

PASSAGE ALLOWANCE

Role: Front End User
(Treasury PA Verifier)



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 Verifier to Verify / Rework / Reject Passage Allowance application:

Verify Passage Allowance Application

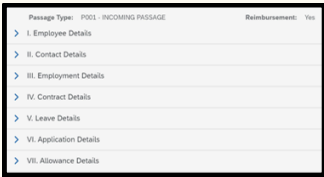
1 In SAP FIORI (front-end system), click on **Passage Allowance Verifier** tile



2 In **Passage Allowance Verification Page**, select application with **Endorsed** status



3 Review the **Application Details**

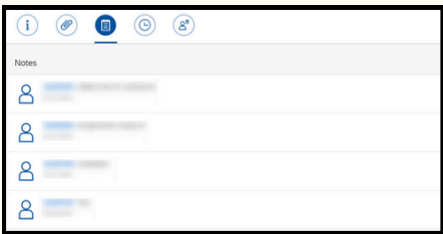


Fill in the required details where applicable

4 Review the **Supporting Documents**

Supporting Document	File Name	File Size	Action
Supporting Document	PDF, JPG, PNG	PA24- E	1.27 KB Display
Supporting Document	PDF, JPG, PNG	PA24- E	1.27 KB Display
SAMPLE DOC1	PDF, JPG, PNG	PA24- E	1.27 KB Display

5 Review the **Application Notes**



6 Review the **Application Historical Data**

Employee	Date	Time	Status
			SUBMITTED
			ENDORSED
			VERIFIED
			REWORK TO VERIFIER

7 Tick **Declaration** checkbox

Declaration

☒ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku ba (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh di yang berkaitan dengan kelakuan dan tata tertib pegawai-pegawai Kerajaan.
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak balik sebarang kelulusan yang diberikan berhubung dengan permohonan dibuat.

8 Click **Verify** button



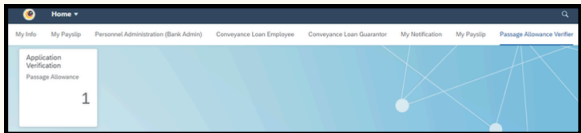
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Rework Passage Allowance Application

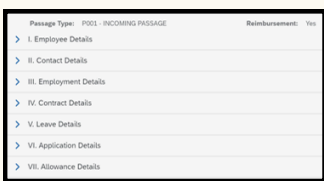
- 1** In SAP FIORI (front-end system), click on **Passage Allowance Verifier** tile



- 2** In **Passage Allowance Verification Page**, select application with **Endorsed** status

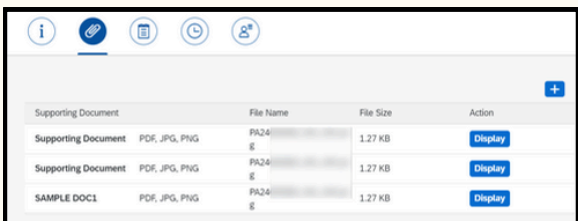


- 3** Review the **Application Details**

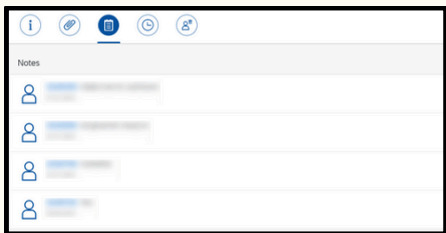


Fill in the required details where applicable

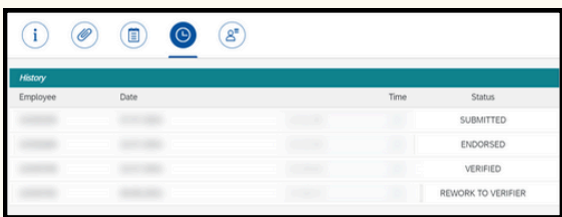
- 4** Review the **Supporting Documents**



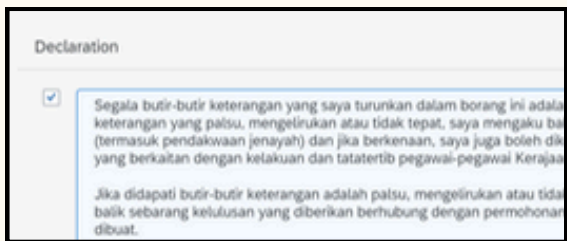
- 5** Review the **Application Notes**



- 6** Review the **Application Historical Data**



- 7** Tick **Declaration** checkbox



- 8** Click **Rework** button



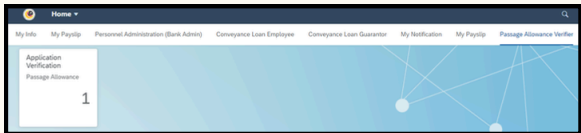
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Reject Passage Allowance Application

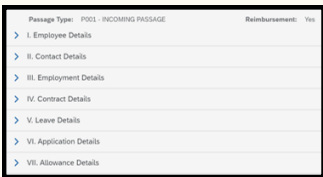
- 1** In SAP FIORI (front-end system), click on **Passage Allowance Verifier** tile



- 2** In **Passage Allowance Verification Page**, select application with **Endorsed** status

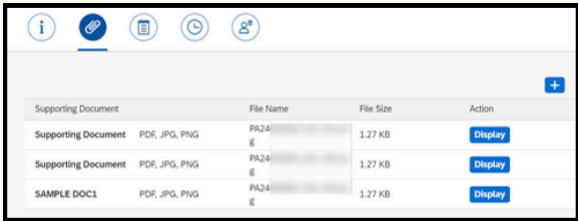


- 3** Review the **Application Details**

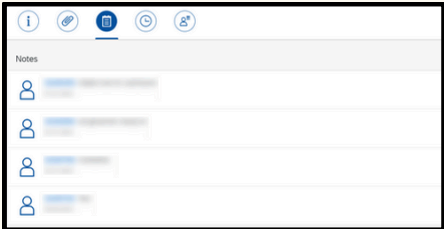


Fill in the required details where applicable

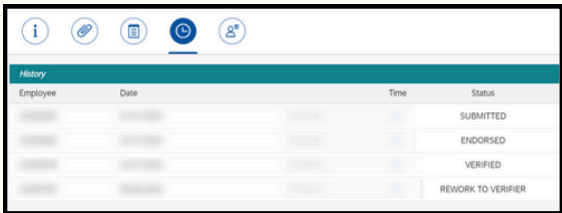
- 4** Review the **Supporting Documents**



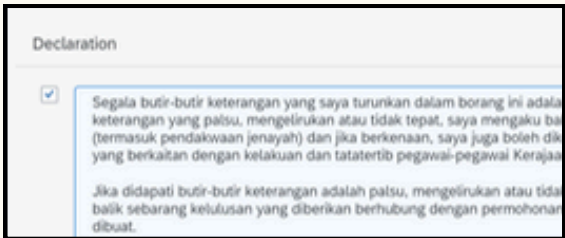
- 5** Review the **Application Notes**



- 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