

PASSAGE MEETING

Role: Treasury PM Verifier



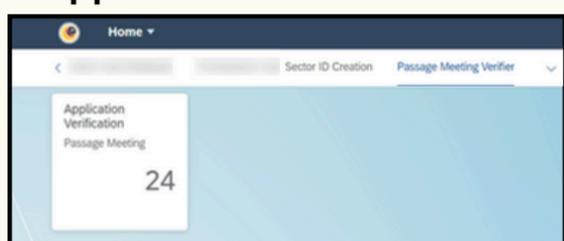
This module is an online application process of managing Passage Allowance for overseas meeting in SSM, subject to employee's eligibility and Treasury Department's final approval, following JPM's Circular 5/2015.

Below is the quick guide for Treasury PM Verifier to Verify / Rework / Reject Passage Meeting Application:

Verify / Rework / Reject Passage Meeting Application

1

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



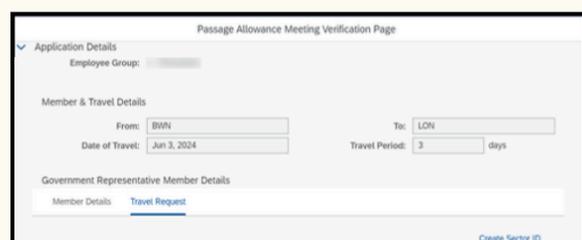
2

Under Application List, select Application ID with **'Submitted'** status



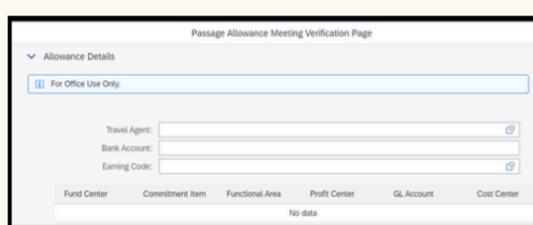
3

Under **Application Details**, fill in all the **required information**



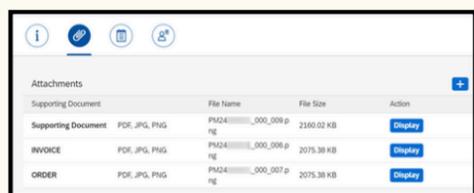
4

Under **Allowance Details**, fill in all the **required information**



5

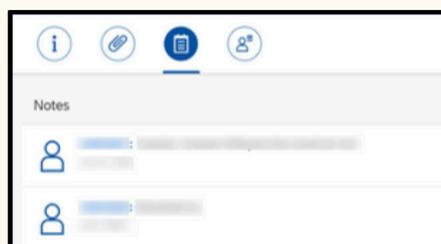
Click on **Attachment** tab



Click on **Add (+)** button to attach additional supporting documents (if any)

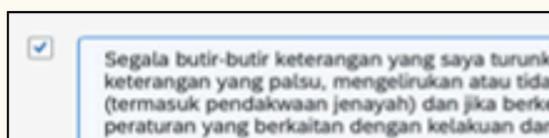
6

Review the **Application Notes**



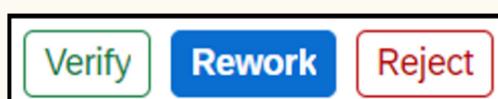
7

Tick **Declaration** checkbox



8

Click **Verify / Rework / Reject** button



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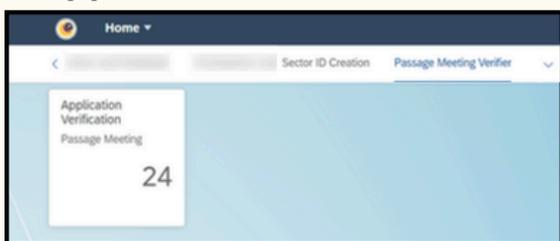
This module is an online application process of managing Passage Allowance for overseas meeting in SSM, subject to employee's eligibility and Treasury Department's final approval, following JPM's Circular 5/2015.

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

Dispatch Passage Meeting Warrant

1

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



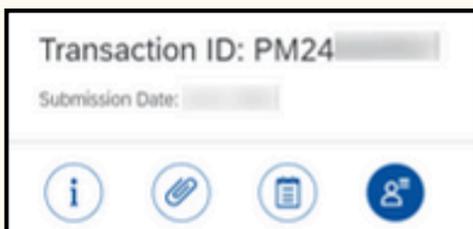
2

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