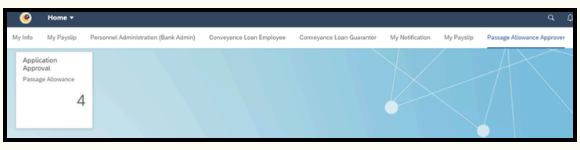
PASSAGE ALLOWANCE
Role: Front End User
(Treasury PA Approver)

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.

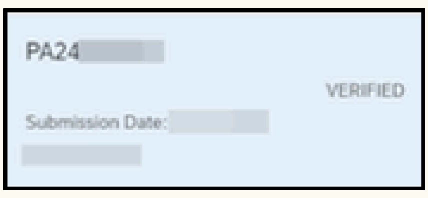
Below are the quick guide for Treasury PA Approver to Approve / Rework / Reject Passage Allowance application:

Approve Passage Allowance Application

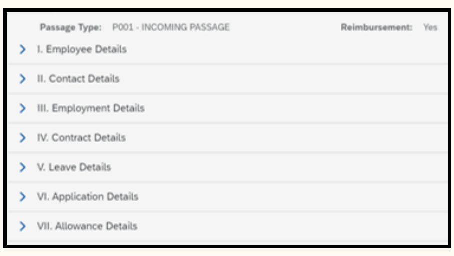
1 In SAP FIORI (front-end system), click on **Passage Allowance Approver** tile



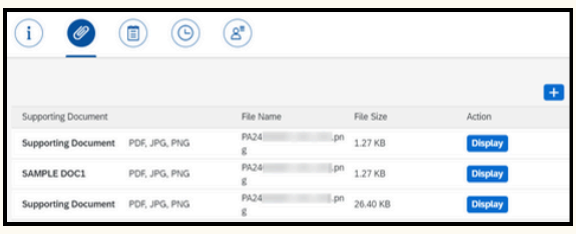
2 In **Passage Allowance Approver Page**, select application with **Verified** status



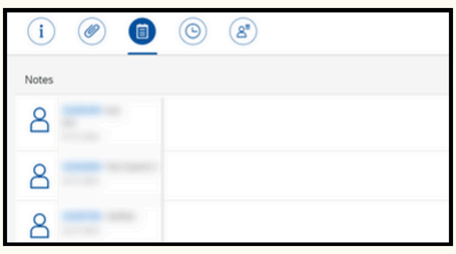
3 Review the **Application Details**



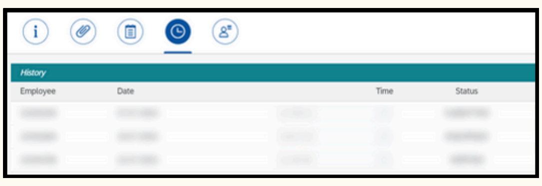
4 Review the **Supporting Documents**



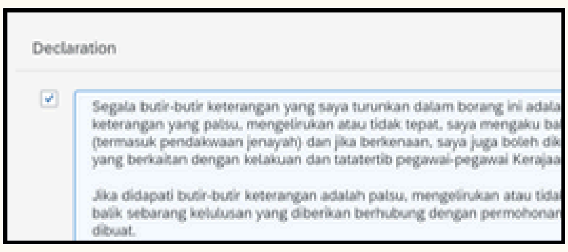
5 Review the **Application Notes**



6 Review the **Application Historical Data**



7 Tick **Declaration** checkbox



8 Click **Approve** button

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PASSAGE ALLOWANCE
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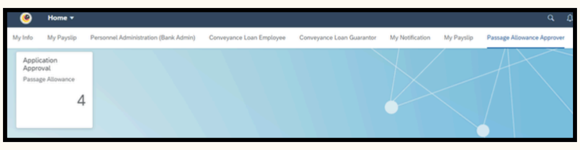
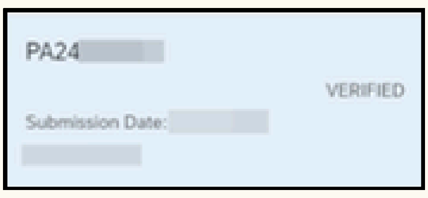
Rework Passage Allowance Application

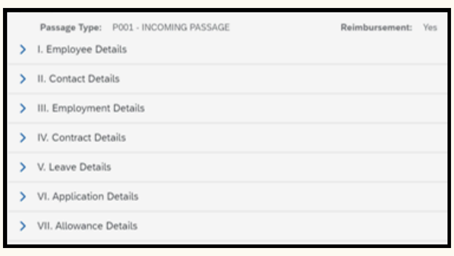
1 In SAP FIORI (front-end system), click on **Passage Allowance Approver** tile



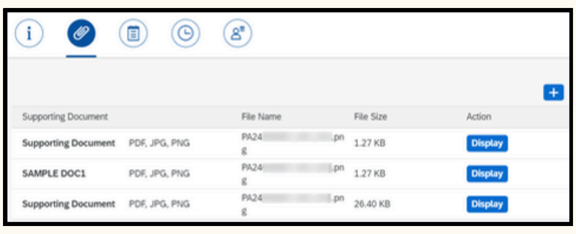
2 In **Passage Allowance Approver Page**, select application with **Verified** status



