

Foreign travelling

Step 1: Travel Order (Pre-travelling)

ERS

Help & Feedback Hello, Haroon

Dashboard Vouchers Travel Orders

New Travel Order

Here you can add your new voucher

Your Profile

ID / Grade:	Name:	Department:
Cost Center:	Mobile #	Bank Account #

Charge to Cost Center

Select

Enter Details

Foreign - DA Total Amount (PKR)

Foreign - DA

Approximate Duration	Country	City	Personal Days	Type of Accommodation	
09/14/2020 00:00 - 09/14/2020 23:59			0		
Purpose	Eligible period for DA	Visa Required	Airport - Hotel Transfer	Currency	Advance Amount (USD)
Meeting		No	No	USD	0

Add Category

Save

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The first thing before actually travelling is to make a travel order, for that you need to navigate from the top menu bar 'travel orders' -> 'New travel order'.

You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Foreign – DA' and a grey header row with 'foreign DA' as title will appear.

Once you click on it the above shown form will appear. Enter your approximate duration, country, city, type of accommodation, purpose, visa requirement, Airport – Hotel Transfer and currency along with

personal days (if any). As soon as you are done with this your eligible period of DA and eligible amount of advance in your required currency would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager and then from divisional head and after that you can get the amount from accounts.

Step 2: Voucher (Post return)

ERS

Help & Feedback Hello, Musa

Dashboard Vouchers Travel Orders

New Voucher

Here you can add your new voucher

Your Profile

ID / Grade:	Name: Musa Ejaz	Department: Digitalization
Cost Center: 45605	Mobile #	Bank Account #

Charge to Cost Center

Select

Enter Details

Foreign - DA Total Amount (PKR)

Foreign - DA

Don't forget to attach approved Travel Order form with voucher print

Duration of Trip	Personal Days	Type of Accommodation	Purpose	Eligible period for DA
08/11/2020 00:00 - 08/11/2020 23:59	0		Meeting	

Travel Order Amount (USD)

0

Add Category

Save

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After travelling you need to fill in voucher against your TO (travel order), for that you need to navigate from the top menu bar 'Vouchers' -> 'New Voucher'.

You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Foreign – DA' and a grey header row with 'Foreign DA' as title will appear.

Once you click on it the above shown form will appear. Enter your duration, type of accommodation, purpose and travel order along with personal days (if any). As soon as you are done with this your eligible period of DA and eligible amount in USD would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager and your divisional head.

Local travelling

Step 1: Travel Order (Pre-travelling)

ERS

Help & Feedback Hello, Haroon

Dashboard Vouchers Travel Orders

New Travel Order

Here you can add your new voucher

Your Profile

ID / Grade:		Name:	Muhammad Haroon Naseer	Department:	Digitalization
Cost Center:	45605	Mobile #		Bank Account #	

Charge to Cost Center

Select

Enter Details

Local - DA (via Air) Total Amount (PKR)

Local - DA (via Air)

Don't forget to attach approved Travel Order form with voucher print in case of air travel

Duration of Trip	From Location	To Location	Accommodation Required	Eligible period for DA
09/14/2020 00:00 - 09/14/2020 23:59			No	

Add Category

Save

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The first thing before actually travelling is to make a travel order, for that you need to navigate from the top menu bar 'travel orders' -> 'New travel order'.

You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Local – DA via air' and a grey header row with 'local DA via air' as title will appear.

Once you click on it the above shown form will appear. Enter your duration of trip, from location, to location and accommodation requirement. As soon as you are done with this your eligible period of DA and eligible amount would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager and after that you can get the amount from accounts.

Step 2: Voucher (Post return)

ERS

Help & Feedback Hello, Musa

Dashboard Vouchers Travel Orders

New Voucher

Here you can add your new voucher

Your Profile

ID / Grade:		Name:	Musa Ejaz	Department:	Digitalization
Cost Center:	45605	Mobile #		Bank Account #	

Charge to Cost Center

Select

Enter Details

Local - DA (via Air) Total Amount (PKR)

Local - DA (via Air)

Don't forget to attach approved Travel Order form with voucher print in case of air travel

Duration of Trip	From Location	To Location	Travel Order
08/11/2020 00:00 - 08/11/2020 23:59			

Eligible period for DA	Amount (PKR)
	0

Add Category

Save

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After travelling you need to fill in voucher against your TO (travel order), for that you need to navigate from the top menu bar 'Vouchers' -> 'New Voucher'.

You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Local – DA via air' and a grey header row with 'local DA via air' as title will appear.

Once you click on it the above shown form will appear. Enter your duration, from location, to location and travel order. As soon as you are done with this your eligible period of DA and eligible amount in PKR would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager.