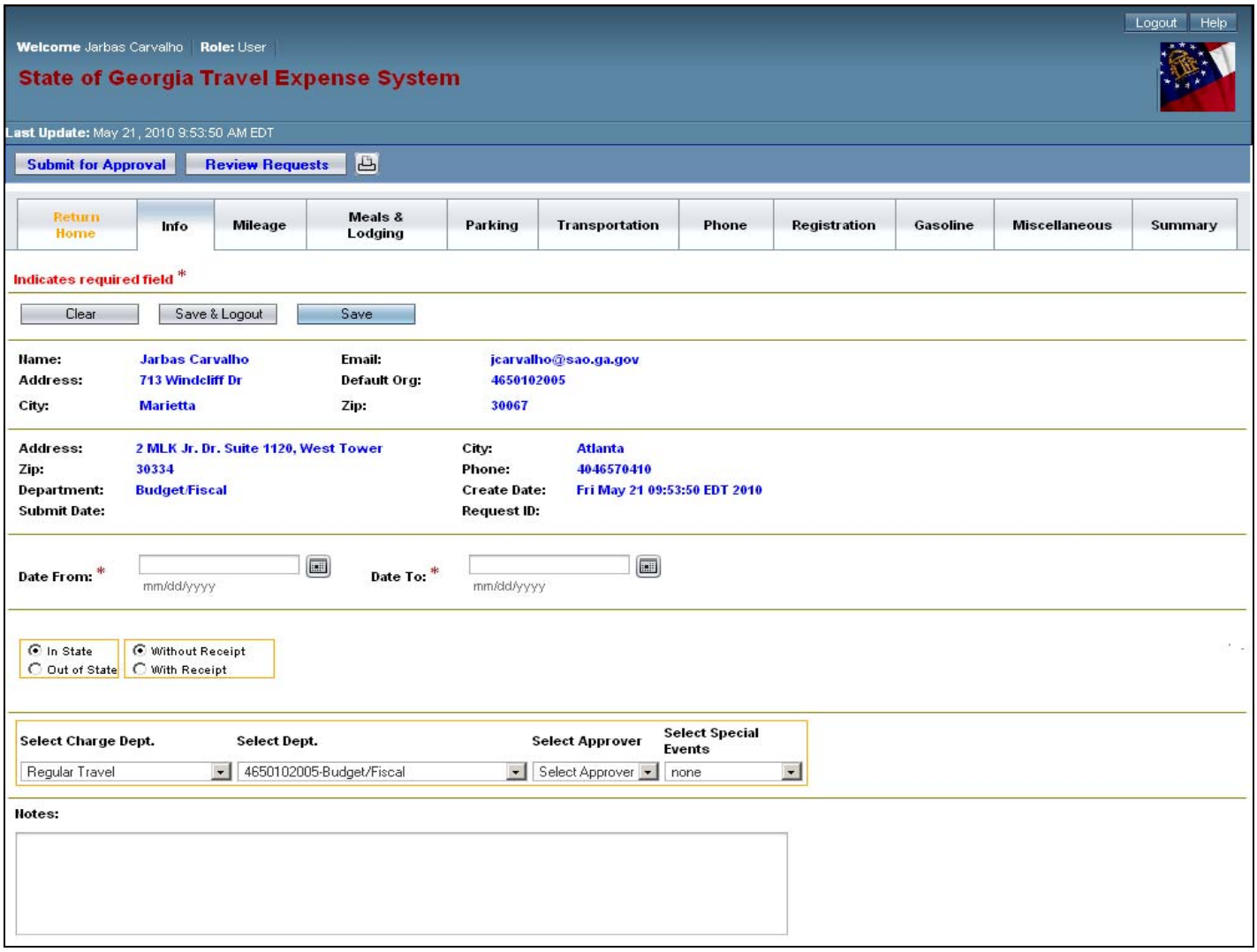
3. To create a new Travel Request, click the **“Create new Travel Request”** link.



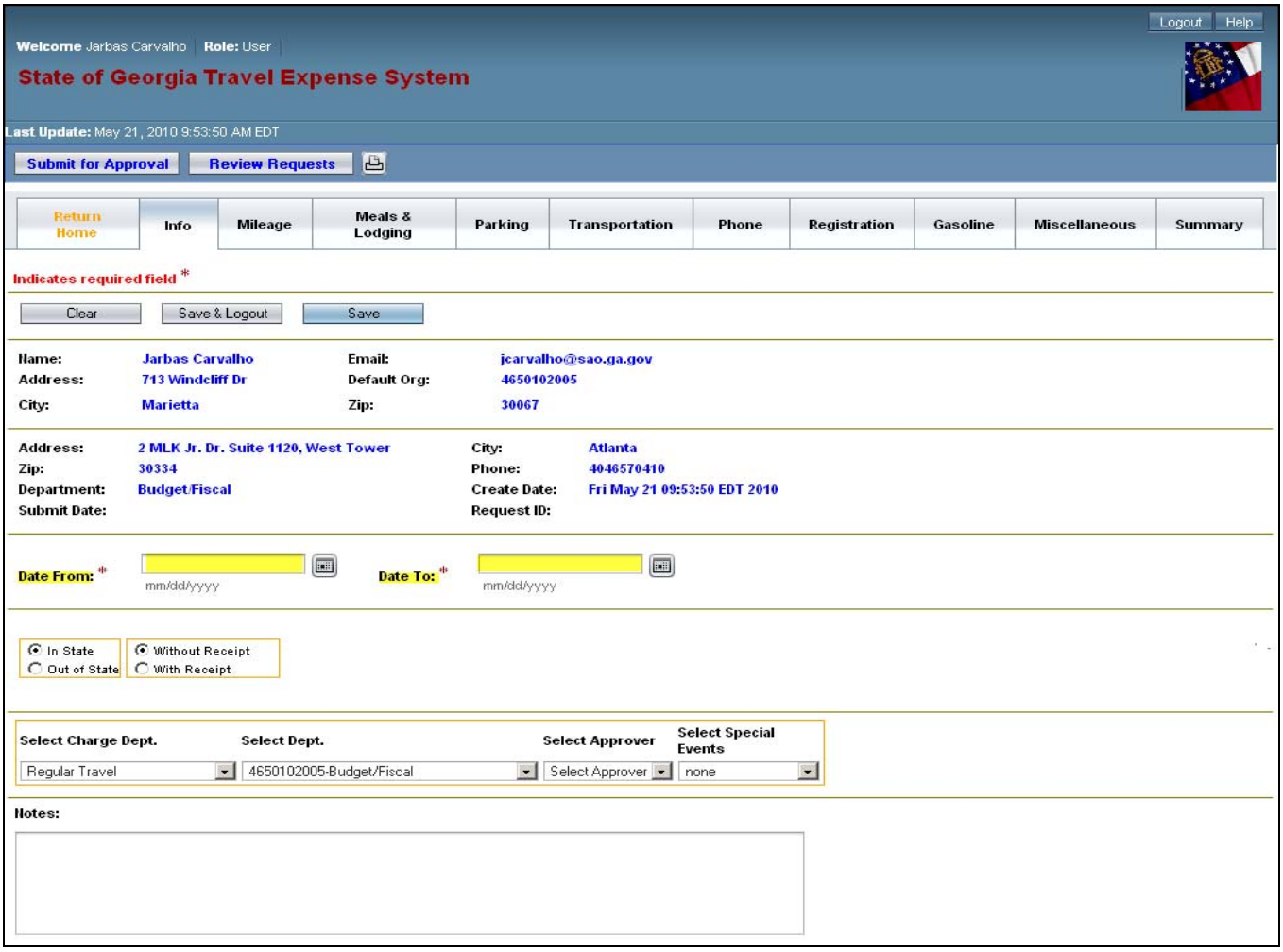
4. This link will redirect you to the personal information page as shown below. If you are not redirected to the personal information page, make sure that you have selected the “I agree” box.

Personal Information Page

1. Verify that your information is correct. If you find incorrect information, contact your local administrator within your agency.

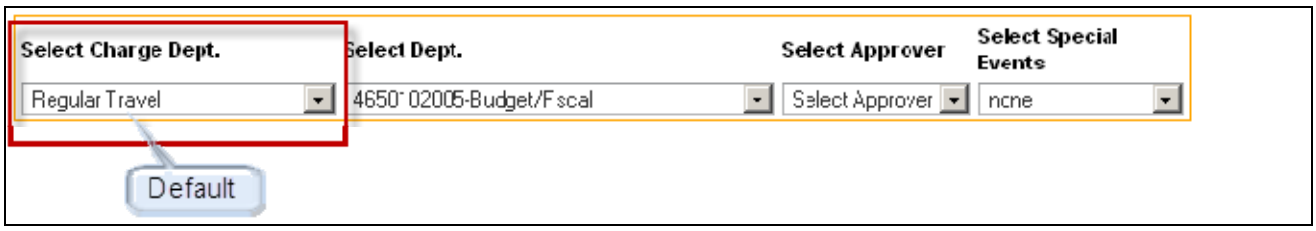


2. To create a new Travel Request, you must enter a "Date from and a Date to". This represents the first day of your trip and the last day of your trip, accordingly. You cannot navigate away from the personal information page until you have entered these dates and saved the request.

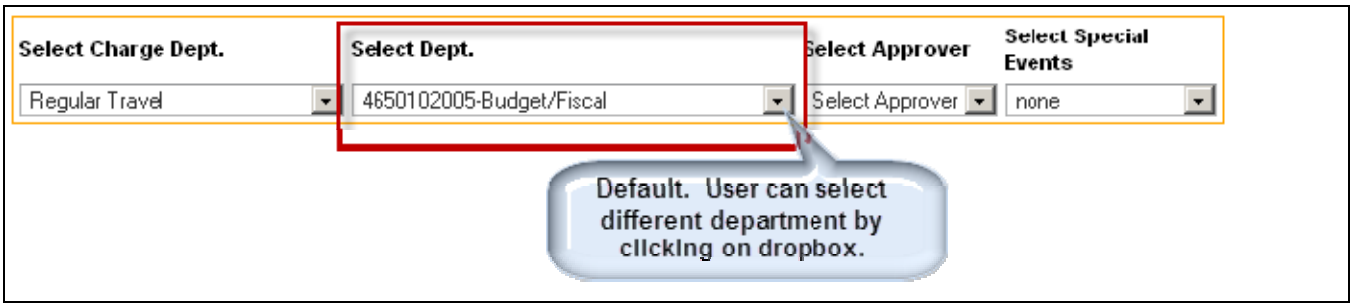


3. Select In state or Out of State depending on where the user traveled. Next you will have to select if you have Receipts or do not have receipts. *(For instructions on how to upload receipts see Page 42)*

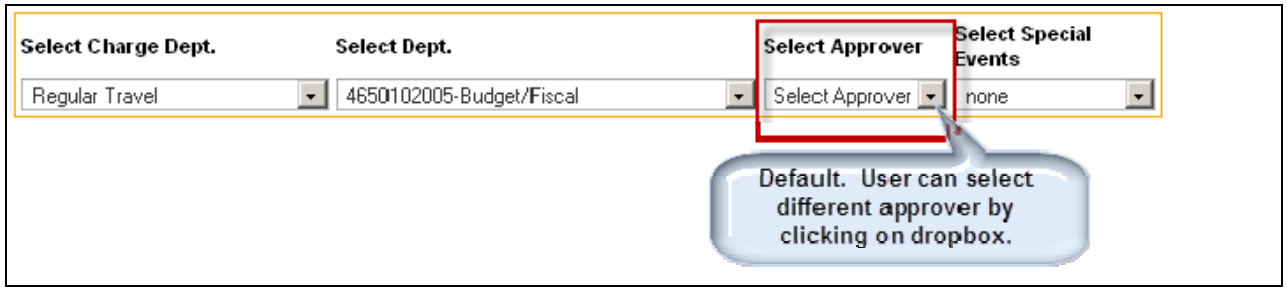
4. Next the traveler will have to select a Charge department. The default will be "Regular Travel", unless the local administrator has set up shortcut for users to choose from.



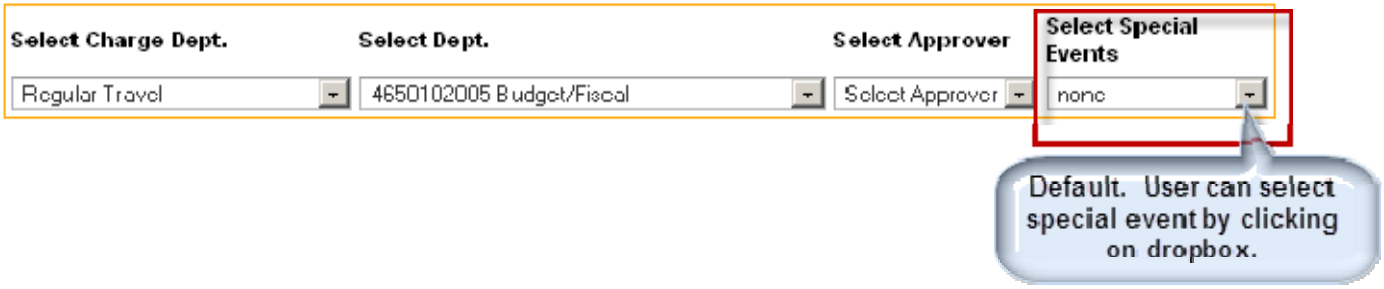
5. If your default organization is incorrect, you can manually override by selecting another department from the list in the dropbox:



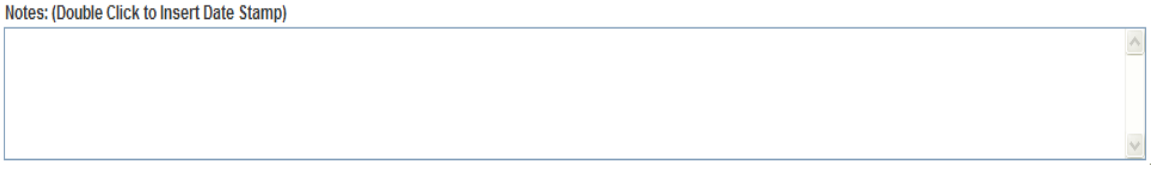
6. Next you will have to select your Approver which should be your immediate supervisor/manager to approve this request. ***(Note: You will notice as you select new departments, the approver listing changes accordingly.)***



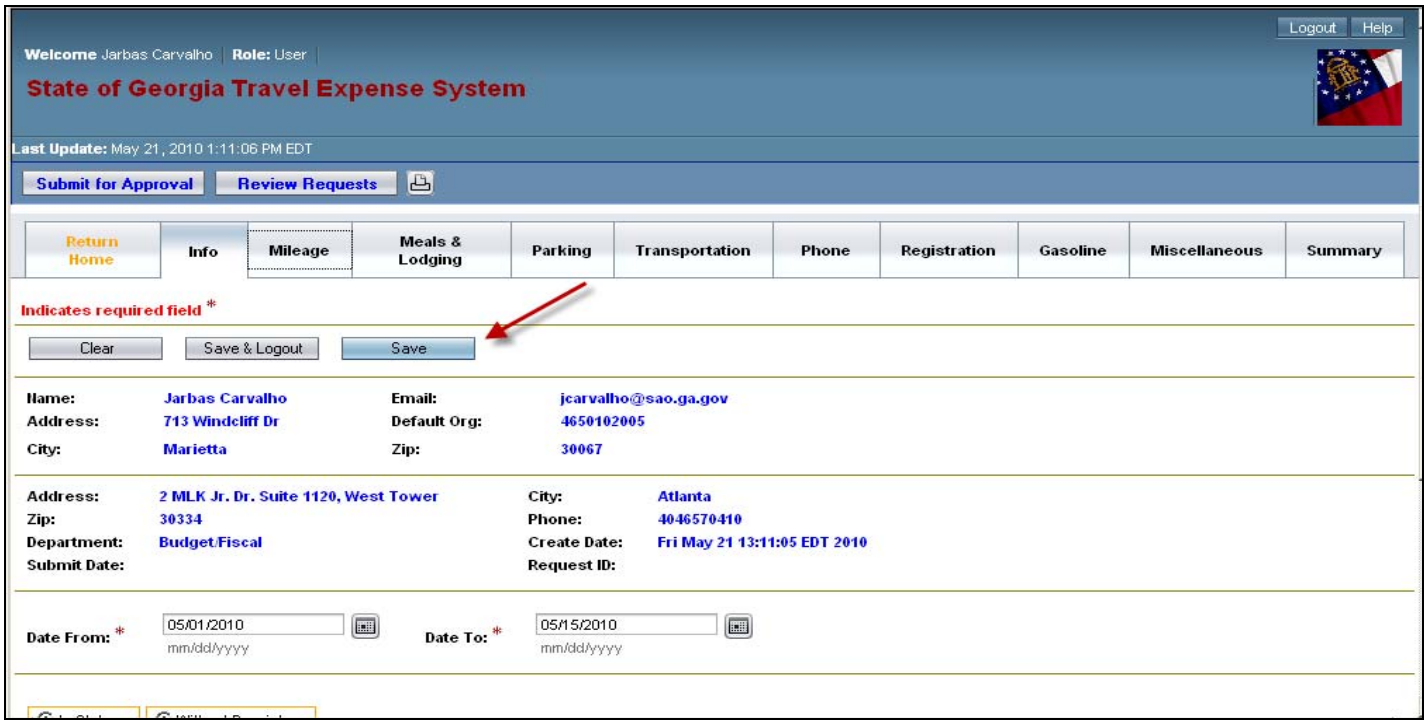
7. The last tab is to identify any special events. The default should be "None" unless the local administrator specifies for travelers to select a specific training.