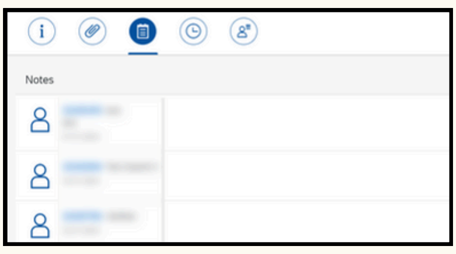
3 Review the **Application Details**



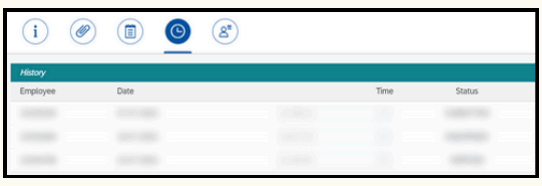
4 Review the **Supporting Documents**



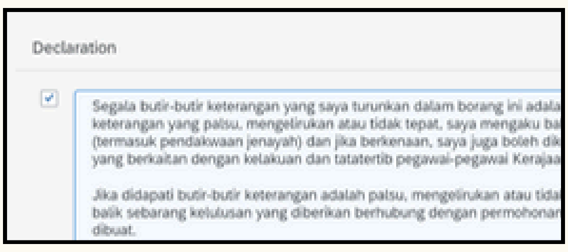
5 Review the **Application Notes**



6 Review the **Application Historical Data**



7 Tick **Declaration** checkbox



8 Click **Rework** button

PASSAGE ALLOWANCE

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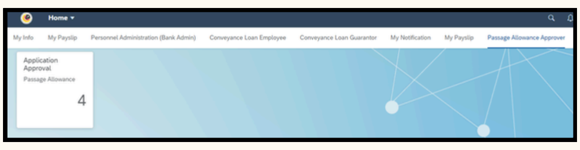
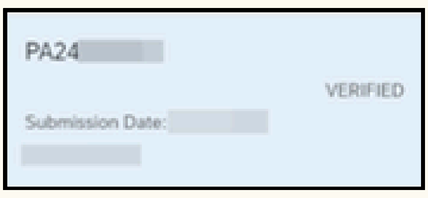
Reject Passage Allowance Application

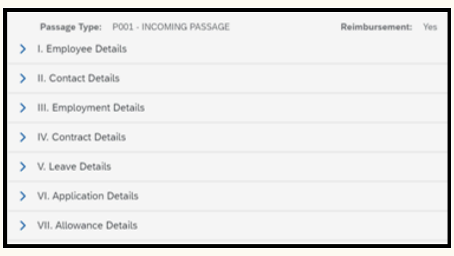
1 In SAP FIORI (front-end system), click on **Passage Allowance Approver** tile



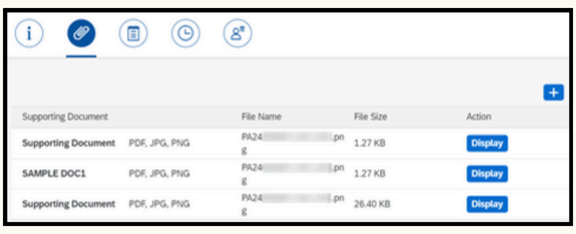
2 In **Passage Allowance Approver Page**, select application with **Verified** status



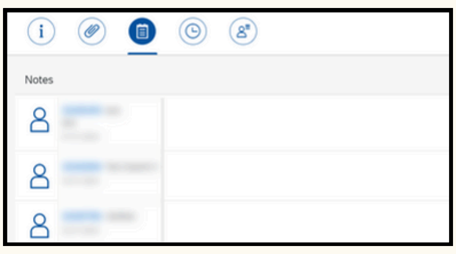
3 Review the **Application Details**



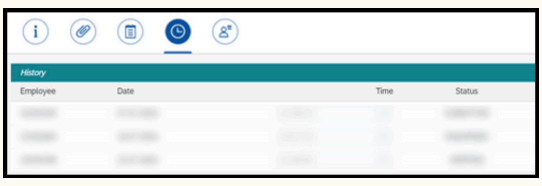
4 Review the **Supporting Documents**



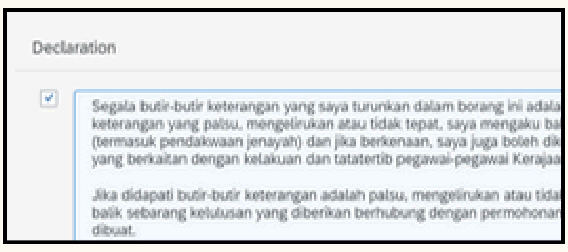
5 Review the **Application Notes**



6 Review the **Application Historical Data**



7 Tick **Declaration** checkbox



8 Click **Reject** button

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

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