



CIAL_SAP_TM_TRIP REQUEST CREATION

PREPARED BY



ABBREVIATIONS

ABBREVIATION	DESCRIPTION
CIAL	Cochin International Airport Ltd.

CHANGE HISTORY

Version	Description	Created by	Date	Reviewed by	Date

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1. Creation of Trip Request:

Overview

Manual Procedure:

A travel request is an information entity that contains all the data that a traveler wants to forward for approval/advance payment or that a manager needs to know before approving a trip.

Procedural Steps.

To create a Travel request the traveler needs to login to ESS system.



Click on  .

We will get below screen

COCHIN INTERNATIONAL AIRPORT LIMITED

new session

Back Forward Personalize

Welcome: LENNY SEB

Employee Self-Service Manager Self-Service

Overview

Employee Self-Service Overview

Employee Services

Map Directory Index

Personal Information

In this area, you can use services to maintain and display your personal data.

Quick Links
Personal Profile

Working Time

In this area, you can use services to record your working time, request leave, and display your time account data.

Corporate Information

Policy Documents of CIAL can be viewed.

Related Links

CIAL WEBSITE

Most Frequently Used

Travel Work Center
Create Travel Request
Salary Statement
Salary Statement and Income Tax Projection
Personal Profile
IT Declaration - Approval
Interest Subsidy Payment
Punch Details - Report
Request a Change in Employment Percentage
View Time Account Balances
Fuel Reimbursement

Click on this Tab to create Trip Request

Then we will get below screen.

Create Travel Request

1 2 3
General Data Review and Send Completed

Employee Lenny Sebastian (10000016)

Previous Step Review Save Draft

Calendar of Trips Attachments (0)

Travel Mode

Travel Mode: * Select Travel Class: *

General Data

Start Date: * 00:00 Scheduled Departure time
End Date: * 00:00 Arrival Time

Destination

Address: * Add Change
Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

Activity (Planning): No Distinction
Reason:
Comment:
Advances: 0,00 Indian Rupee Enter Advances

OR

Click on **Travel Work Center**

ick Forward Personalize

Employee Self-Service Approval Manager Self-Service

review

Employee Self-Service > Overview

Employee Services

Map Directory Index

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Corporate Information

Related Links

CIAL WEBSITE

Most Frequently Used

Traveler Work Center
Create Travel Request
My Appraisal
Employees Under Me
Salary Statement
CIAL Travel and Daily Allowance
Interest Subsidy Payment
Personal Profile
IT Declaration
Salary Statement and Income Tax Projection

Then we will get below screen.

My Trips and Expenses (Lenny Sebastian, 10000016)

All My Travel Requests(91) All My Expense Reports(47) Pending Exp. Reports(30)

Change Query Define New Query Personalize

View: [Standard View] Display/Print View Workflow Status Change Copy Delete Create New Travel Request

Start Date	End Date	Destination	Processing Status	Approval Status	Attachments	Expense Report
16.01.2015	17.01.2015	defe	transferred to FI	Request Approved	Add	Display
26.01.2015	27.01.2015	fgff	transferred to FI	Request Approved	Add	Display
14.01.2015	15.01.2015	Chennai	transferred to FI	Request Approved	Add	Create
14.03.2015	15.03.2015	Chennai	Approved and Settled	Request Approved	Add	Create
19.03.2015	20.03.2015	Mumbai	Approved and Settled	Request Approved	Add	Display
12.03.2015	13.03.2015	Chennai	Released for Approval	Request Recorded	Add	Create
16.03.2015	18.03.2015	Kolkata	Approved and Settled	Request Approved	Add	Create
23.02.2015	24.02.2015	Kolkata	Approved and Settled	Request Approved	Add	Create
03.01.2015	04.01.2015	Mumbai	Approved and Settled	Request Open	Add	Display
20.02.2015	21.02.2015	Mumbai	In Processing	Request Open	Add	Create

Last Refresh 20.04.2015 11:34:33 INDIA [Refresh](#)