8. If notes are needed, enter in the space provided. Double click the notes fields to enter a date stamp. *(This is optional but highly recommended)*



9. The traveler must "Save" in order to proceed to the next tab. The user can also Save & logout and complete the travel expense at another time.

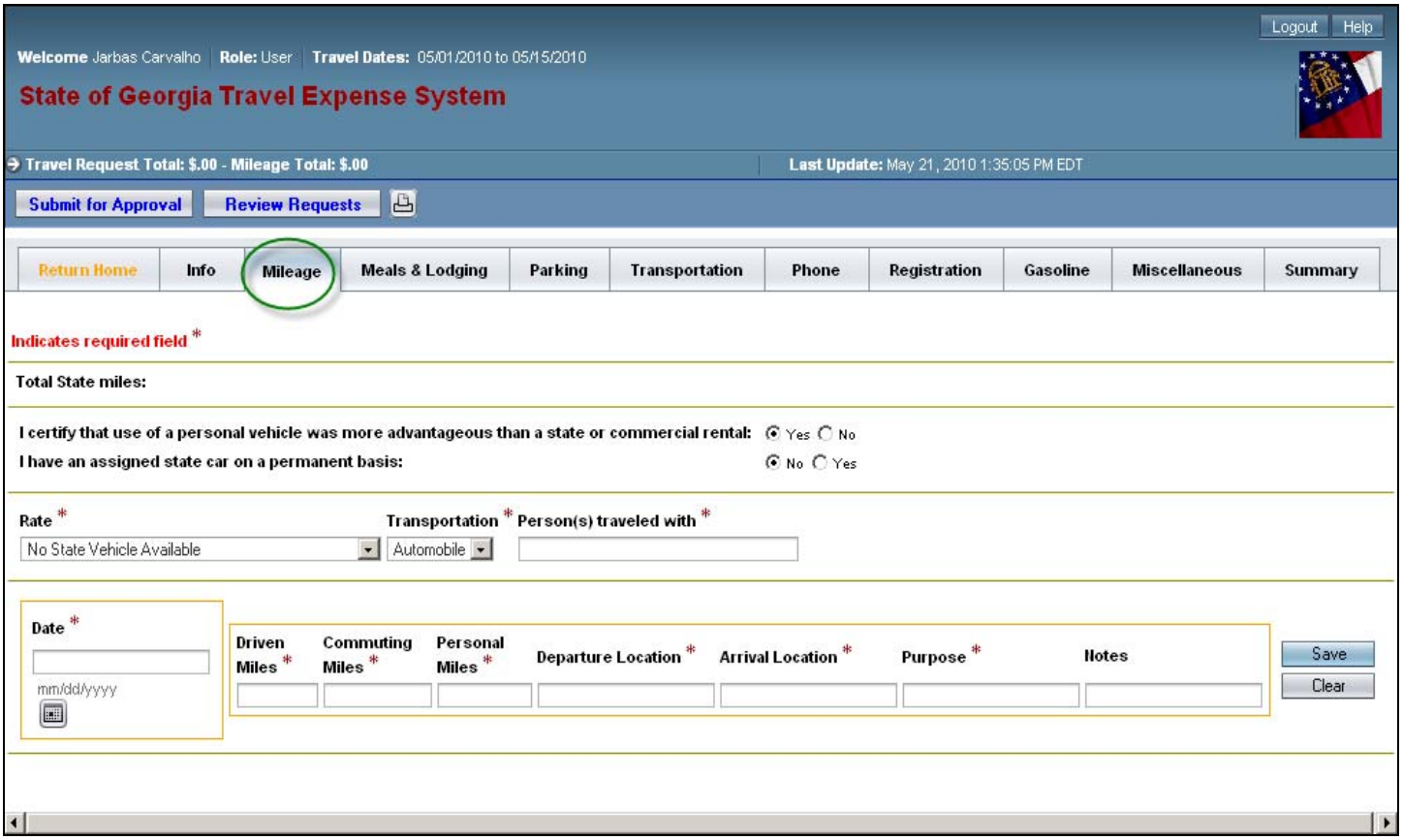


10. The user will receive a system message "Transaction Record Saved".

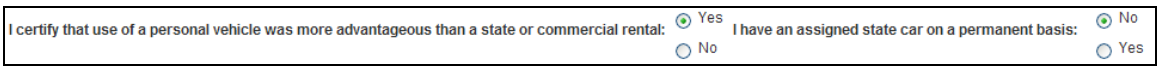
Logout
Help
Welcome Jarbas Carvalho
Role: User
Travel Dates: 05/01/2010 to 05/15/2010
State of Georgia Travel Expense System
Travel Request Total: $.00
Last Update: May 21, 2010 1:25:35 PM EDT
Submit for Approval
Review Requests
Return Home
Info
Mileage
Meals & Lodging
Parking
Transportation
Phone
Registration
Gasoline
Miscellaneous
Summary
System Messages
Transaction Record Saved
Indicates required field *
Clear
Save & Logout
Save
Name: Jarbas Carvalho
Email: jcarvalho@sao.ga.gov
Address: 713 Windcliff Dr
Default Org: 4650102005
City: Marietta
Zip: 30067
Address: 2 MLK Jr. Dr. Suite 1120, West Tower
City: Atlanta
Zip: 30334
Phone: 4046570410
Department: Budget/Fiscal
Create Date: Fri May 21 13:11:05 EDT 2010
Submit Date:
Request ID: 00923823050120100515 2010
05/01/2010
05/15/2010

Mileage Tab

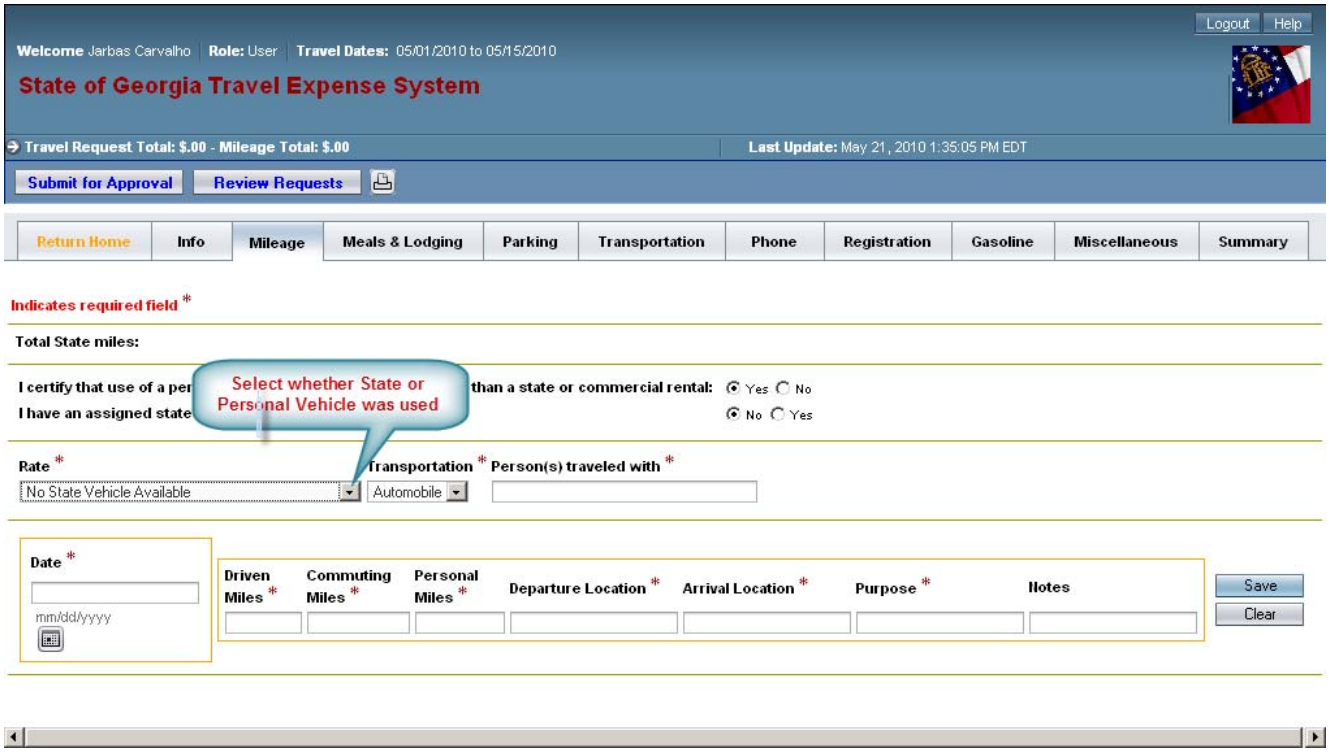
1. To enter mileage information, click the mileage tab located in the upper left corner of the screen below the gray bar.



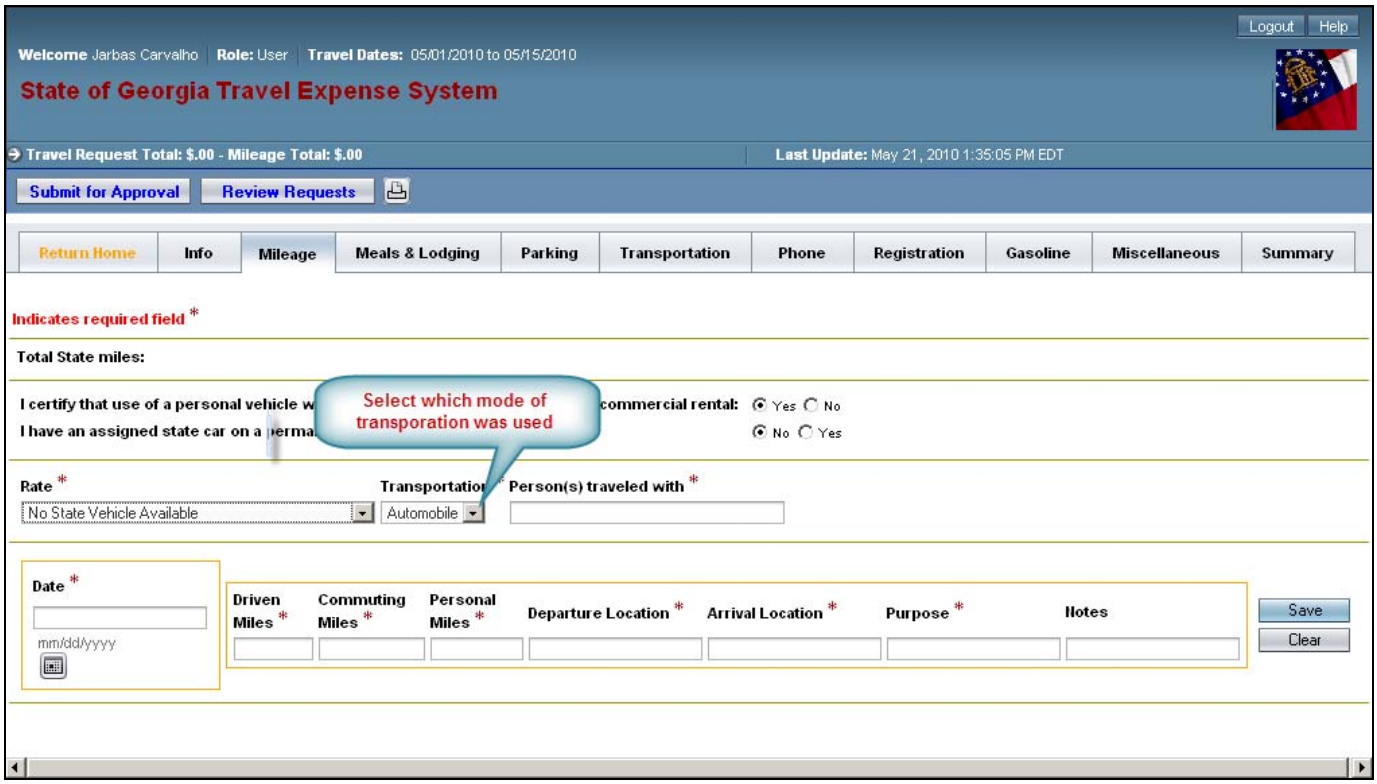
2. Select yes or no next to "I certify that use of a personal vehicle was more advantageous than a state car or commercial rental" and "I have an assigned state car on a permanent basis"



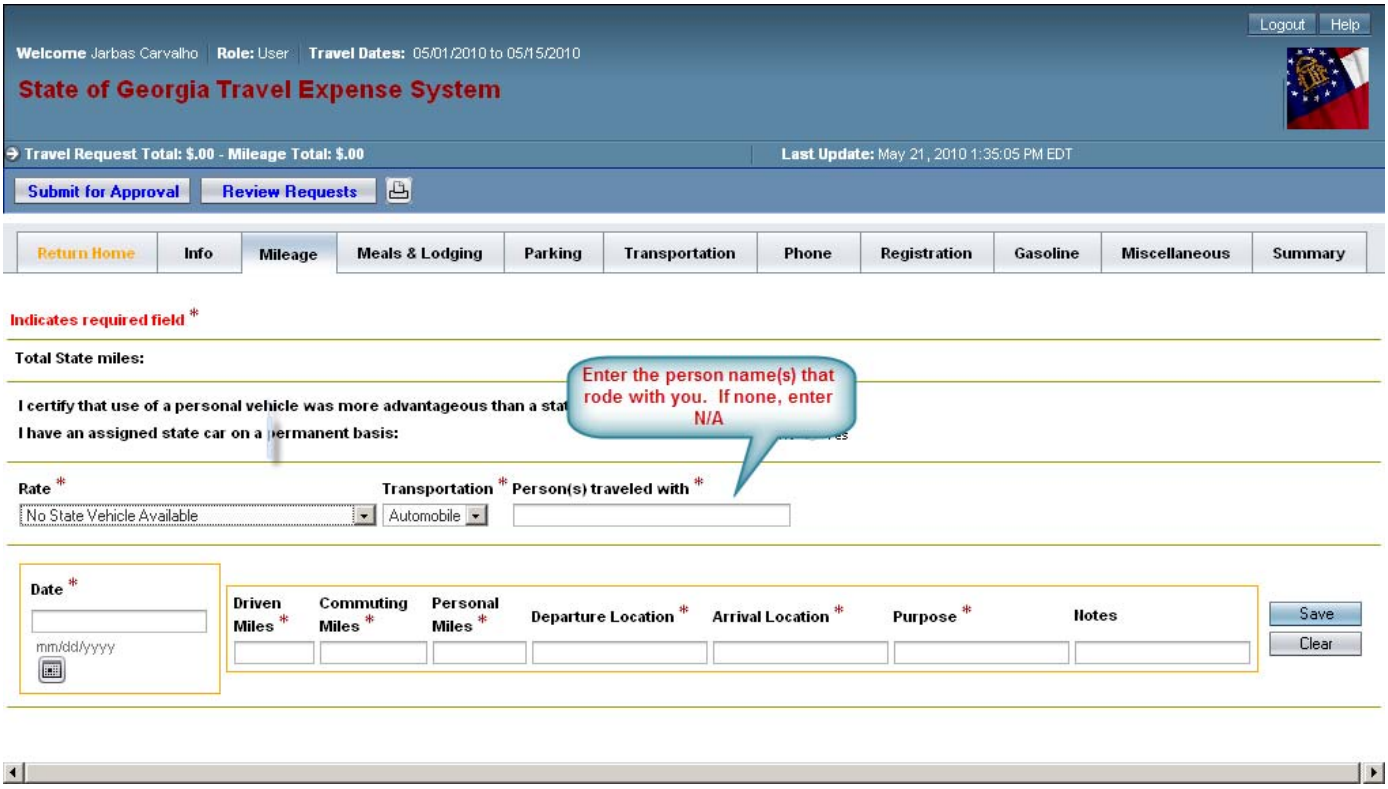
3. You must select the reimbursement mileage rate allowed by your agency.



