

PASSAGE ALLOWANCE

Role: Front End User (Department Endorser)

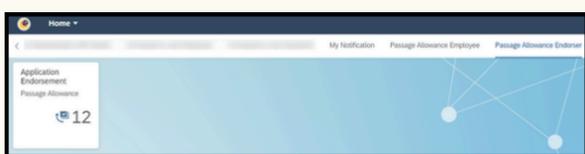


An online application process of managing Passage Allowance in SSM [Children Concession Passage, Contract Officers Travel Warrant (Application), Contract Officer Travel Warrant (Claim), Travel Warrant for Contract Officers (Reimbursement), and Leave Allowance for Local Contract Officer], subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Department Endorser to Endorse / Rework / Reject Passage Allowance application:

Endorse Passage Allowance Application

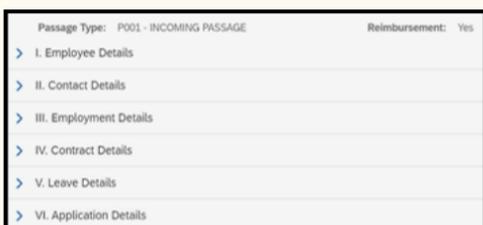
1 In SAPGUI (front-end system), click on **Passage Allowance Endorser** tile



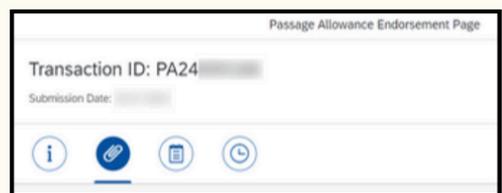
2 In **PA Endorsement Page**, select application with **Submitted** status



3 Ensure that the **required application details** are correct

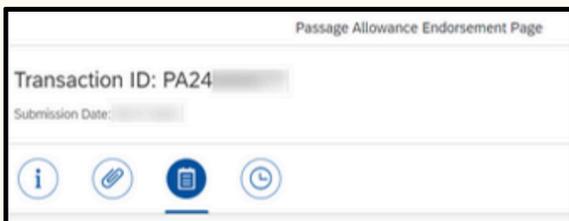


4 Select **Attach** icon

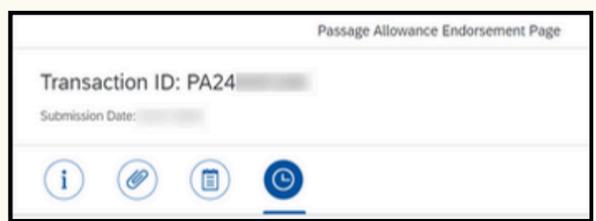


Click **Display** button to view supporting documents

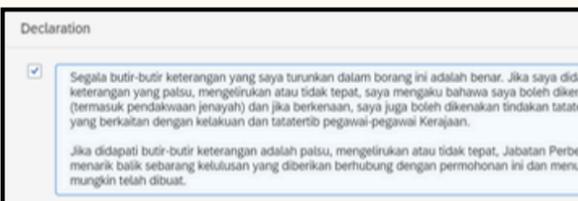
5 Select **Application Notes** icon to view notes from applicant



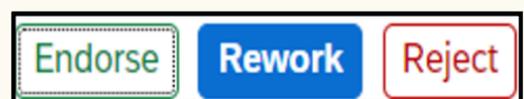
6 Select **Application Historical Data** icon to view previous status



7 Tick **Declaration** checkbox



8 Click **Endorse** button



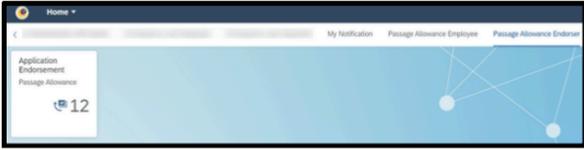
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Rework Passage Allowance Application

- 1** In SAPGUI (front-end system), click on **Passage Allowance Endorser** tile



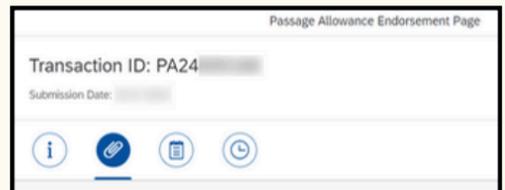
- 2** In **PA Endorsement Page**, select application with **Submitted** status



