

PASSAGE MEETING

Role: Treasury PM Administrator



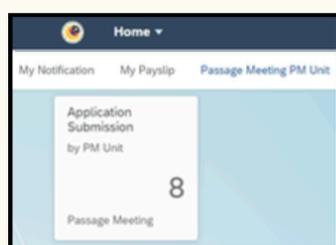
This module is an online application process of managing Passage Allowance for overseas meeting in SSM, subject to employee's eligibility and Treasury Department's final approval, following JPM's Circular 5/2015.

Below is the quick guide for Treasury PM Administrator to Submit / Copy / 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 No.** and **Date of Birth**.

Head of Group

IC Number:

Date of Birth:

4

Fill in the **Member** and **Travel details**.

Member & Travel Details

From: To:

Date of Travel: Travel Period:

Government Representative Member Details

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

Non-Government Representative Member Details

No.	IC Number	Name	Organization	Position
				No data

5

Click **Browse** to add attachments.

Supporting Document	Mandatory	Type	Maximum Size	File Name
INVOICE	NO	PDF, JPG, JPEG, PNG	3.5 MB	<input type="text"/> <input type="button" value="Browse..."/>
ORDER	YES	PDF, JPG, JPEG, PNG	3.5 MB	<input type="text"/> <input type="button" value="Browse..."/>

6

Click **Add** button if required.

File Name	Action
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Delete"/>
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Delete"/>

7

Tick **Declaration** checkbox.

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

8

Click **Submit** button to submit the application.

PASSAGE MEETING

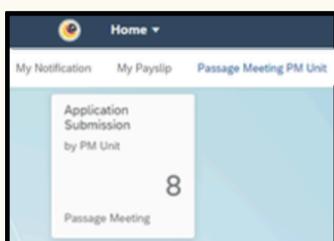
Role: Treasury PM Administrator



Copy Passage Meeting Application

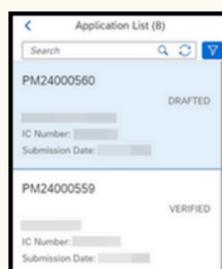
1

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



2

Select one of the application from **Application List** to copy.



3

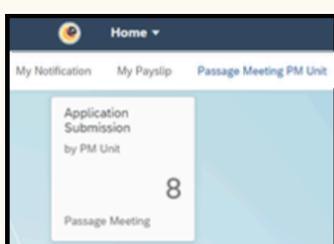
Select the **Copy Button** to create a duplicate of the selected application.



Delete Passage Meeting Application

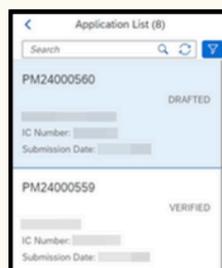
1

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



2

Select one of the application from **Application List** to delete.



3

Select the **Delete Button** to delete the selected application.



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

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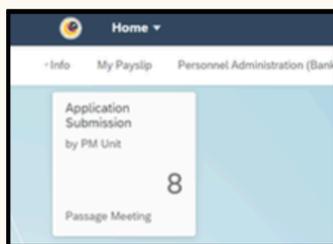
This module is an online application process of managing Passage Allowance for overseas meeting in SSM, subject to employee's eligibility and Treasury Department's final approval, following JPM's Circular 5/2015.

Below is the quick guide for Treasury PM Administrator to Dispatch Passage Meeting Warrant:

Dispatch Passage Meeting Warrant

1

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



2

Under Application List, select Application ID with '**Approved**' or '**In Progress**' status



3

Click on **Dispatch** tab



4

Click on **Generate** button



5

Click on **View** button to view warrant



6

Click on **Dispatch** button to submit warrant to employee



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