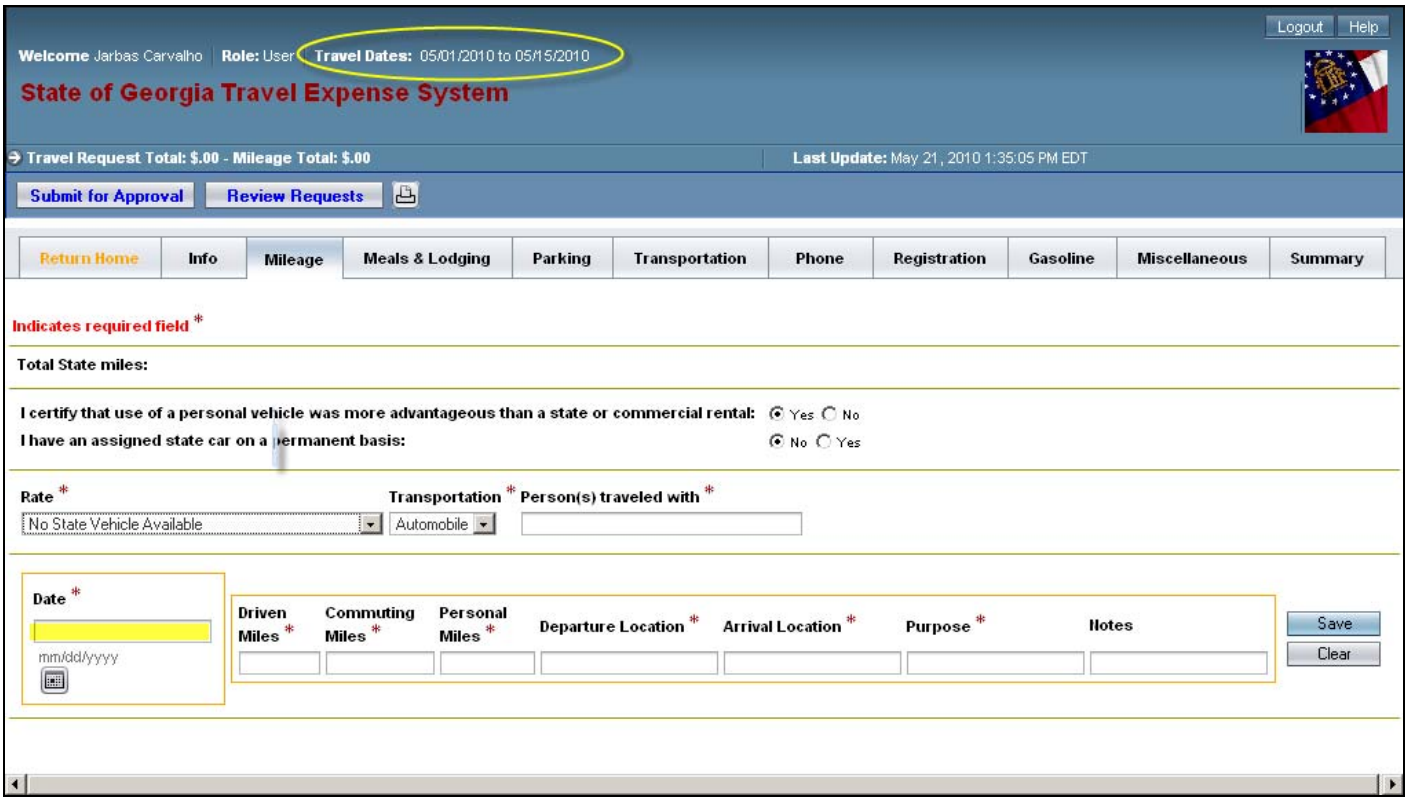
4. Under transportation tab: User must select one (Automobile, motorcycle or airplane)



5. If you shared a ride, enter the person's name. If no one rode with you, enter N/A.

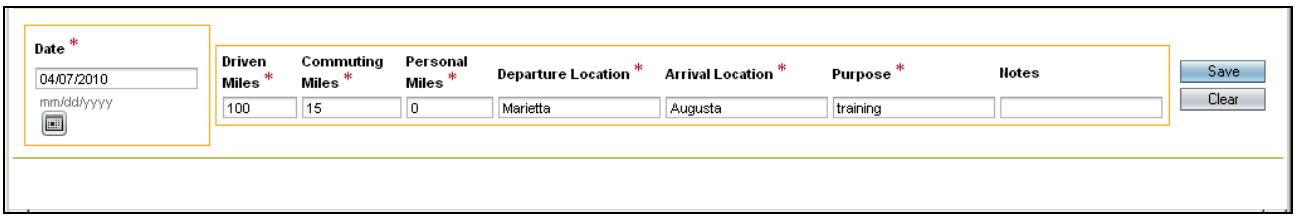


6. Enter the date for this trip. It must be within the chosen dates entered in the personal information page. The travel dates are given at the top of each page.



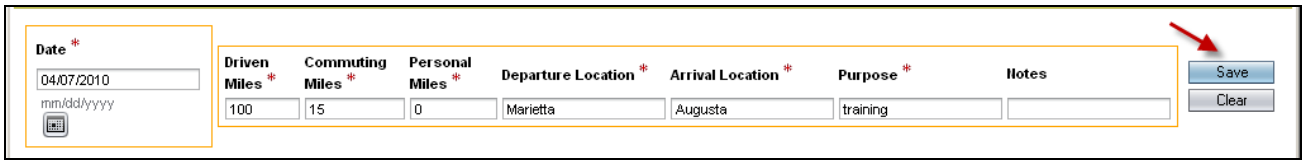
7. Enter total driven miles, commuting miles, and any personal miles associated with the trip. ***(If need more explanation, please refer to the Statewide Travel Regulations)***

   You will also have to include the departure location, arrival location and purpose of trip. All fields are required. (The user may include any notes, if necessary, but not required.)

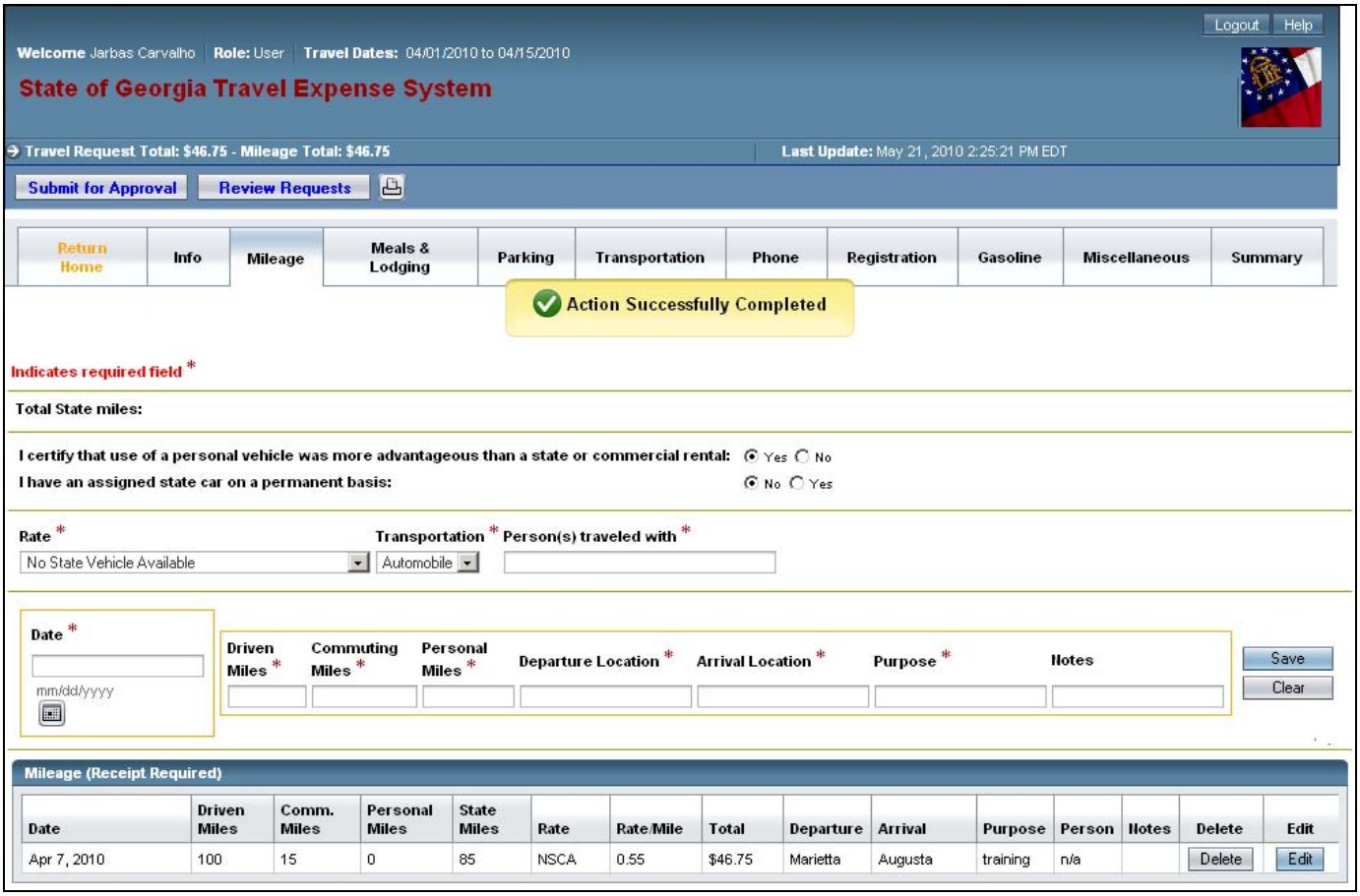


8. To clear **all fields**, click clear and confirm your action by clicking ok in the pop up box.

9. To save this entry, click Save. The entry total as well as the grand total is updated in the page total field located in the gray bar.



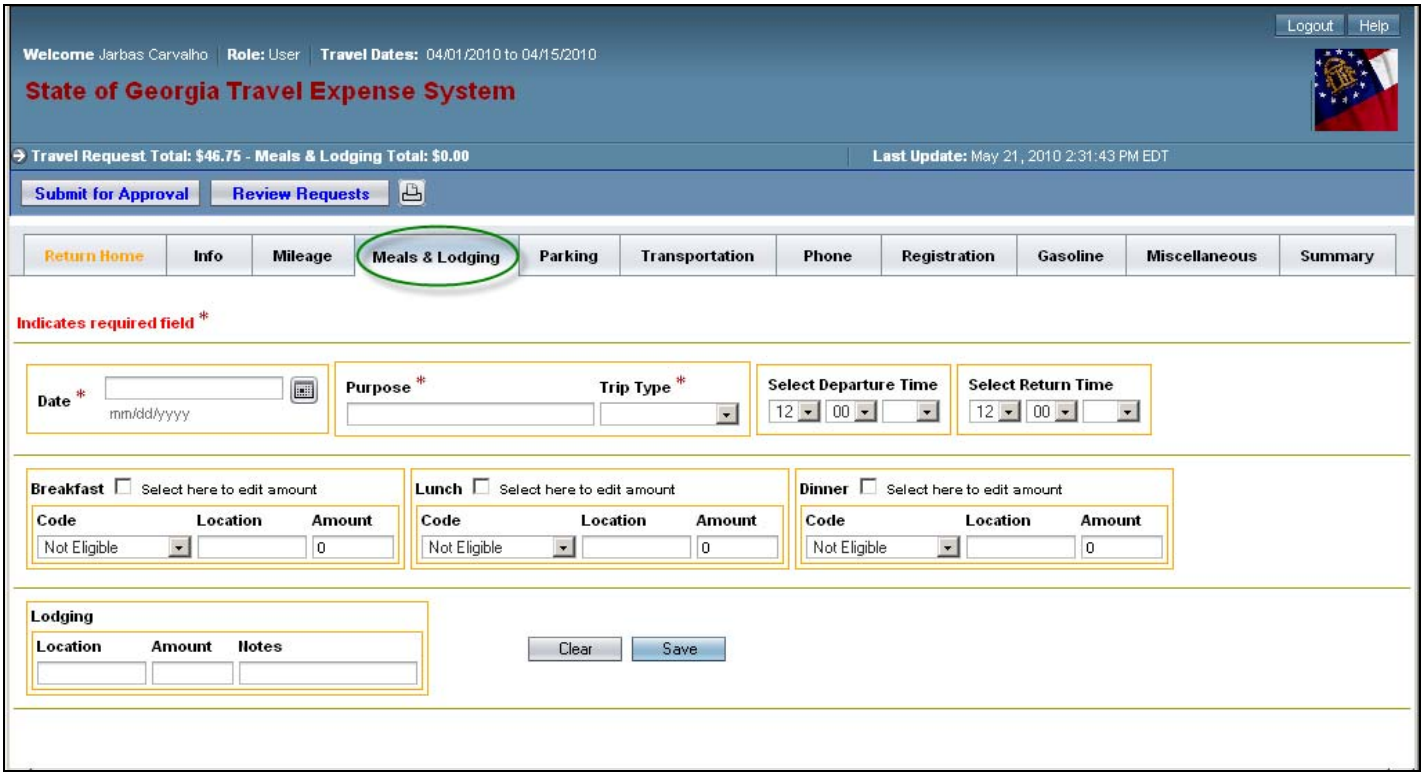
10. The user should receive a "Action Successfully Completed" alert message. The saved entries are displayed in the Mileage Information table below.



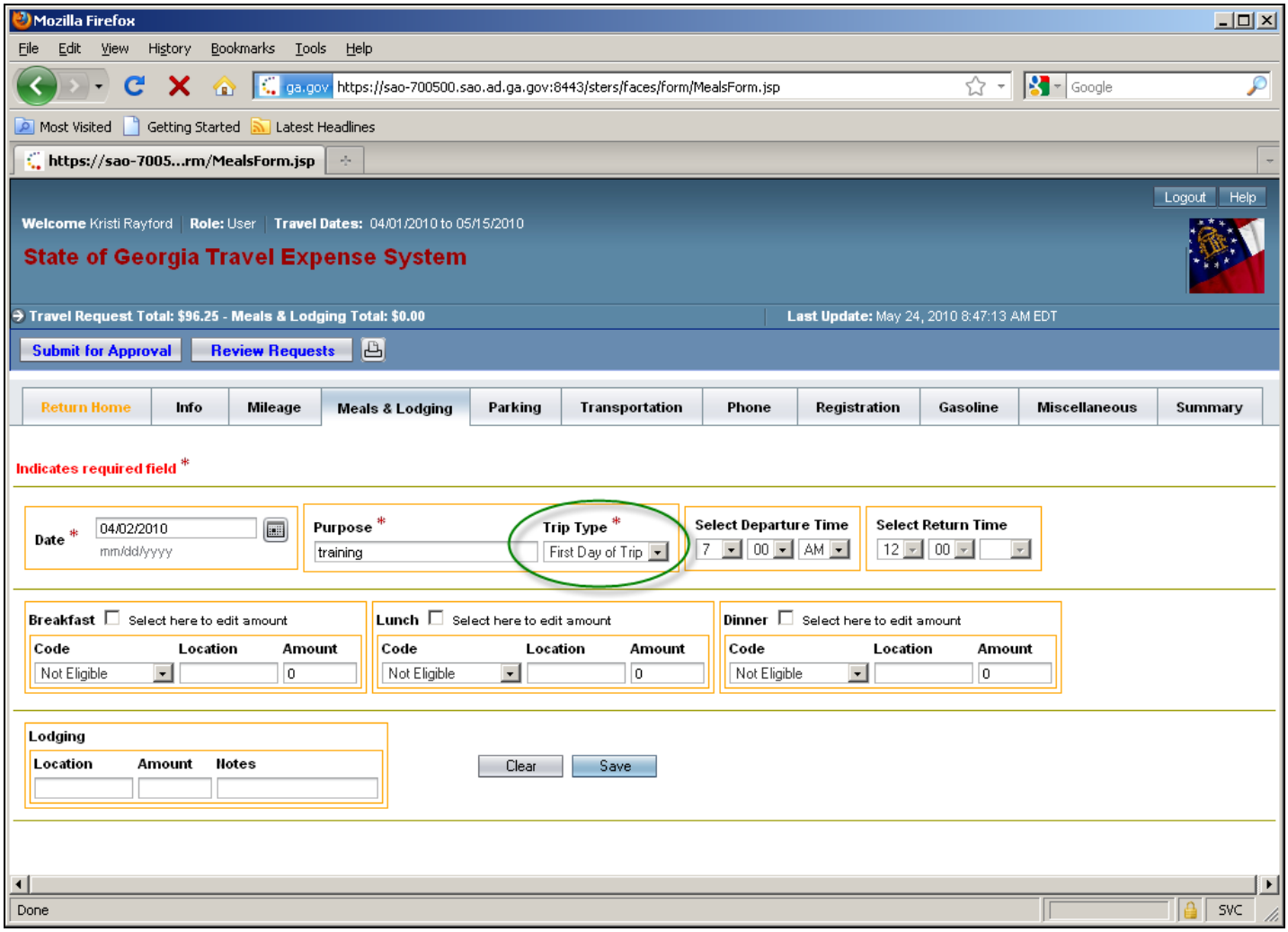
11. If a traveler has more than one day of mileage expense, each must be entered separately on a line and saved.
12. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.
13. To edit this entry, click edit. The entry will be displayed above the table. You **can not** edit the entry directly into the table.

