

# PASSAGE ALLOWANCE : CHILDREN CONCESSION PASSAGE

Role: Front End User (Employee)

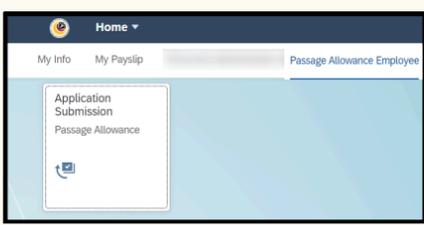


This module is an online application process of managing Passage Allowance: Children Concession Passage in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Employee to Submit / Draft / Delete Passage Allowance application:

## Submit Passage Allowance Application

**1** In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile



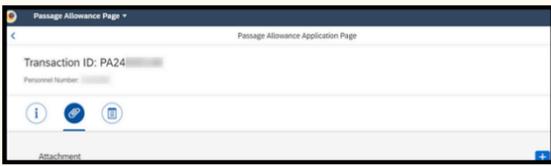
**2** In **Passage Allowance Page**, click on **Add** button



**3** Select **Passage Type** and **Reimbursement**

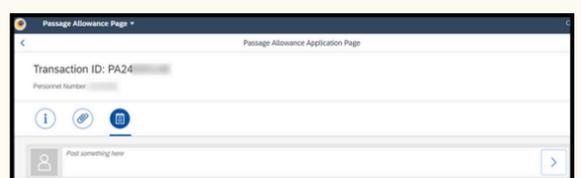
**4** Ensure that the **required application details** are filled and correct

**5** Select **Attach** icon



Click **Add (+)** icon to attach any supporting documents

**6** Select **Notes** icon



**Fill** in the notes field provided

**7** Tick **Declaration** checkbox

**8** Click **Submit** button



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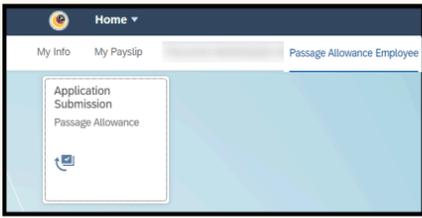
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## Edit Drafted Passage Allowance Application

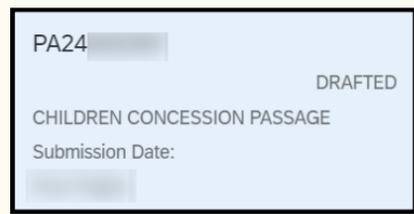
1

In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile



2

In **Passage Allowance Page**, select application with **Drafted** status



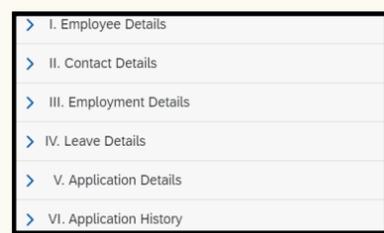
3

Click **Edit** button



4

Ensure that the **required application details** are filled and correct



5

Click **Submit** button



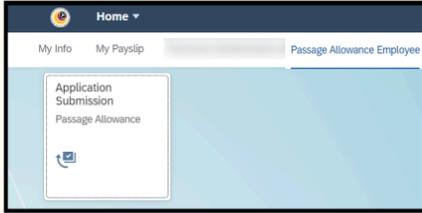
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Role: Front End User (Employee)



## Delete Drafted Passage Allowance Application

**1** In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile



**2** In **Passage Allowance Page**, select application with **Drafted** status



**3** Click **Delete** button



**4** The **Delete** message will be displayed

Record deleted successfully

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](http://www.jpa.gov.bn/SSM)