PASSAGE ALLOWANCE
Role: Front End User
(Treasury PA Administrator)

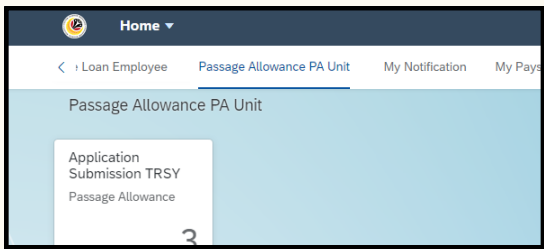SISTEM SUMBER MANUSIA · SISTEM SUMBER MANUSIA

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 Treasury PA Administrator to Create / Edit / Delete Passage Allowance application:

Create Passage Allowance Application

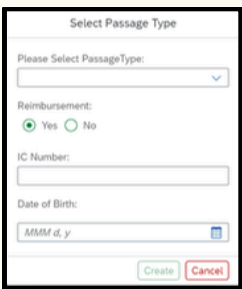**1** In SAP FIORI (front-end system), click on **Passage Allowance PA Unit** tile

2 In **Passage Allowance PA Unit Submission Page**, click on **Add** button

3 Select **Passage Type** and fill in the required details

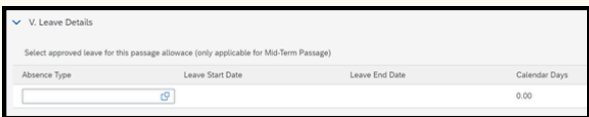**4** Ensure that the **required application details** are filled and correct

5 Under **Section IV. Contract Details**, fill in the required details where applicable
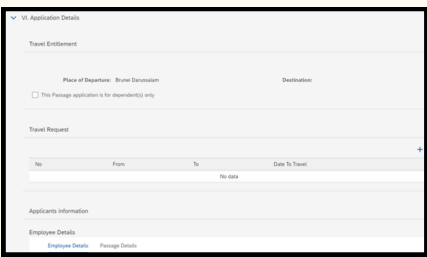
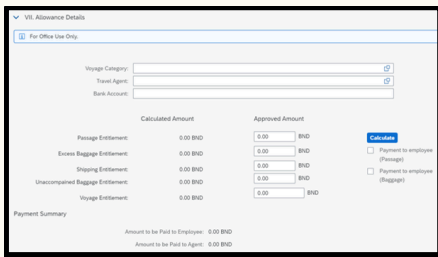**6** Under **Section V. Leave Details**, fill in the required details if applicable

7 Under **Section VI. Application Details**, fill in the required details where applicable
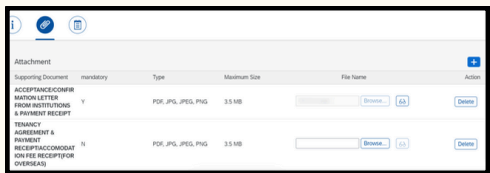
8 Under **Section VII. Allowance Details**, fill in the required details where applicable

9 Select **Attach** icon

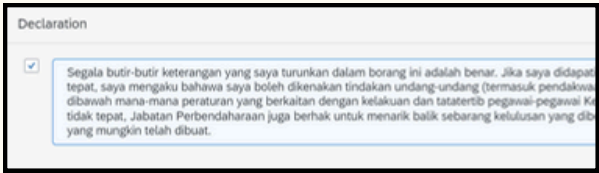Click **Add (+)** icon to attach any supporting documents

10 Select **Application Historical Data** icon

Fill in the notes field provided

11 Tick **Declaration** checkbox

12 Click **Submit** button
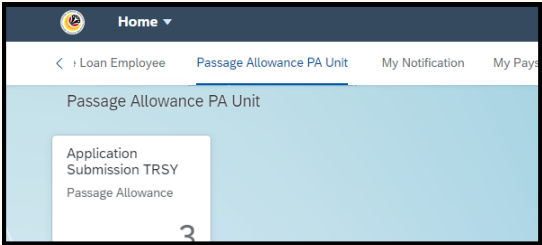
PASSAGE ALLOWANCE
Role: Front End User
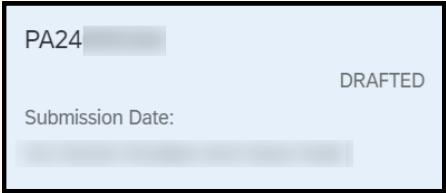### (Treasury PA Administrator)

Edit Drafted Passage Allowance Application

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

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

PA24_____
DRAFTED
Submission Date:

3 Click **Edit** button

Edit

4 Ensure that the **required application details** are filled and correct
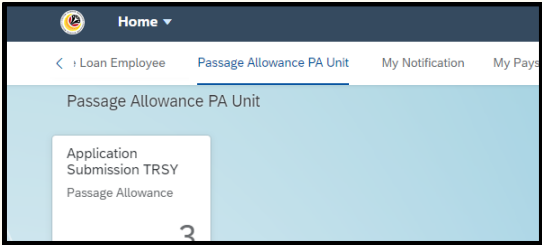
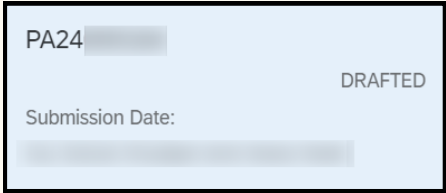**5** Click **Submit** button

Saved as Draft | Submit | Cancel

Delete Drafted Passage Allowance Application

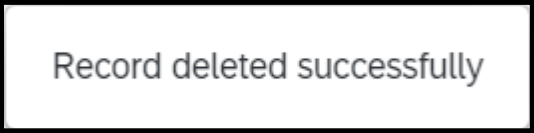**1** In SAP FIORI (front-end system), click on **Passage Allowance PA Unit** tile

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

PA24_____
DRAFTED
Submission Date:

3 Click **Delete** button

Add | Copy | Delete

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