Meals and Lodging

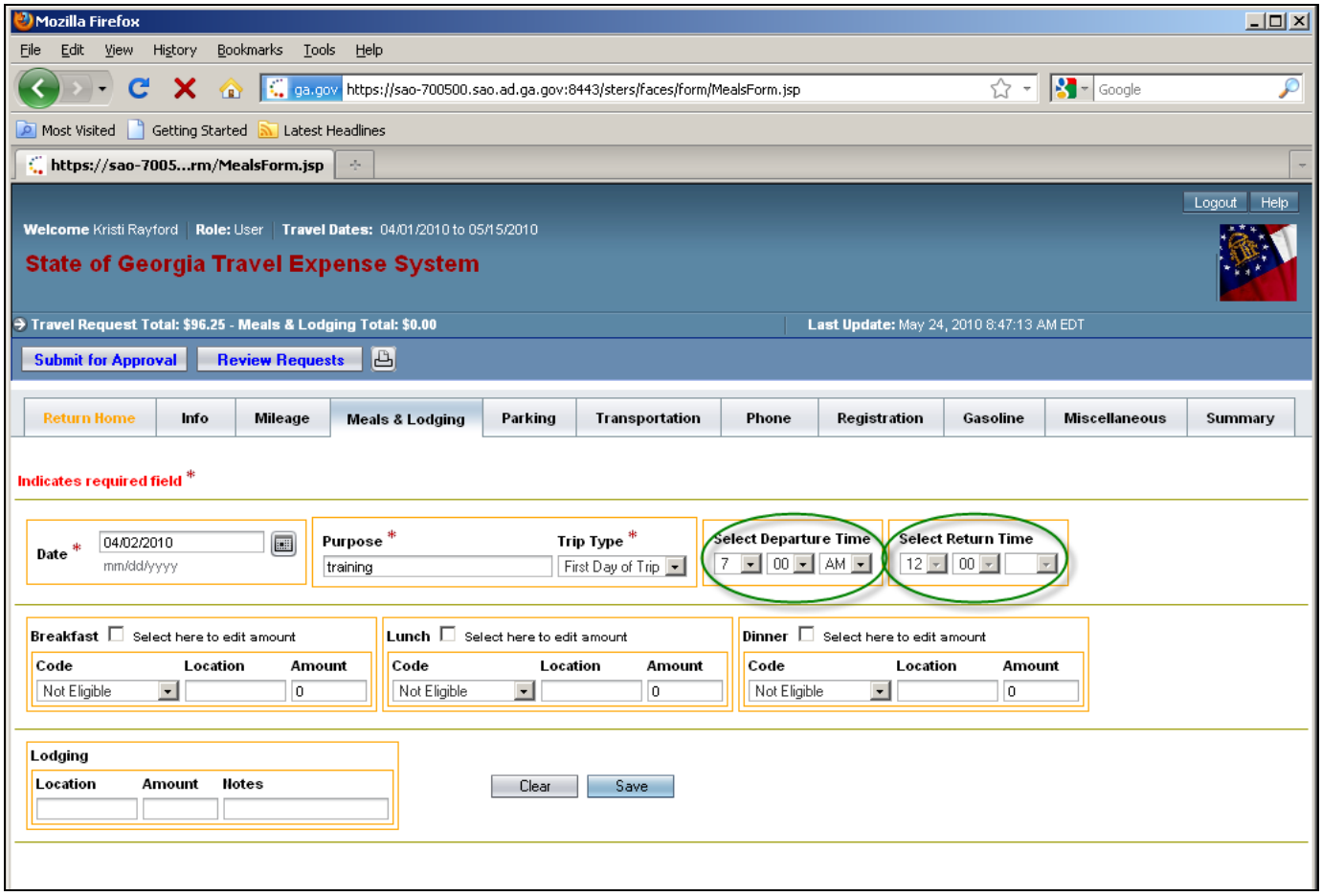
1. To enter Meals and Lodging information, click the meals and lodging tab. The page below is displayed.



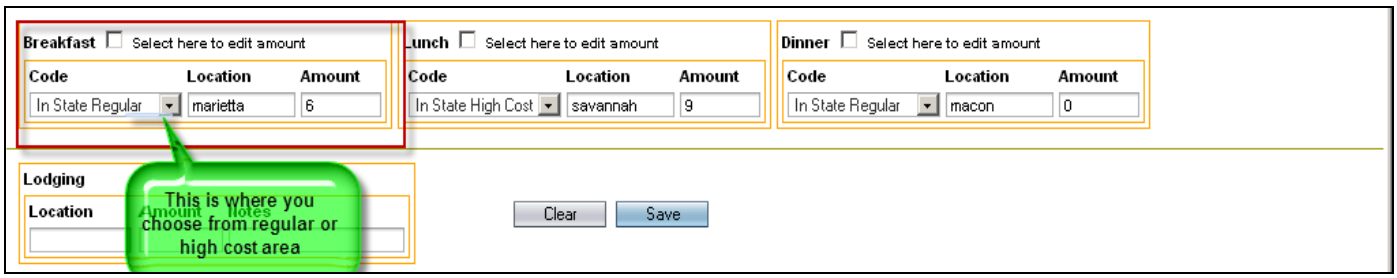
2. Begin by entering the trip date in the date field. The date entered must fall between the beginning and the ending travel dates.
3. Enter the purpose of the trip
4. Select the trip type by clicking the drop down menu. Select first day of trip, continue trip, last day of trip or one day trip.



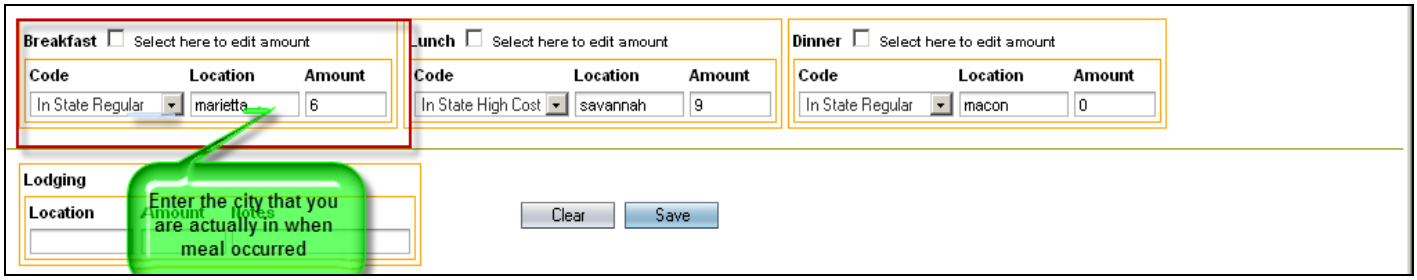
5. Enter departure time when this is a first day trip. If this is a one day trip, select the one day trip by clicking the drop down menu.
6. Enter return time if this is a last day trip or one day trip.



7. Select breakfast code, lunch code, and dinner code if you are eligible. Click the code drop down menu.

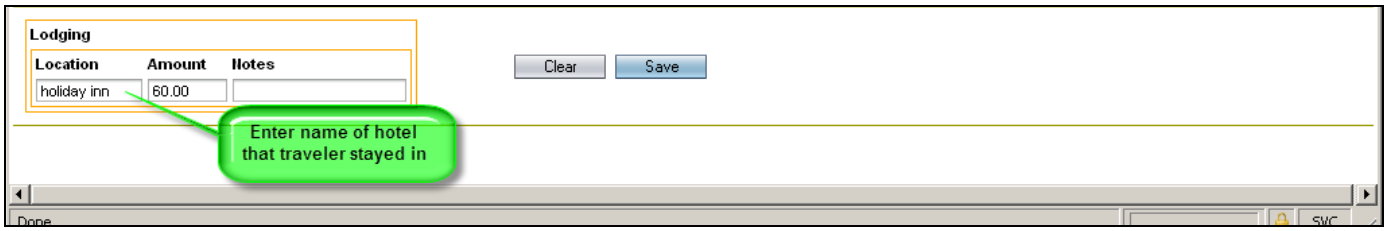


8. Enter breakfast location, lunch location, and dinner location if you are eligible. Type the location name in the location field.



9. You don't have to enter the amount for breakfast, lunch and dinner. This is done automatically. If you need to modify any of the amounts, select the edit box above the corresponding entry.

10. Enter lodging location in the location field respectively, if you are eligible.



11. Enter the amount of lodging expense.

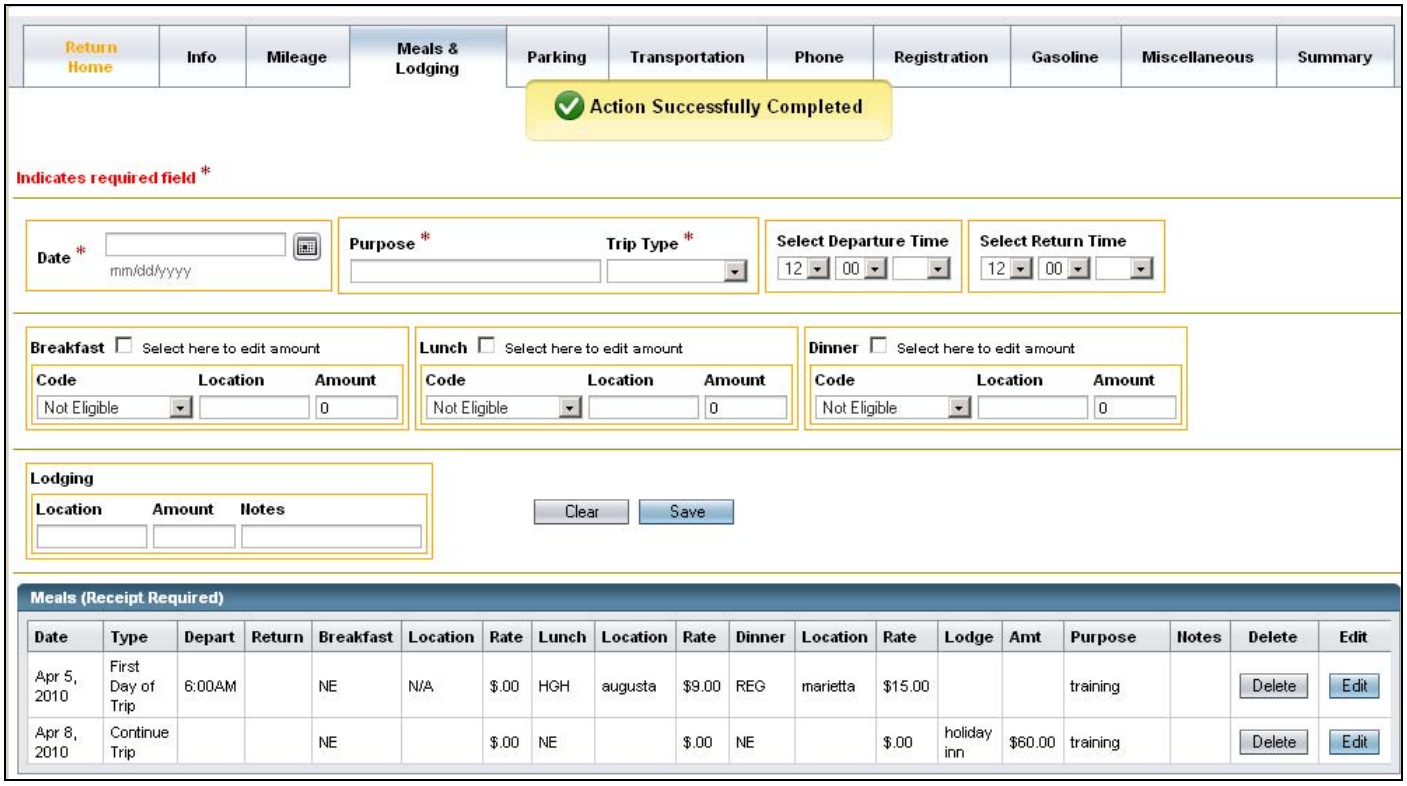
12. To clear **all fields**, click clear and confirm your action by clicking ok in the pop up box.

13. To save this entry, click save. The entry total as well as the grand total is updated in the page total field located in the gray bar.

14. The entries are displayed in the Meals and Lodging table below.

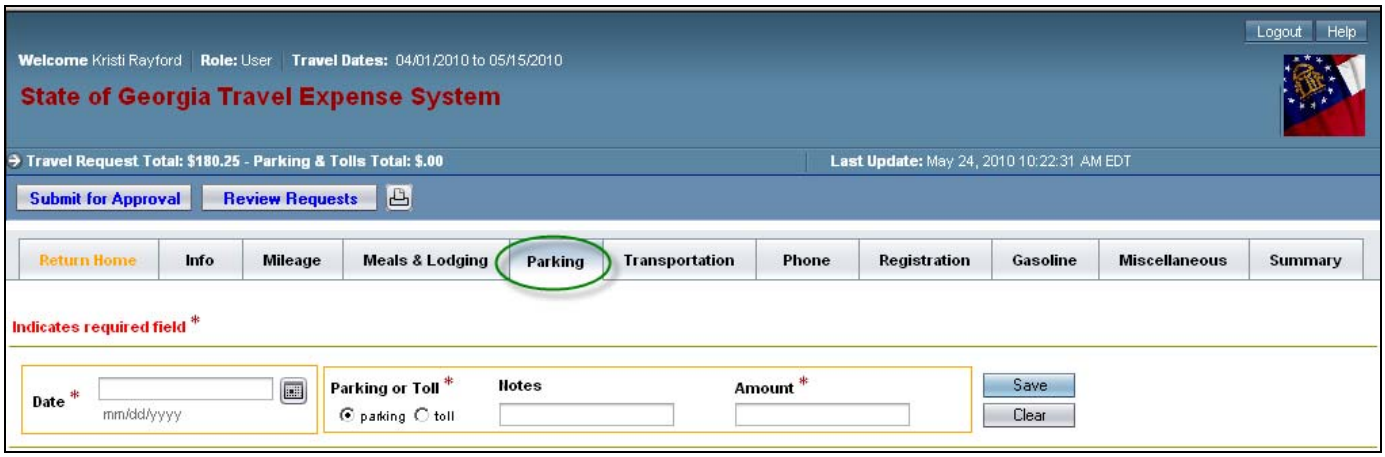
15. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.

16. To edit this entry, click edit. The entry will be displayed above the table. You **can not** edit the entry directly into the table.


Return Home
Info
Mileage
Meals & Lodging
Parking
Transportation
Phone
Registration
Gasoline
Miscellaneous
Summary
Action Successfully Completed
Indicates required field *
Date *
mm/dd/yyyy
Purpose *
Trip Type *
Select Departure Time
12 00
Select Return Time
12 00
Breakfast Select here to edit amount
Code Location Amount
Not Eligible 0
Lunch Select here to edit amount
Code Location Amount
Not Eligible 0
Dinner Select here to edit amount
Code Location Amount
Not Eligible 0
Lodging
Location Amount Notes
Clear
Save
Meals (Receipt Required)
Date Type Depart Return Breakfast Location Rate Lunch Location Rate Dinner Location Rate Lodge Amt Purpose Notes Delete Edit
Apr 5, 2010 First Day of Trip 6:00AM NE N/A $.00 HGH augusta $9.00 REG marietta $15.00 training Delete Edit
Apr 8, 2010 Continue Trip NE $.00 NE $.00 NE $.00 holiday inn $60.00 training Delete Edit

Parking & Tolls

1. To enter parking and tolls trip information, click the parking and tolls tab.



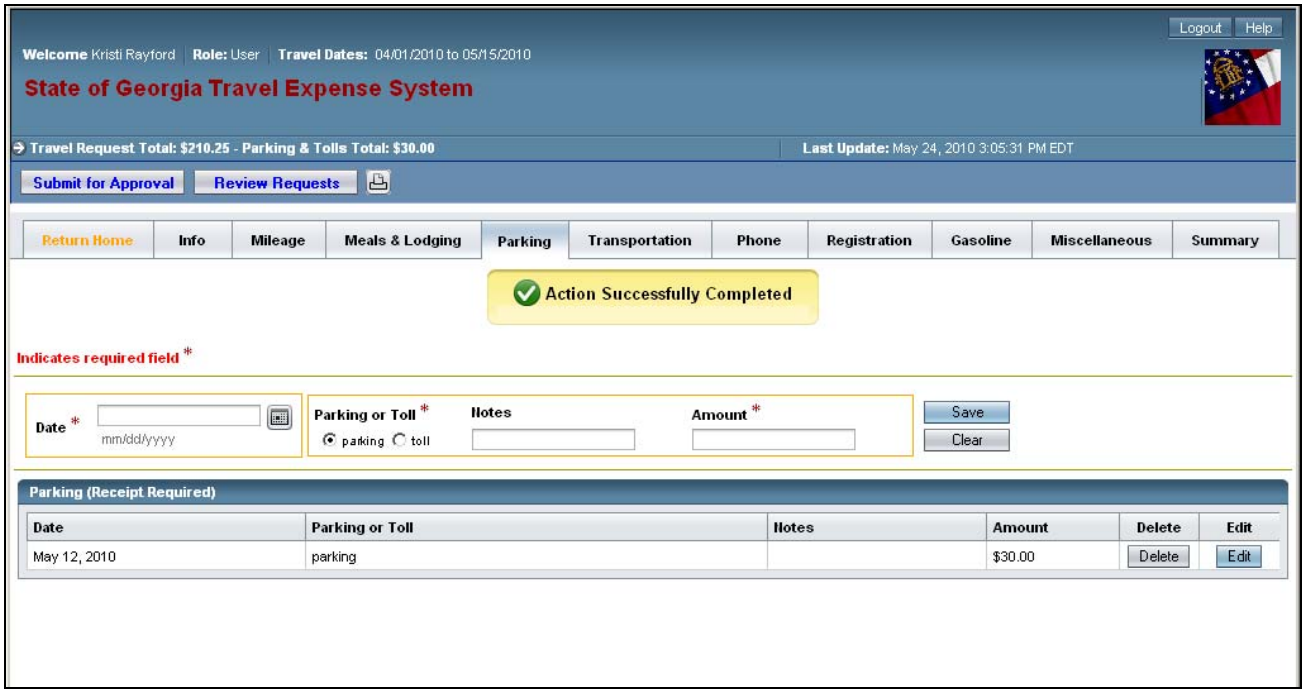
2. Enter trip date.