- 3** Ensure that the **required application details** are correct



- 4** Select **Attach** icon

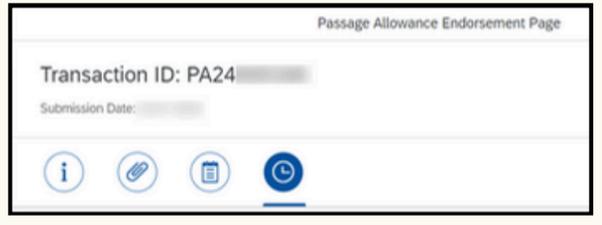


- Click **Display** button to view supporting documents

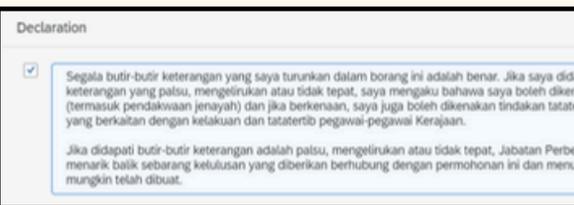
- 5** Select **Application Notes** icon to view notes from applicant



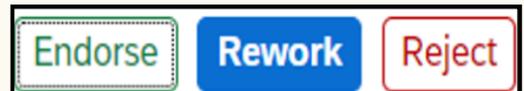
- 6** Select **Application Historical Data** icon to view previous status



- 7** Tick **Declaration** checkbox



- 8** Click **Rework** button



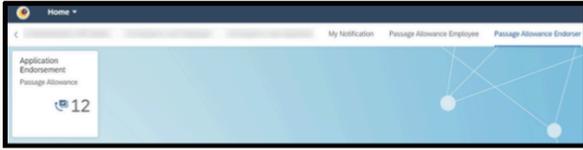
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Reject Passage Allowance Application

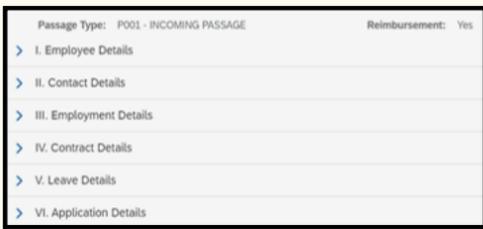
- 1** In SAPGUI (front-end system), click on **Passage Allowance Endorser** tile



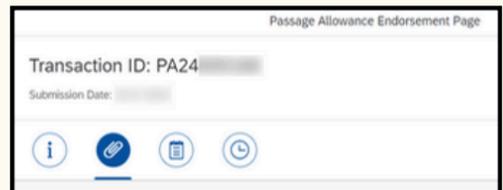
- 2** In **PA Endorsement Page**, select application with **Submitted** status



- 3** Ensure that the **required application details** are correct

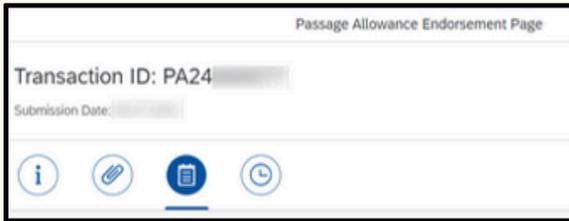


- 4** Select **Attach** icon



- Click **Display** button to view supporting documents

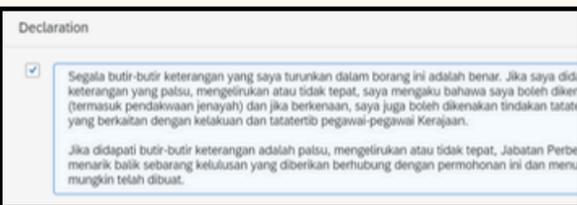
- 5** Select **Application Notes** icon to view notes from applicant



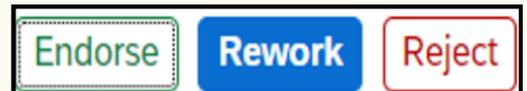
- 6** Select **Application Historical Data** icon to view previous status



- 7** Tick **Declaration** checkbox



- 8** Click **Reject** button



Please refer to the **User Guide** for a step-by-step guide. **Passage Allowance User Guide** is available on **SSM Info Website**:

www.jpa.gov.bn/SSM