

PASSAGE MEETING

Role: Department Administrator

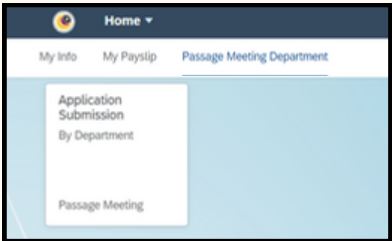


This module is an online application process of managing Passage Allowance for overseas meeting in SSM, subject to employee’s eligibility and Treasury Department’s final approval, following JPM’s Circular 5/2015.

Below is the quick guide for Department Administrator to Submit / Edit / Delete Passage Meeting Application:

Submit Passage Meeting Application

1 In SAPGUI (front-end system), click on **Application Submission** tile



2 Select the **Add Button** to create a new application



3 Fill in the **IC Number** and **Date of Birth**

Head of Group

IC Number:

Date of Birth:

MMM d, y

Ok Cancel

4 Under **Member & Travel Details**, fill in all the **required information**

Member & Travel Details

From: To: Date of Travel: Travel Period: days

Government Representative Member Details

Member Details Travel Request

No.	IC Number	Date of Birth	Personnel Number	Name	Employee Sub Group	Position	Department
01							

Non Government Representative Member Details

Member Details Travel Request

No.	IC Number	Name	Organization	Position
			No data	

5 Click on **Attachment** tab

Attachments

Supporting Document	Mandatory	Type	Maximum Size	File Name
INVOICE	NO	PDF, JPG, JPEG, PNG	3.5 MB	Browse... Go
ORDER	YES	PDF, JPG, JPEG, PNG	3.5 MB	Browse... Go

Click on **Browse** button to attach any supporting documents

6 Click **Add (+)** button to attach any additional documents

Maximum Size File Name Action

PPEG, PNG	3.5 MB	Browse... Go	Delete
PPEG, PNG	3.5 MB	Browse... Go	Delete

7 Select **Application Historical Data** icon

Fill in the notes field provided

8 Tick **Declaration** checkbox

☒ Segala butir-butir keterangan yang saya turunkan keterangan yang palsu, mengelirukan atau tidak (termasuk pendakwaan jenayah) dan jika berlaku peraturan yang berkaitan dengan kelakuan dan

9 Click **Submit** button

Saved as Draft

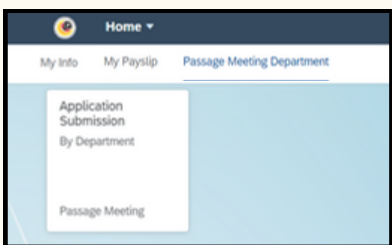
PASSAGE MEETING

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Edit Drafted Passage Meeting Application

- 1** In SAPGUI (front-end system), click on **Application Submission** tile



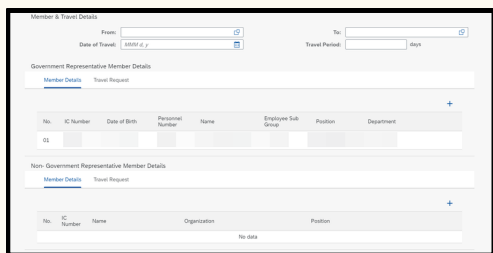
- 2** In **Passage Allowance Meeting Application Page**, select application with **Drafted** status



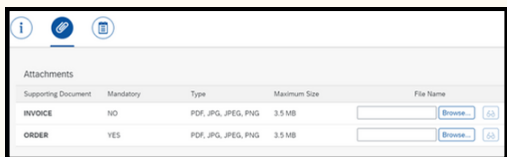
- 3** Click **Edit** button



- 4** Under **Member & Travel Details**, fill in all the **required information**



- 5** Click on **Attachment** tab

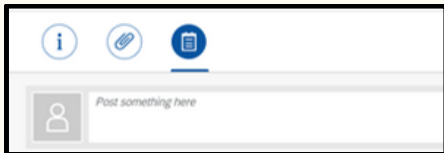


Click on **Browse** button to attach any supporting documents

- 6** Click **Add (+)** button to attach any additional documents

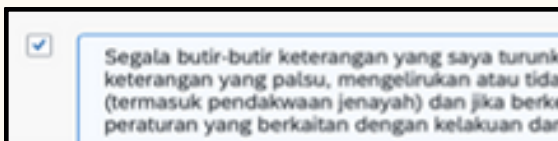


- 7** Select **Application Historical Data** icon



Fill in the notes field provided

- 8** Tick **Declaration** checkbox



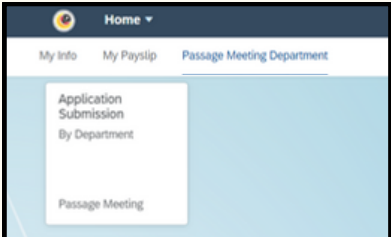
- 9** Click **Submit** button

Saved as Draft **Submit**

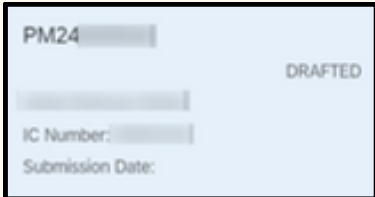


Delete Drafted Passage Meeting Application

1 In SAPGUI (front-end system), click on **Application Submission** tile



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



3 Click **Delete** button



4 **Delete** message will be displayed



Please refer to the **User Guide** for a step-by-step guide. **Passage Meeting User Guide** is available on **SSM Info Website**:
www.jpa.gov.bn/SSM