3. Select Parking or Toll.

4. Enter Parking or Toll amount.

5. To clear **all fields**, click clear and confirm your action by clicking ok in the pop up box.

6. To save this entry, click save. The entry total as well as the grand total is updated in the page total field located in the gray bar.



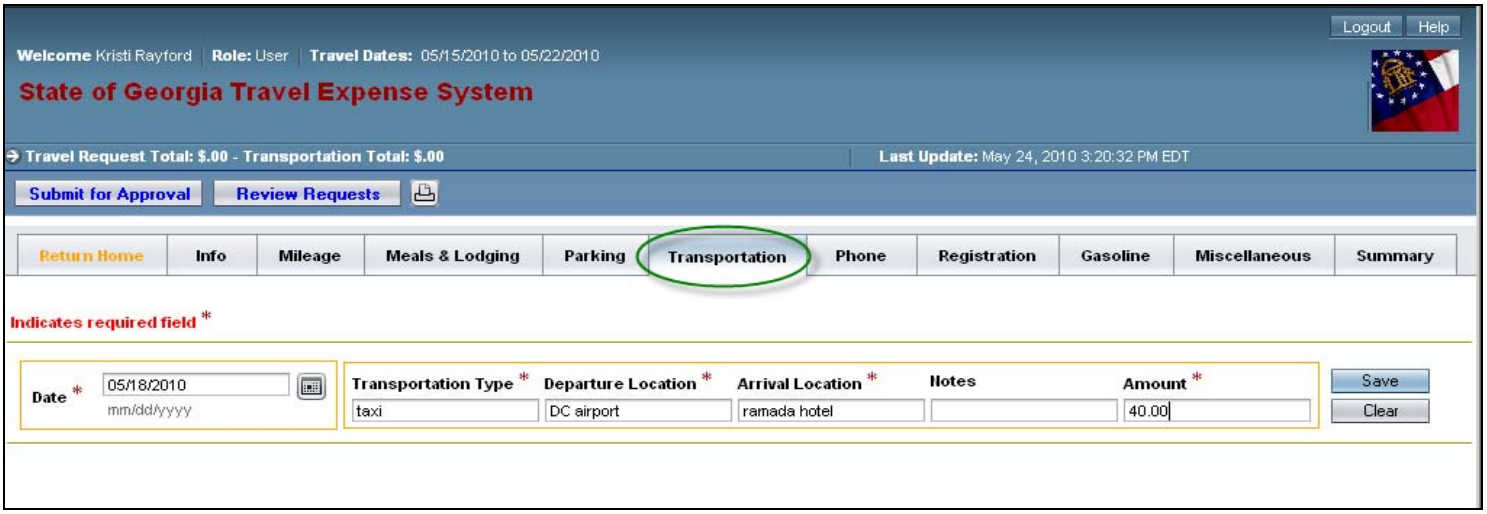
7. The entries are displayed below in the parking and tolls table.

8. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.

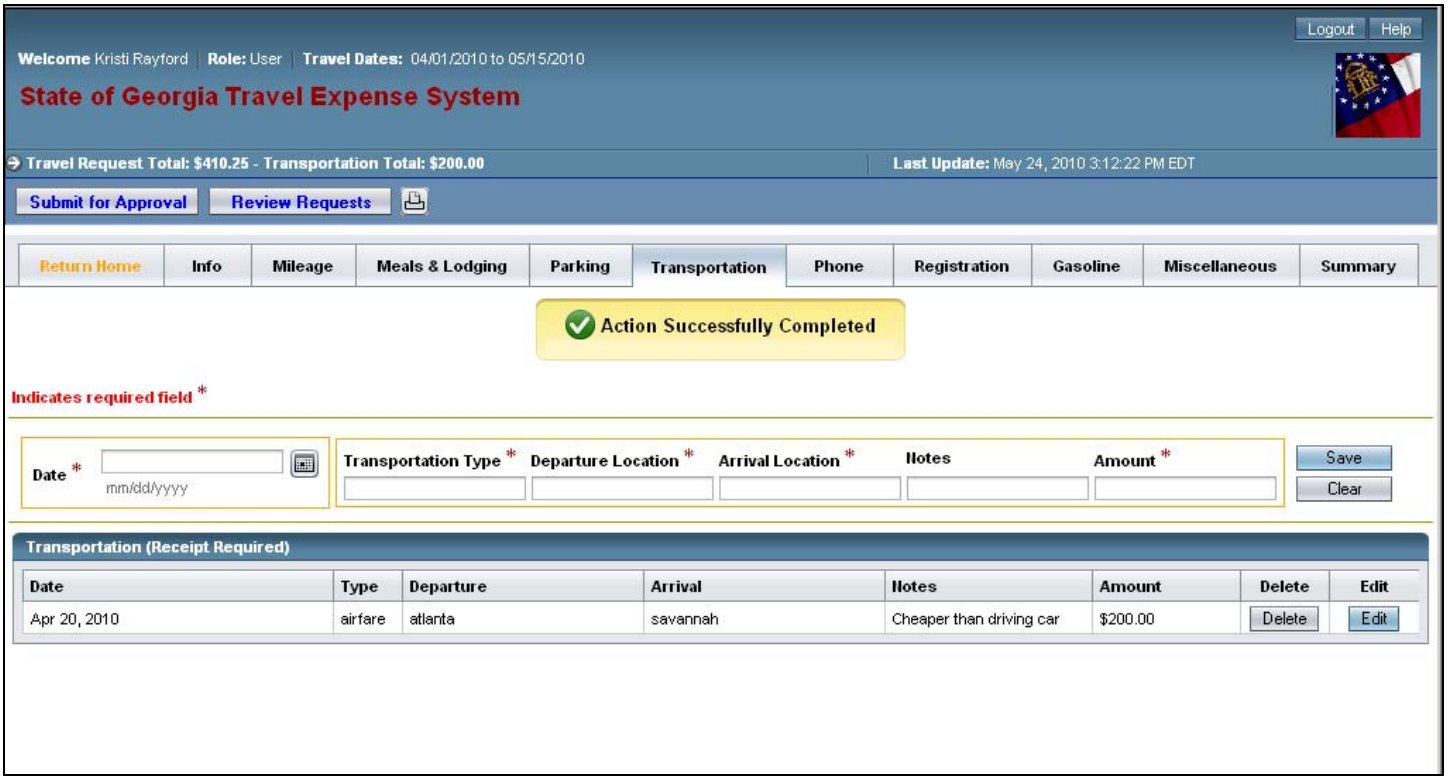
9. To edit this entry, click edit. The entry will be displayed above the table. You **can not** edit the entry directly into the table.

Commercial Transportation

1. To enter Commercial Transportation, click the commercial transportation tab.



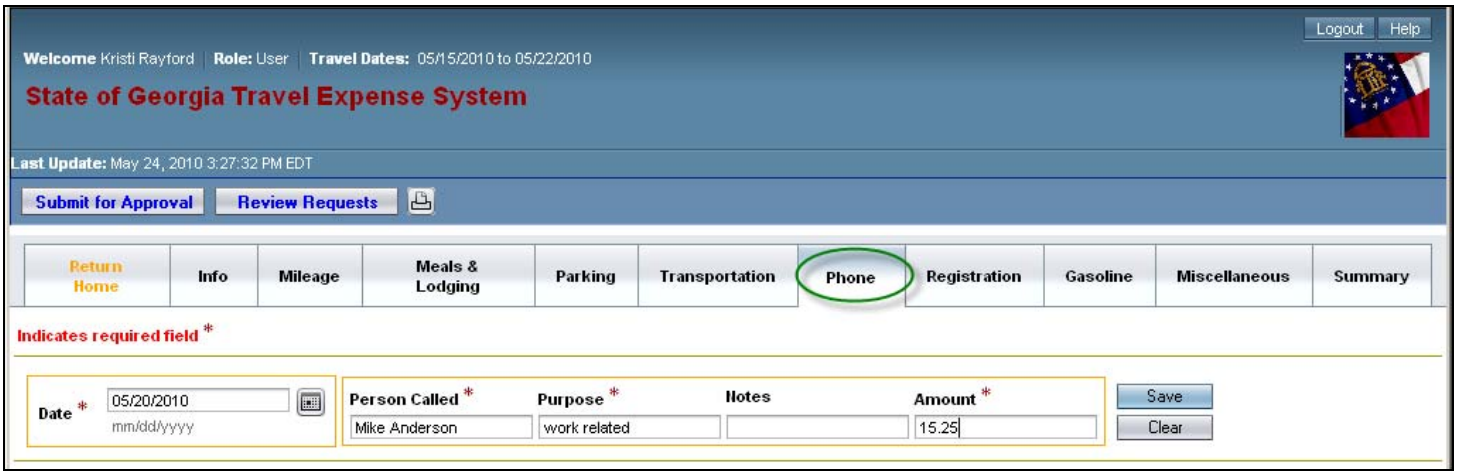
2. Enter date and type of transportation (ex. Taxi, Commercial Airline, etc…)
3. Enter departure location and arrival location.
4. Enter the transportation amount.
5. To clear **all fields**, click clear and confirm your action by clicking ok in the pop up box.
6. To save this entry, click save. The entry total as well as the grand total is updated in the page total field located in the gray bar.



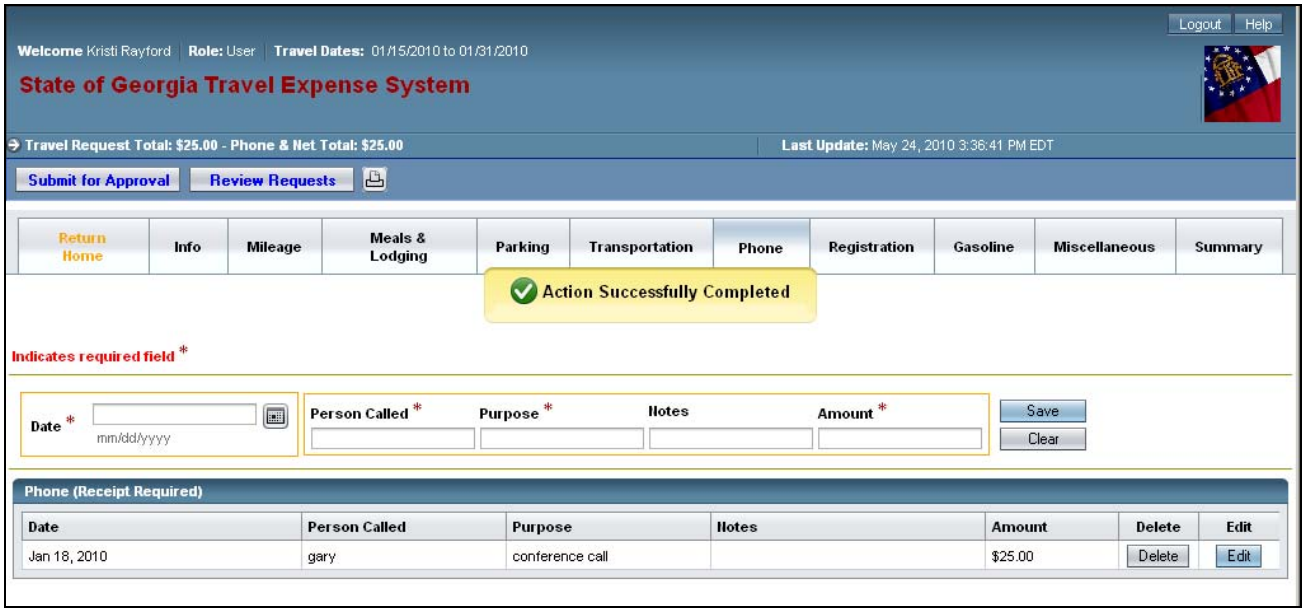
7. The entries are displayed in the commercial transportation table below.
8. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.
9. To edit this entry, click edit. The entry will be displayed above the table. You **can not** edit the entry directly into the table

Phone

1. To enter phone information, click the phone tab.



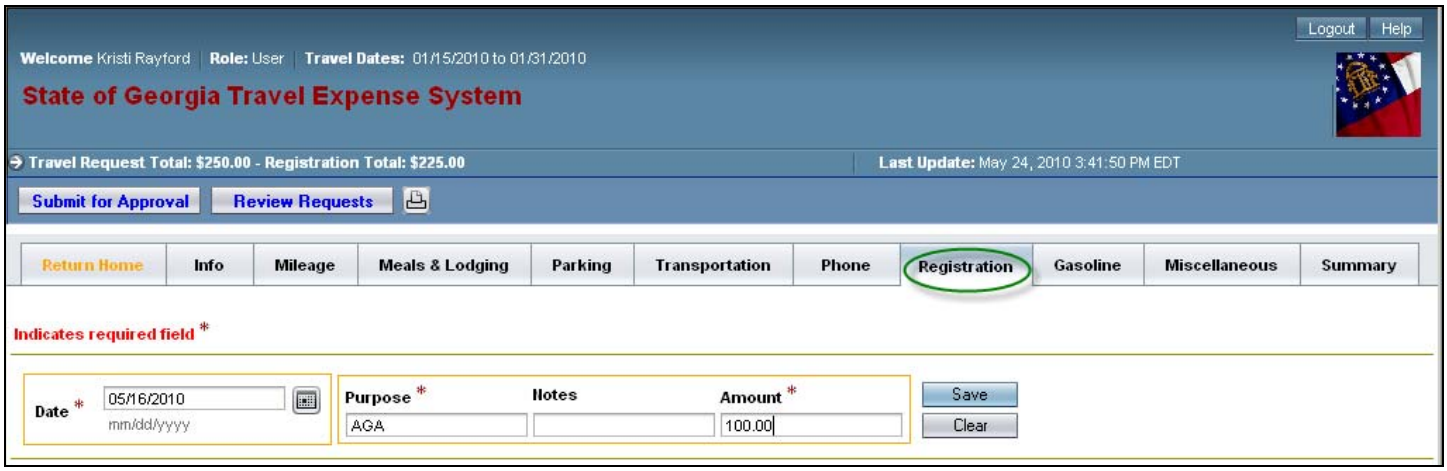
2. Enter trip date, person called, purpose of the call and amount
3. To clear **all fields**, click clear and confirm your action by clicking ok in the pop up box.
4. To save this entry, click save. The entry total as well as the grand total is updated in the page total field located in the gray bar.