Under **All My Travel Requests** Click on **Create New Travel Request**

On screen "Create Travel Request" enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action and Values	Comments
Travel Mode	Mode of Travel- mode of	R	Select the	

	transportation - air, bus, train, and so on.		appropriate mode of travel from the drop down	
Travel Class	Travel Class –Economy /Business etc	R	Select the appropriate Travel Class I from the drop down	
Start Date /Time	Trip Start date /Scheduled departure time	R	Select Scheduled departure date and enter the time.	
End Date / Time	Trip end date /time.	R	Select trip end date and arrival time	

(Note: On above table, in column "R/O/C": "R" = Required, "O" = Optional, "C" = Conditional)

Add

To add destination details click on the button

Then we will get below screen

Click on the button to search locations



It will go to the next screen as under. Enter the location details as shown below

Click on

Start Search

Region	Region Text	Country
B014	IN-Mangalore - B	IN

At the bottom right are 'OK' and 'Cancel' buttons.

Select and click on **Ok** button and will get below screen

Enter New Address

Country / Region: * INDIA-Mangalore State: Karnataka


City / Postal Code: * Mangalore

Street Address: 123 Mangalore

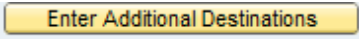
OK Cancel

Field Name	Description	R/O/C	User Action and Values	Comments
Country/Region	Travel country	R	Select the appropriate travel country from the drop down	
State	Travel	R	Select the appropriate Travel Class I from the drop down	
City /Postal code	Enter name of city	R		
Street Address	Enter street address	O		


(Note: On above table, in column "R/O/C": "R" = Required, "O" = Optional, "C" = Conditional)

Click on 


2. To enter additional location details

Then Click on  button if the traveler travels multiple location in a trip.

While clicking on this we will get below screen

Select the last line item change the date and time and Click on  button .

We will get below pop up

Click on 

Field Name	Description	R/O/C	User Action and Values	Comments
Country/Region	Travel country	R	Select the appropriate travel country from the drop down	
State	Travel	R	Select the appropriate Travel Class I from the drop	

			down	
City /Postal code	Enter name of city	R		
Street Address	Enter street address	O		

If the traveler wants to add more than one additional locations then click on

Accept and Add Additional Destination

otherwise click on

Accept

We will get below screen

Again click on **Accept** as highlighted above. It will go to next screen as shown below .

On screen “**Additional Informatio**”, enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action and Values
Activity (Planning):	Mention the purpose of Travel	O	Select the appropriate purpose of travel from dropdown
Reason	Enter the detail reason of travel	O	
Comment	Enter the appropriate comment if required	O	

(Note: On Above table in column “R/O/C”, “R” = Required, “O” = Optional, “C” = Conditional)

General Data Review and Send Completed

Employee Lenny Sebastian (10000016)

Previous Step Review Save Draft

Calendar of Trips Attachments (0)

Travel Mode
Travel Mode: * TRAVEL BY AIR Travel Class: * ECONOMY CLASS

General Data
Start Date: * 21.08.2014 06:00 Scheduled Departure time
End Date: 22.08.2014 20:00 Arrival Time

Destination
Address: * New: Mangalore 123 Mangalore , INDIA-Mangalore / Karnataka Add Change
Additional Destinations: 21.08.2014 Kozhikode 123 Koz Address Enter Additional Destinations

Additional Information
Activity (Planning): Business Visit
Reason: client visit
Comment: Ok
Advances: 0,00 Indian Rupee Enter Advances

Click on enter advances if requires

3. To create advance request

If we click on **Enter Advances** and will get below screen

Create Travel Request

General Data **Advances** General Data Review and Send Completed

Employee Lenny Sebastian (10000016) Start Date 21.08.2014 End Date 22.08.2014

Previous Step Accept Save Draft

Advances

New Entry Check Copy Delete

Seq. No.	Amount	Currency	Exchange Rate	Amount	Accounting in	Cash	Payment Date
00	1000,00	Indian Rupee		0,00	Indian Rupee	<input checked="" type="checkbox"/>	29.11.2014

Payment Date

Previous Step Accept Save Draft

Field Name	Description	R/O/C	User Action and Values
Amount	Mention the advance amount required	R	
Currency	Select the appropriate currency from drop down	R	
Cash	Select Cash option	R	



Click on **Accept** . Then system automatically go to General data screen

Employee Lenny Sebastian (10000016)

