

PASSAGE ALLOWANCE : INCOMING, HOMEWARD, HOMEWARD & INCOMING AND MID-TERM PASSAGE (CONTRACT)

Role: Front End User (Employee)



This module is an online application process of managing Passage Allowance: Incoming, Homeward, Homeward & Incoming and Mid-Term 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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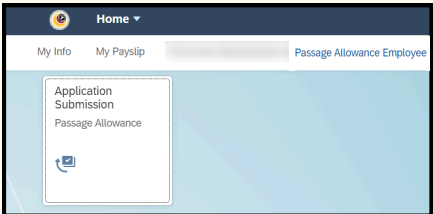
Role: Front End User (Employee)



Edit Drafted Passage Allowance Application

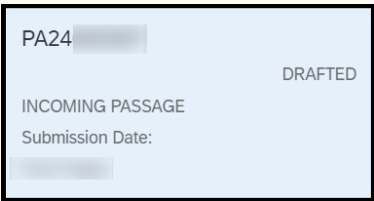
1

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




2

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



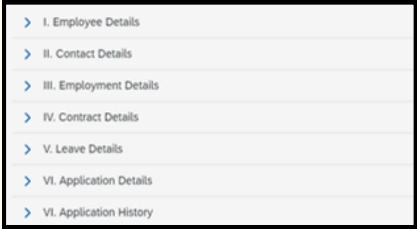
3

Click **Edit** button




4

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



5

Click **Submit** button



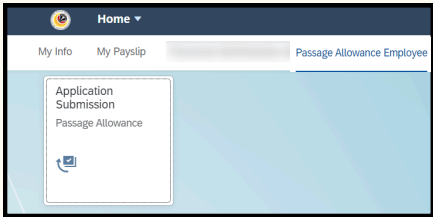
**PASSAGE ALLOWANCE : INCOMING,
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AND MID-TERM PASSAGE (CONTRACT)**
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Delete Drafted Passage Allowance Application

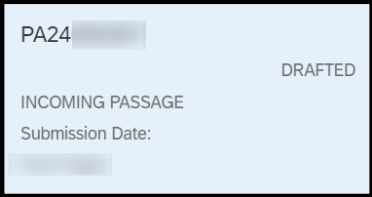
1

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




2

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



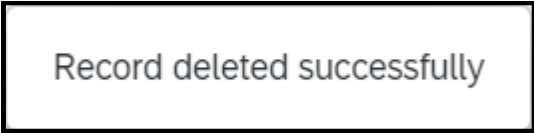
3

Click **Delete** button



4

The **Delete** message will be displayed



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