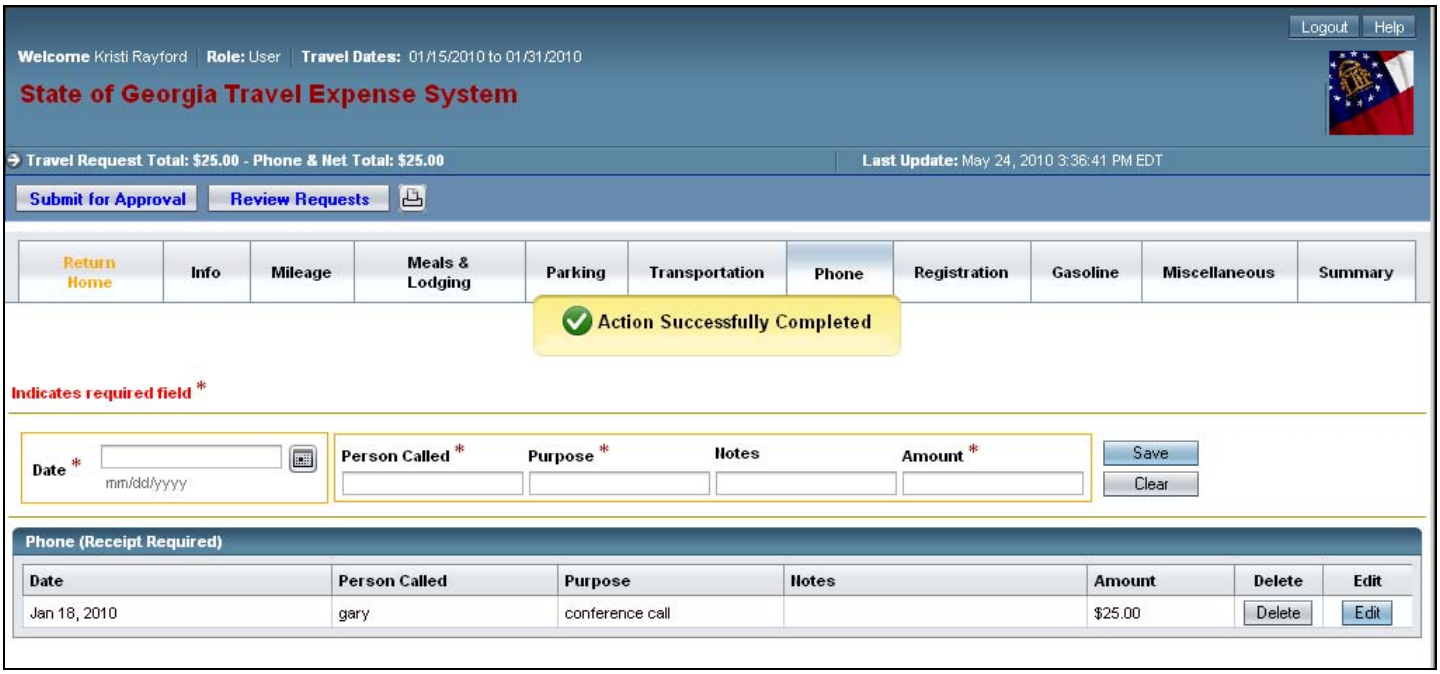
5. The entries are displayed below in the telephone table.
6. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.
7. To edit this entry, click edit. The entry will be displayed above the table. You **can not** edit the entry directly into the table.

Registration

1. To enter registration information, click the registration tab.



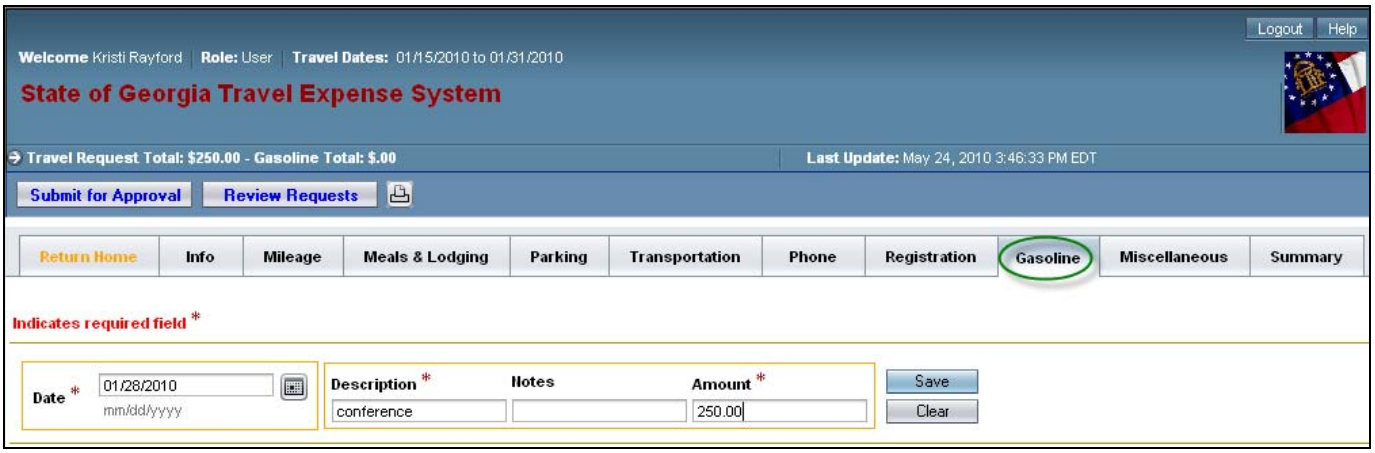
2. Enter trip date, purpose and amount
3. To clear **all fields**, click clear and confirm your action by clicking ok in the pop up box.
4. To save this entry, click save. The entry total as well as the grand total is updated in the page total field located in the gray bar.



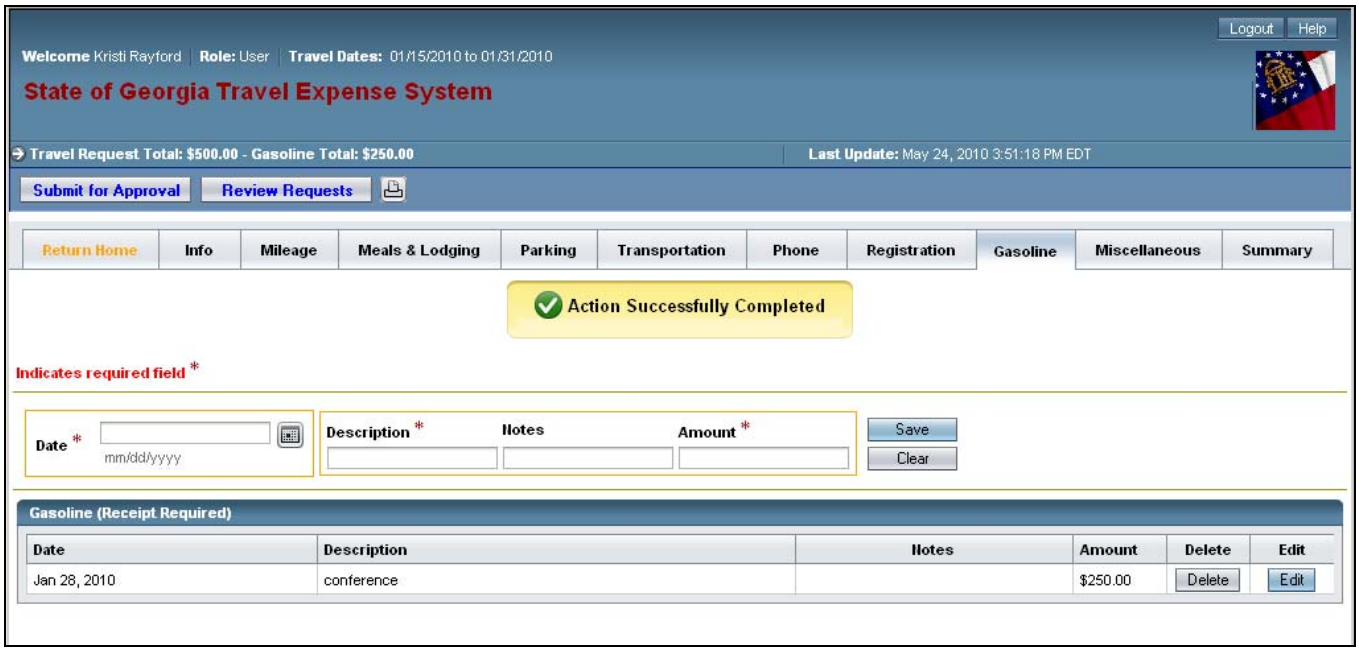
5. The entries are displayed in the registration table.
6. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.
7. To edit this entry, click edit. The entry will be displayed above the table. You **can not** edit the entry directly into the table

Gasoline

1. To enter gasoline information for a rental car, click the gasoline tab.



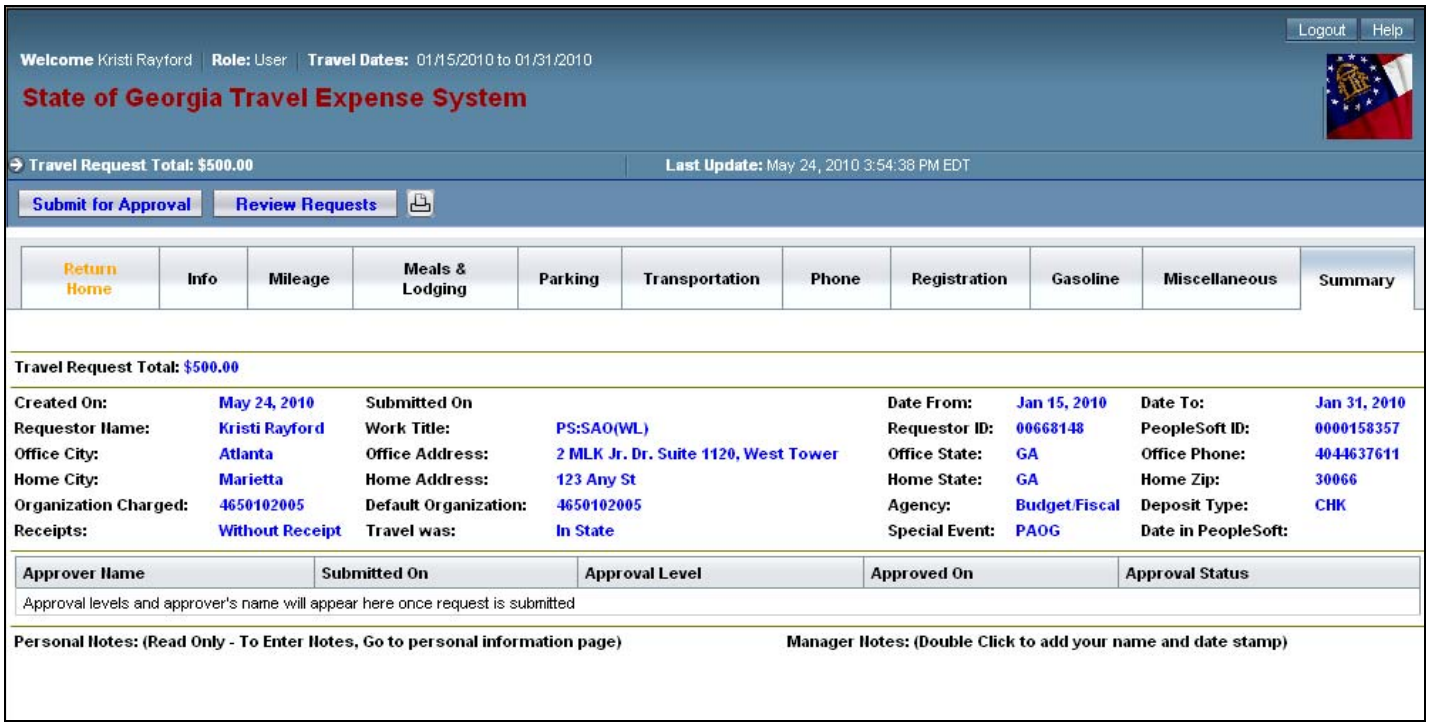
2. Enter trip date, description and amount.
3. To clear **all fields**, click clear and confirm your action by clicking ok in the pop up box.
4. To save this entry, click save. The entry total as well as the grand total is updated in the page total field located in the gray bar.
5. The entries are displayed in the gasoline table.



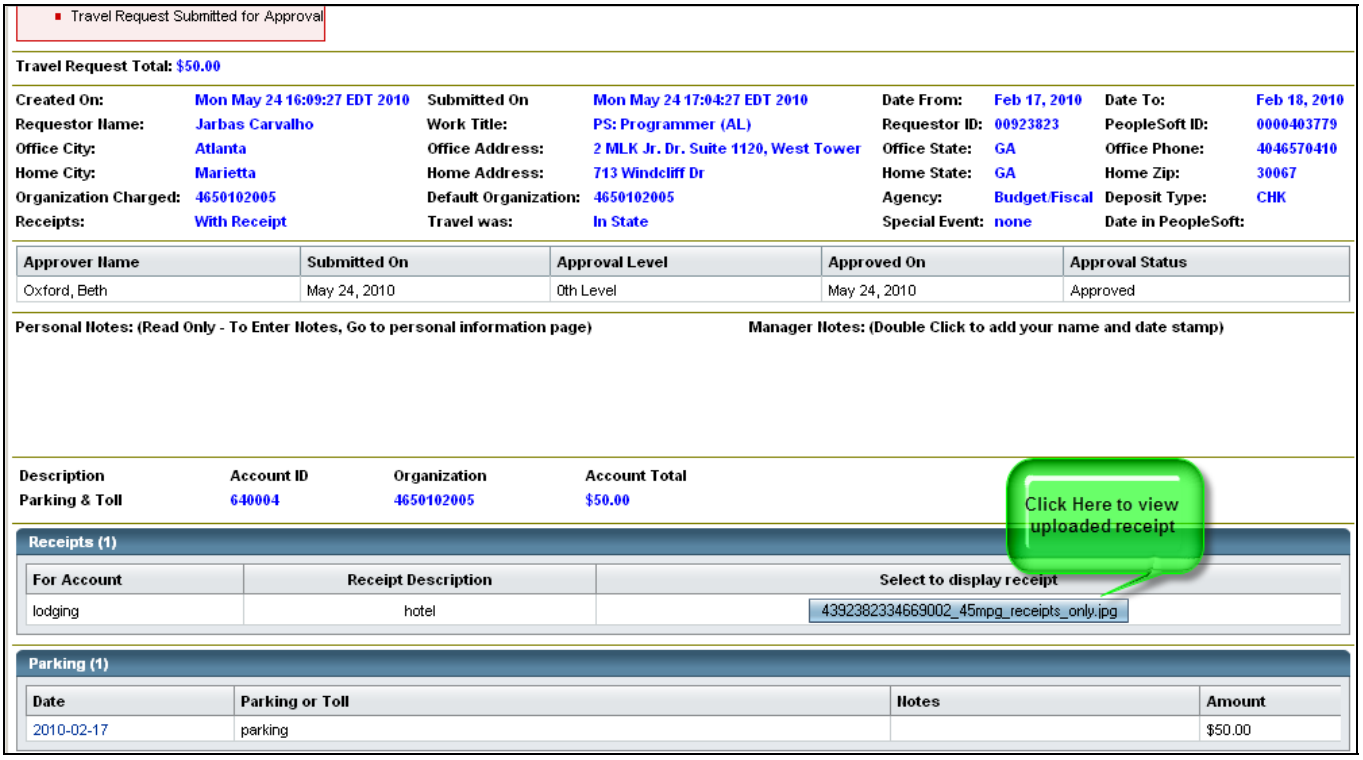
6. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.
7. To edit this entry, click edit. The entry will be displayed above the table. You **can not** edit the entry directly into the table.

Summary

1. To view a summary of all your entries, click the summary tab.



2. To view uploaded receipts, click the corresponding receipt button. The selected receipt will be displayed in a separate window.