Previous Step Review Save Draft

Calendar of Trips Attachments (0)

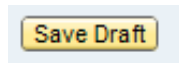
Click on attachment if any documents need to attach along with trip request

Travel Mode
Travel Mode: * TRAVEL BY AIR Travel Class: * ECONOMY CLASS

General Data
Start Date: * 21.08.2014 06:00 Scheduled Departure time
End Date: 22.08.2014 20:00 Arrival Time

Destination
Address: * New: Mangalore 123 Mangalore , INDIA-Mangalore / Karnataka Add Change
Additional Destinations: 21.08.2014 Kozhikode 123 Koz Enter Additional Destinations

Additional Information
Activity (Planning): Business Visit
Reason: client visit
Comment: Ok
Advances: 1,000.00 Indian Rupee Enter Advances



Click on

We will get highlighted message one the trip request get saved .

4. To attach any document

If any document needs to attach along with trip request click on

Attachments (0)

We will get below screen

Click on

Upload

then select the required document and click on

5. To send the travel request for approval

To send the travel request for approval click on

Review

Create Travel Request

1

2

3

General Data

Review and Send

Completed

Employee Lenny Sebastian (10000016) Start Date 20.04.2015 End Date 21.04.2015

Previous Step Save Draft

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 Advances	- 1.000,00 INR
Advance Amount	1.000,00- INR

Display Request Form

Previous Step Save Draft

6. To view the Trip request details click on

To view the Trip request details

click on

Display Request Form



Go to final Action Tab and select Save draft/save and send for approval

If the user wants to sent for approval then select save and send for approval radio button as highlighted above

Create Travel Request - CIAL Portal - Google Chrome

cialdep1.cok.aero:50000/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.er

Change Travel Request (10395)

1 2 3
General Data Review and Send Completed

Employee Lenny Sebastian (10000016) Start Date 21.08.2014 End Date 22.08.2014

Previous Step Save and Send for Approval

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 Advances - 1.000,00 INR

Amount Paid Out 1.000,00- INR

Display Request Form

Previous Step Save and Send for Approval

Click on

Save and Send for Approval

the we will get below screen

Create Travel Request - CIAL Portal - Google Chrome

EUM_Trip Request Creation [Compatibility Mode] - Microsoft Word

cialdep1.cok.aero:50000/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fco

Change Travel Request (10395)

1 2 3
General Data Review and Send Completed

Employee Lenny Sebastian (10000016) Start Date 21.08.2014 End Date 22.08.2014

Previous Step Save and Send for Approval

☒ Travel request 0000010395 was saved

☒ 100,00 % will be assigned acc. to trip costs assignment guidelines

Display Request Form

Previous Step Save and Send for Approval

7. To view the approval status

Select the required Trip Request and click on **View Workflow Status**

My Trips and Expenses (Lenny Sebastian, 10000016)

All My Travel Requests (91) All My Expense Reports (47) Pending Exp. Reports (30)

View: [Standard View] Display/Print **View Workflow Status** Change Copy Delete Create New Travel Request

[Change Query](#) [Define New Query](#) [Personalize](#)

Start Date	End Date	Destination	View Workflow Status	Approval Status	Attachments	Expense Report
16.01.2015	17.01.2015	defe	transferred to FI	Request Approved	Add	Display
26.01.2015	27.01.2015	fgff	transferred to FI	Request Approved	Add	Display
14.01.2015	15.01.2015	Chennai	transferred to FI	Request Approved	Add	Create
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19.03.2015	20.03.2015	Mumbai	Approved and Settled	Request Approved	Add	Display
12.03.2015	13.03.2015	Chennai	Released for Approval	Request Recorded	Add	Create
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23.02.2015	24.02.2015	Kolkata	Approved and Settled	Request Approved	Add	Create
03.01.2015	04.01.2015	Mumbai	Approved and Settled	Request Open	Add	Display
20.02.2015	21.02.2015	Mumbai	In Processing	Request Open	Add	Create

We will get below screen

Approval Status

Workflow Status of Travel Request - 10677

Raised on: 18.04.2015

Approver Name	Position	Department	Workflow Status	Approval Date
V J Kurian	Managing Director	Managing Director	To Be Approved	..