


Domestic Travel Advance through ESS (HR Module) – Faculties

Step 1: - Input Trip Start Date and Time and Trip End date and Time.

From:	14.06.2019	04:14
End:	24.06.2019	02:00

Step 2:- Mention only **WBS Elements** and Select 100 % funding from CSSP (Note:- Please do not club CSSP and F&A in case partial funding from both cost centres.

100%:	WBS Element	SP/ASIP-13-0001.03	
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Step 3:- Input the total desired advance amount in INR..

Receipts <input type="checkbox"/> Advances <input checked="" type="checkbox"/>						
Amount	Curr.	Exch. Rate	Settlement Amount	Acco...	Cash	Date
200,000.00	TNR	1.00000	200,000.00	TNR	<input type="checkbox"/>	25.10.2019

Step 4 :- SAP number 000000XXX and Personal number 000000XXXXX to be transfer to CSSP.

Domestic Travel Advance through Finance (FI Module) – Students and Project Staff

Step 1 : - Enter document create date.

* Document Date:

Step 2: - Give Reference as **TA Advance**.

Reference:

Step 3:- Input vendor code for the person requesting Ta advance.

* Account:

Step 4:- Mention Spl.GI as following - **Q** for Students and **A** for Project Staff.

* Trg.Sp.G/L Ind.:

Step 5:- Input the total desired advance amount in INR

Amount: INR

Step 6:- Input Business Area as Z002 (CSSP).

Bus. Area:

Step 7 :- Enter the WBS element (Debit Head) With Sub head.

WBS Element:

Step 8 : - Post The document to generate 17XXXXXX number and transfer to CSSP

Foreign Travel Advance through ESS (HR Module) – Faculties

Step 1: - Input Trip Start Date and Time and Trip End date and Time.

From:	14.06.2019	04:14
End:	24.06.2019	02:00

Step 2: - Mention correct Country and Region.

Reason:	Young Researchers Meetin		
Loc:	Frankfurt		
Country:	DE	Region:	
Posting Date:	23.10.2019		
Country:	DE	Region:	

Step 3:- Mention only **WBS Elements** and Select 100 % funding from CSSP (Note:- Please do not club CSSP and F&A TA advance or Expense if in case partial funding from both cost centres.

100%:	WBS Element	SP/ASIP-13-0001.03	
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Step 4:- Input the total desired advance amount in INR .

Amount	Curr.	Exch. Rate	Settlement Amount	Acco...	Cash	Date
700,000.00	TNR	1.00000	700,000.00	TNR	<input type="checkbox"/>	25.10.2019

Step 4: - Upload all Scanned copies of: - Performa of Airfare, Accommodation, Registration fees, Visa fees and Invitation letter.

Step 7 :- SAP number 000000XXX and Personal number 000000XXXXX to be shared to CSSP.

Foreign Travel Advance through Finance (FI Module)

– Students and Project Staff

Step 1 : - Enter document create date.

* Document Date: 

Step 2: - Give Reference as **TA Advance**.

Reference:

Step 3:- Input vendor code for the person requesting Ta advance.

* Account:

Step 4:- Mention Spl.GI as following - **Q** for Students and **A** for Project Staff.

* Trg.Sp.G/L Ind.:

Step 5:- Input the total desired advance amount in INR.

Amount: INR

Step 6:- Input Business Area as Z002 (CSSP).

Bus. Area:

Step 7 :- Enter the WBS element (Debit Head) With Sub head.

WBS Element:

Step 8 : - Post The document to generate 17XXXXXX number and transfer to CSSP