- Travel Request Submitted for Approval

Travel Request Total: $50.00

Created On:	Mon May 24 16:09:27 EDT 2010	**Submitted On**	Mon May 24 17:04:27 EDT 2010	**Date From:**	Feb 17, 2010	**Date To:**	Feb 18, 2010
Requestor Name:	Jarbas Carvalho	**Work Title:**	PS: Programmer (AL)	**Requestor ID:**	00923823	**PeopleSoft ID:**	0000403779
Office City:	Atlanta	**Office Address:**	2 MLK Jr. Dr. Suite 1120, West Tower	**Office State:**	GA	**Office Phone:**	4046570410
Home City:	Marietta	**Home Address:**	713 Windcliff Dr	**Home State:**	GA	**Home Zip:**	30067
Organization Charged:	4650102005	**Default Organization:**	4650102005	**Agency:**	Budget/Fiscal	**Deposit Type:**	CHK
Receipts:	With Receipt	**Travel was:**	In State	**Special Event:**	none	**Date in PeopleSoft:**	

Approver Name	Submitted On	Approval Level	Approved On	Approval Status
Oxford, Beth	May 24, 2010	0th Level	May 24, 2010	Approved

Personal Notes: (Read Only - To Enter Notes, Go to personal information page)

Manager Notes: (Double Click to add your name and date stamp)

Description	Account ID	Organization	Account Total
Parking & Toll	640004	4650102005	$50.00

Click Here to view uploaded receipt

Receipts (1)

For Account	Receipt Description	Select to display receipt
lodging	hotel	4392382334669002_45mpg_receipts_only.jpg

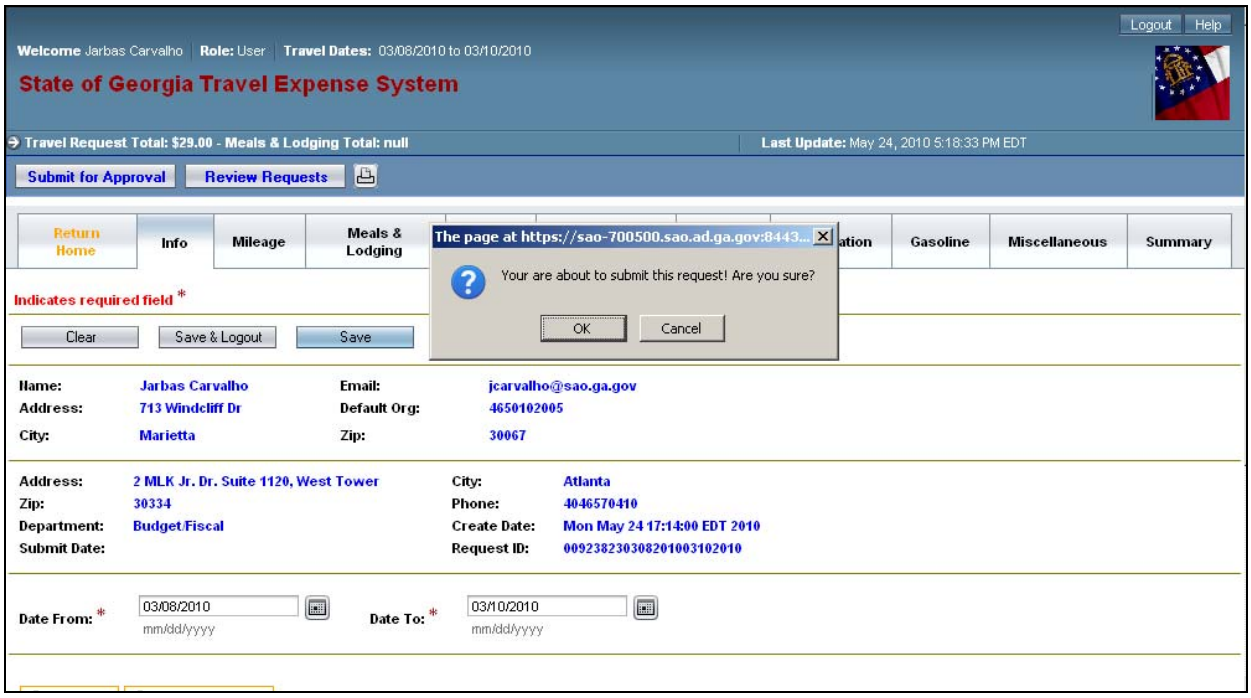
Parking (1)

Date	Parking or Toll	Notes	Amount
2010-02-17	parking		$50.00

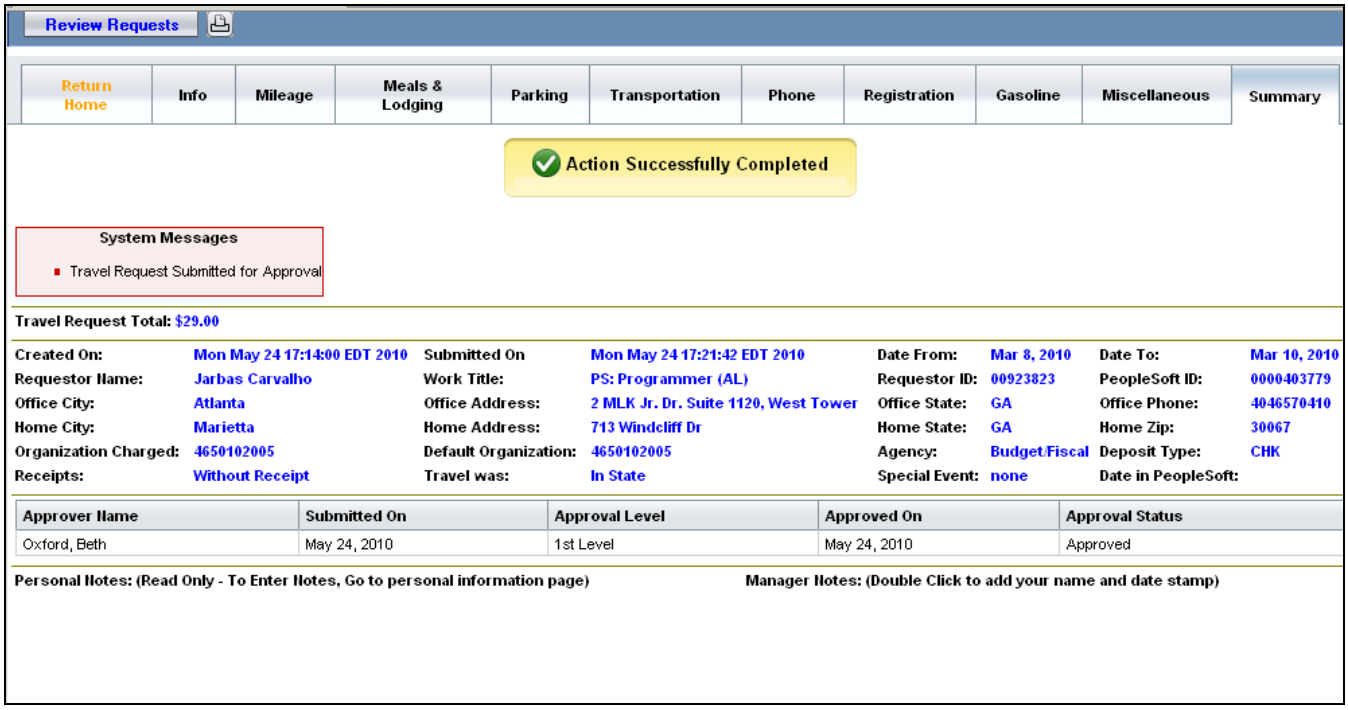
Approval Request

1. To request an approval, click the submit for approval button at the top of the page

2. Click ok to confirm your action



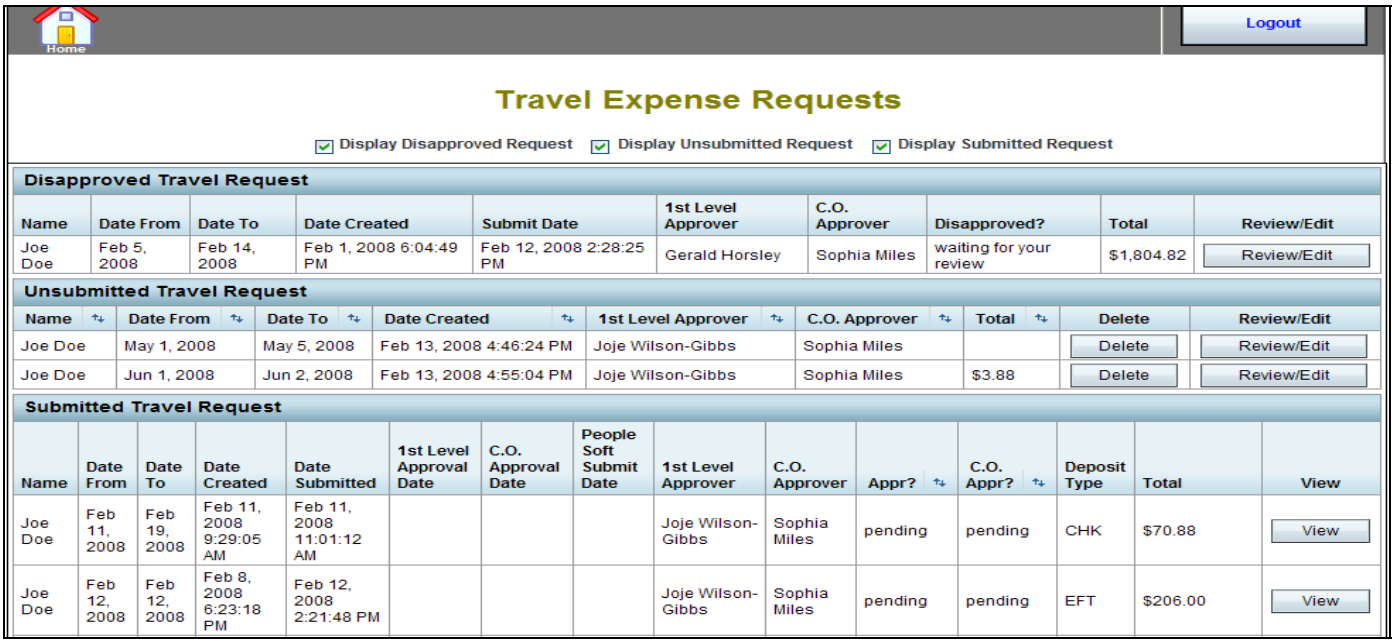
3. After the request is validated, you will see a system message, **"Travel Request Submitted for Approval"**. Additionally, a email will be sent to your approver.



4. To review disapproved, unsubmitted and submitted requests, click the review travel request button.

5. Click the corresponding “select box” to display the request. You can select all of the “select box” if you like.

6. The corresponding travel expense request table is displayed.
7. Click the review/edit button in the disapproved table to display the corresponding request
8. Click the review/edit button in the unsubmitted table to display the corresponding request. To delete an entry, click the delete button and confirm your action by pressing ok in the pop up box.
9. Click the view button in the submitted table to display the corresponding request



Disapproved Travel Request

Name	Date From	Date To	Date Created	Submit Date	1st Level Approver	C.O. Approver	Disapproved?	Total	Review/Edit
Joe Doe	Feb 5, 2008	Feb 14, 2008	Feb 1, 2008 6:04:49 PM	Feb 12, 2008 2:28:25 PM	Gerald Horsley	Sophia Miles	waiting for your review	$1,804.82	Review/Edit

Unsubmitted Travel Request

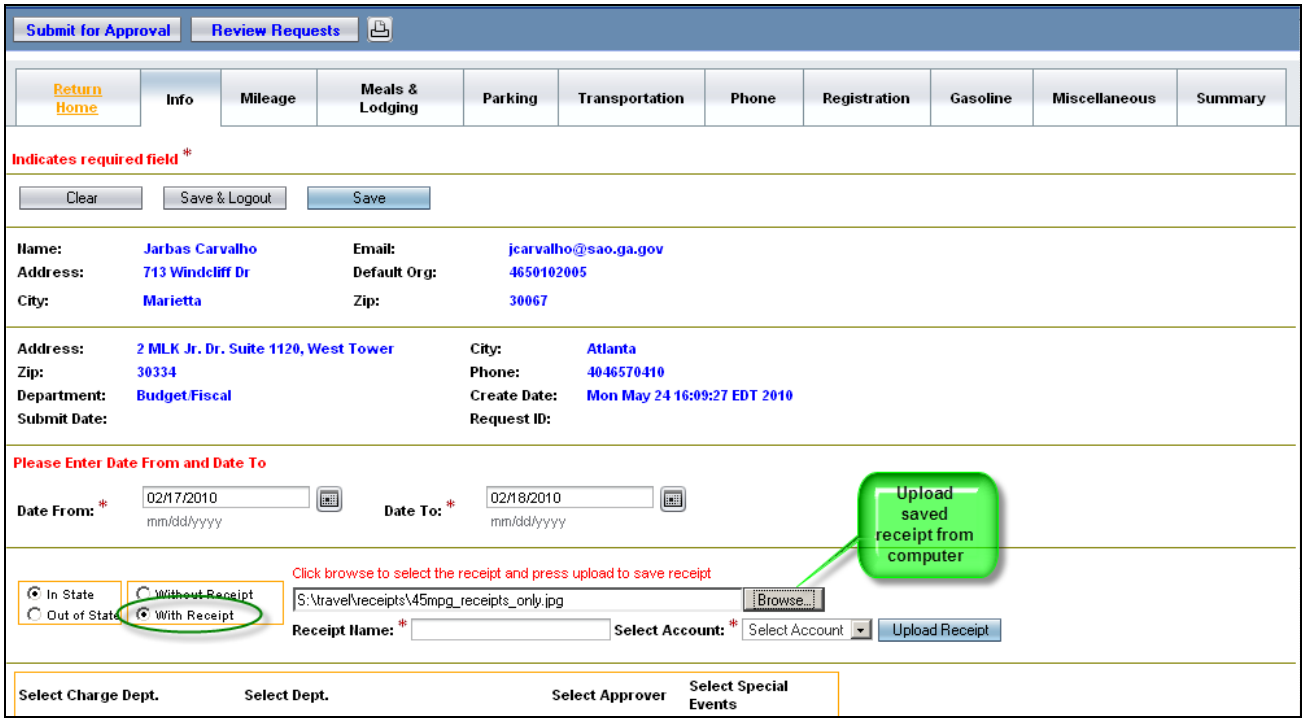
Name	Date From	Date To	Date Created	1st Level Approver	C.O. Approver	Total	Delete	Review/Edit
Joe Doe	May 1, 2008	May 5, 2008	Feb 13, 2008 4:46:24 PM	Joje Wilson-Gibbs	Sophia Miles		Delete	Review/Edit
Joe Doe	Jun 1, 2008	Jun 2, 2008	Feb 13, 2008 4:55:04 PM	Joje Wilson-Gibbs	Sophia Miles	$3.88	Delete	Review/Edit

Submitted Travel Request

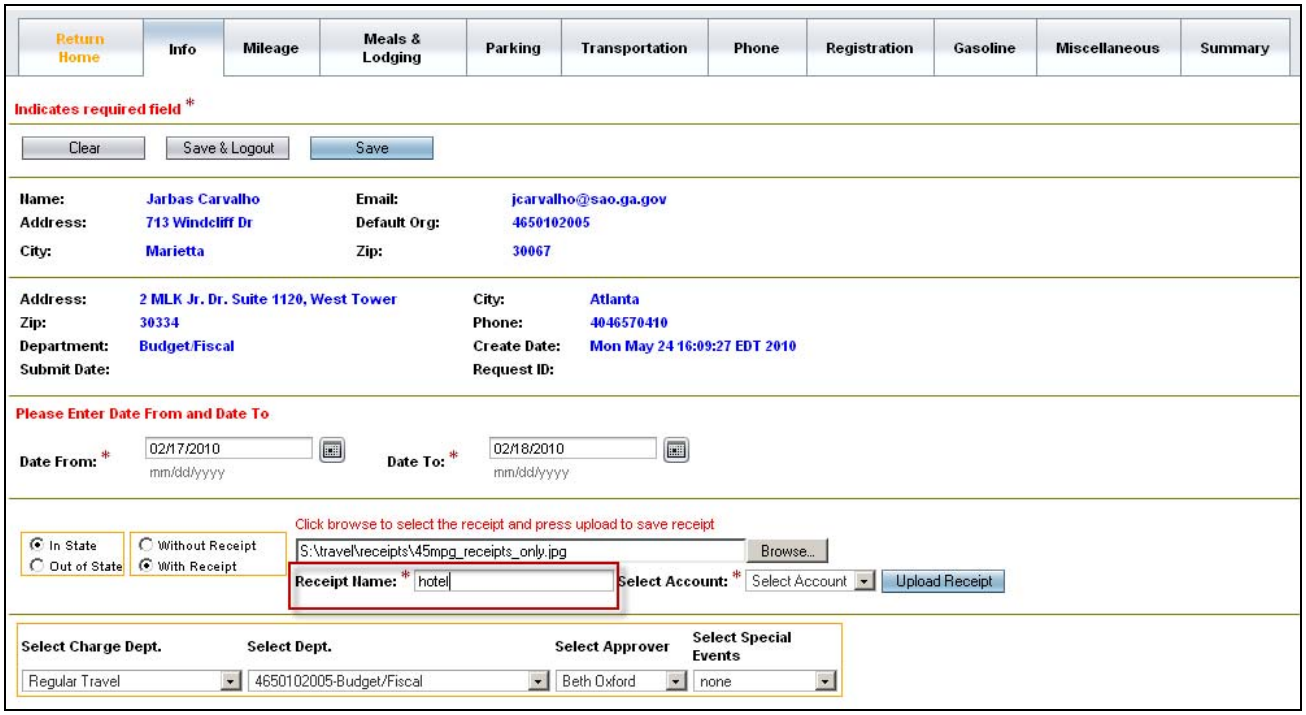
Name	Date From	Date To	Date Created	Date Submitted	1st Level Approval Date	C.O. Approval Date	People Soft Submit Date	1st Level Approver	C.O. Approver	Appr?	C.O. Appr?	Deposit Type	Total	View
Joe Doe	Feb 11, 2008	Feb 19, 2008	Feb 11, 2008 9:29:05 AM	Feb 11, 2008 11:01:12 AM				Joje Wilson-Gibbs	Sophia Miles	pending	pending	CHK	$70.88	View
Joe Doe	Feb 12, 2008	Feb 12, 2008	Feb 8, 2008 6:23:18 PM	Feb 12, 2008 2:21:48 PM				Joje Wilson-Gibbs	Sophia Miles	pending	pending	EFT	$206.00	View

How to Upload Receipts

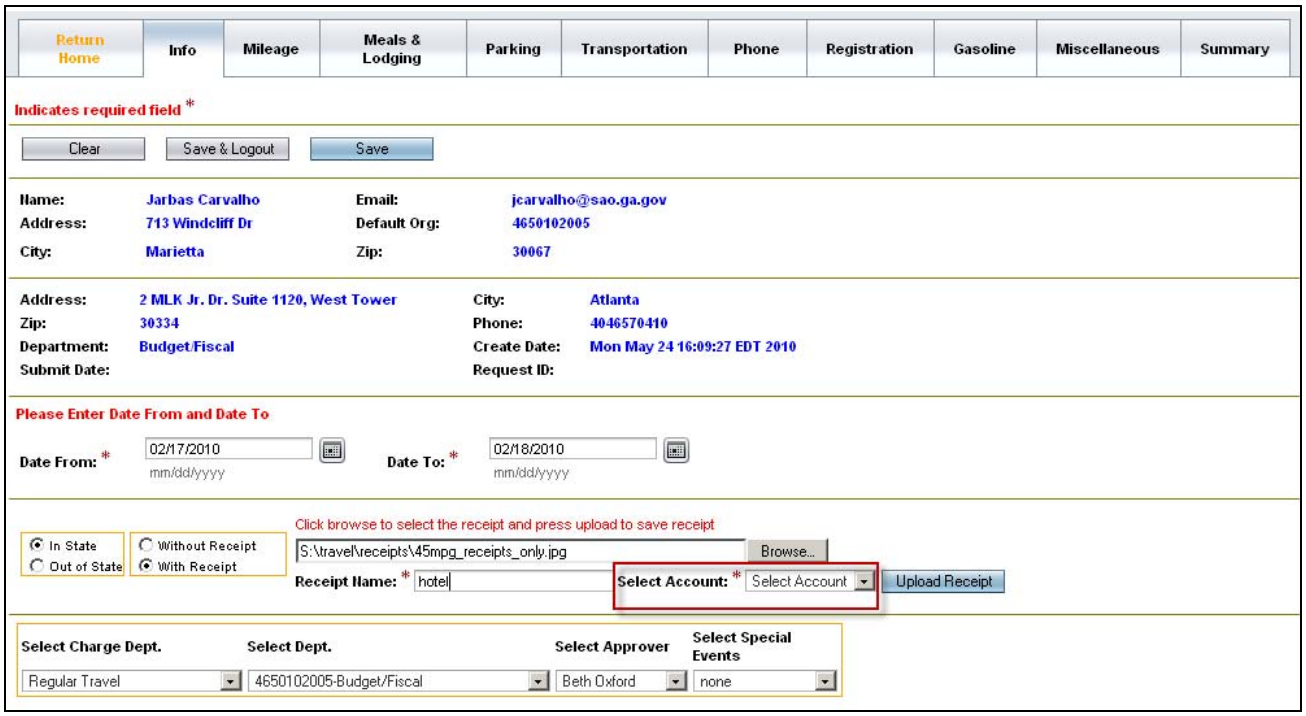
1. Receipt must be scanned or uploaded to your computer or similar electronic device.
2. Be sure to enter all other information on the "Info" tab prior to uploading the receipt.
3. To upload a receipt, the user will select "With Receipt", and the option to browse a receipt will appear.
4. Click on "Browse" button to locate the file



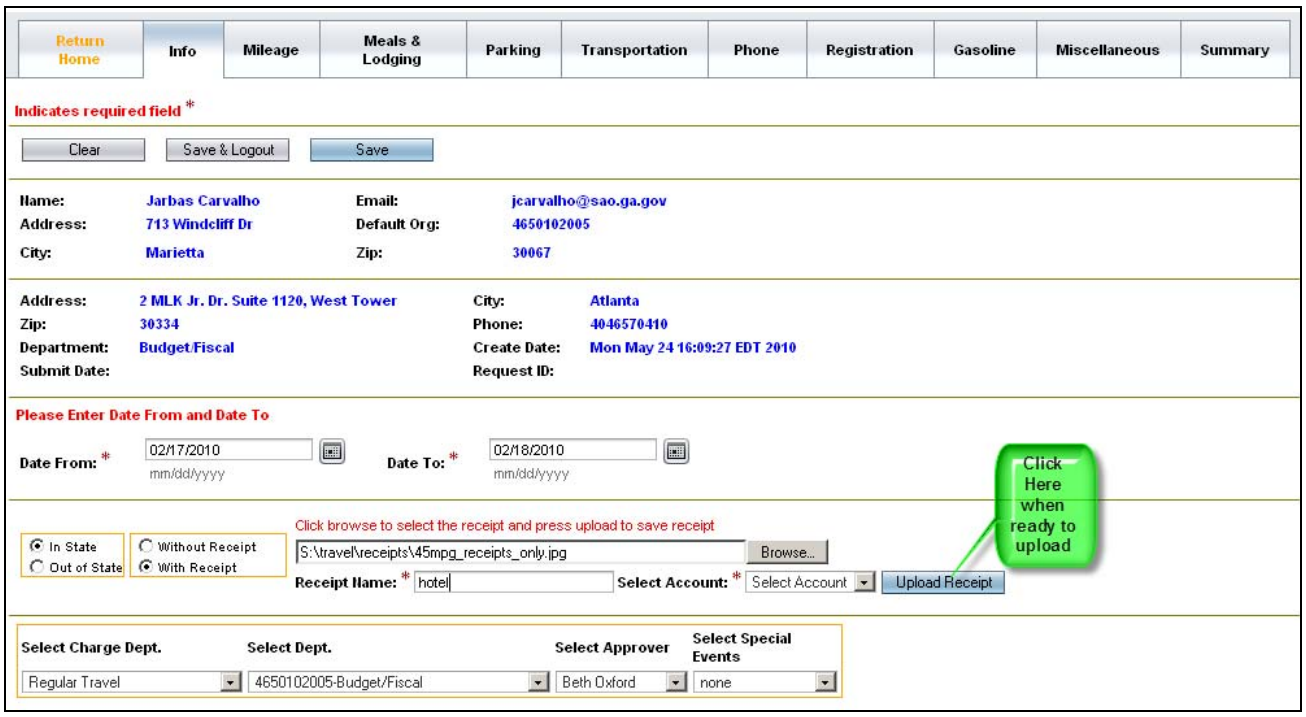
5. Enter a receipt name. User's should be as descriptive as possible when creating name. (Ex. Hotel, Taxi)



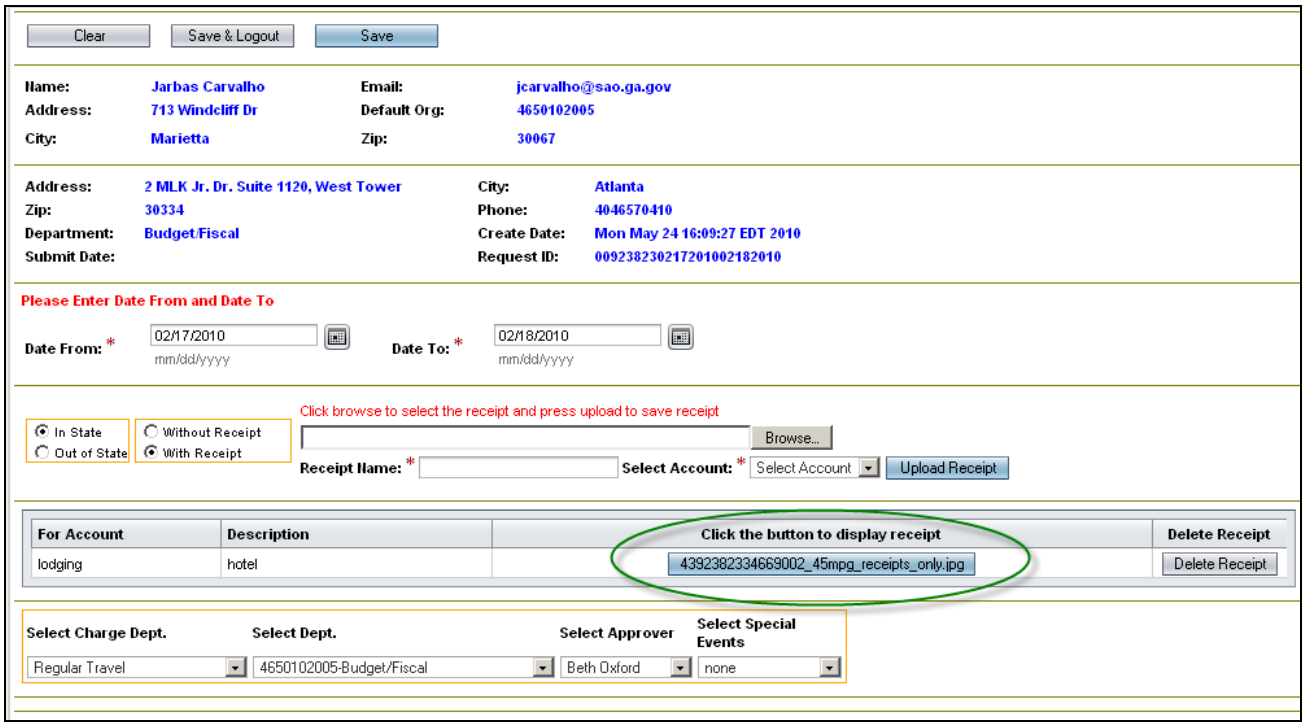
6. Select a account from the dropbox according to the type of expense. If multiple receipts are on one page, select “various receipts.”

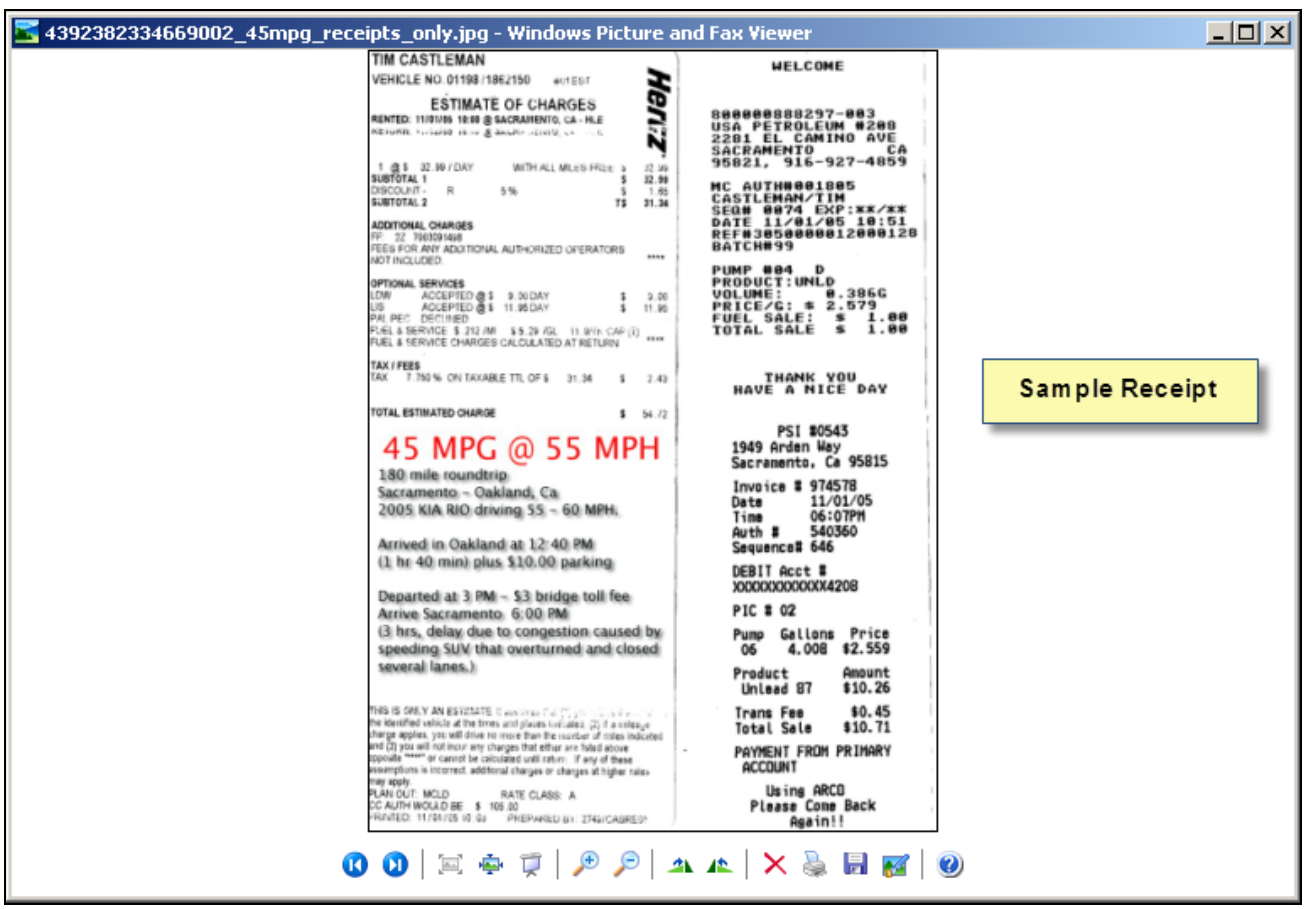


7. Click on the "Upload Receipt" when ready to attach the file.



8. To view uploaded receipt(s), click the corresponding receipt button. The selected receipt will be displayed in a separate window.
9. To add additional receipts, repeat steps 1-7.
10. To delete an entry, click delete and confirm your action by clicking ok in the pop up box.


Clear
Save & Logout
Save
Name: Jarbas Carvalho
Email: jcarvalho@sao.ga.gov
Address: 713 Windcliff Dr
Default Org: 4650102005
City: Marietta
Zip: 30067
Address: 2 MLK Jr. Dr. Suite 1120, West Tower
City: Atlanta
Zip: 30334
Phone: 4046570410
Department: Budget/Fiscal
Create Date: Mon May 24 16:09:27 EDT 2010
Submit Date:
Request ID: 009238230217201002182010
Please Enter Date From and Date To
Date From: * 02/17/2010 mm/dd/yyyy
Date To: * 02/18/2010 mm/dd/yyyy
In State
Out of State
Without Receipt
With Receipt
Click browse to select the receipt and press upload to save receipt
Browse...
Receipt Name: *
Select Account: * Select Account
Upload Receipt
For Account
Description
Click the button to display receipt
Delete Receipt
lodging
hotel
4392382334669002_45mpg_receipts_only.jpg
Delete Receipt
Select Charge Dept.
Select Dept.
Select Approver
Select Special Events
Regular Travel
4650102005-Budget/Fiscal
Beth Oxford
none


4392382334669002_45mpg_receipts_only.jpg - Windows Picture and Fax Viewer
TIM CASTLEMAN
ESTIMATE OF CHARGES
45 MPG @ 55 MPH
180 mile roundtrip
Sacramento - Oakland, Ca
2005 KIA RIO driving 55 - 60 MPH.
Arrived in Oakland at 12:40 PM
(1 hr 40 min) plus $10.00 parking
Departed at 3 PM - $3 bridge toll fee
Arrive Sacramento 6:00 PM
(3 hrs, delay due to congestion caused by speeding SUV that overturned and closed several lanes.)
WELCOME
800000888297-003
USA PETROLEUM #208
2281 EL CAMINO AVE
SACRAMENTO CA
95821, 916-927-4859
MC AUTH#001805
CASTLEMAN/TIM
SEQ# 0074 EXP:**/**
DATE 11/01/05 10:51
REF#3050000012000128
BATCH#99
PUMP #04 D
PRODUCT:UNLD
VOLUME: 0.386G
PRICE/G: $ 2.579
FUEL SALE: $ 1.00
TOTAL SALE $ 1.00
THANK YOU
HAVE A NICE DAY
PSI #0543
1949 Arden Way
Sacramento, Ca 95815
Invoice # 974578
Date 11/01/05
Time 06:07PM
Auth # 540360
Sequence# 646
DEBIT Acct #
XXXXXXXXXXXX4208
PIC # 02
Pump Gallons Price
06 4.008 $2.559
Product Amount
Unlead 87 $10.26
Trans Fee $0.45
Total Sale $10.71
PAYMENT FROM PRIMARY ACCOUNT
Using ARCO
Please Come Back Again!!
Sample Receipt